

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest

7<sup>ème</sup> étage

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est

800, rue de La Gauchetière Ouest

7<sup>ème</sup> étage

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Service d'Hébergement	
<b>Solicitation No. - N° de l'invitation</b> W3380-11J051/A	<b>Date</b> 2012-02-21
<b>Client Reference No. - N° de référence du client</b> W3380-11-J051	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-207-11972
<b>File No. - N° de dossier</b> MTA-1-34399 (207)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-03-08</b>	
<b>Time Zone</b> Fuseau horaire Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Duthoy, Martin	<b>Buyer Id - Id de l'acheteur</b> mta207
<b>Telephone No. - N° de téléphone</b> (514)496-3885 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE C.P 100, SUCCURSALE BUREAU-CHEF GARRISON ST JEAN RICHELAIN Québec J0J 1R0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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MTA-1-34399

Buyer ID - Id de l'acheteur

mta207

CCC No./N° CCC - FMS No/ N° VME

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## 11. Insurance

### List of Annex:

Annex A Statement of Work  
Annex B Menu Plan & Meal Quantity  
Annex C Pricing

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## **PART 1 - GENERAL INFORMATION**

### **1.1. Security Requirement**

There is no security requirement associated with the requirement.

### **1.2. Statement of work**

The Contractor must perform the Work in accordance with the Statement of Work at Annexes A, B and C, that form part of the request for proposal and resulting contract.

### **1.3. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

### **1.4. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2011-05-16), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

In reference to section 8 of the Standard Instructions 2003 (2011-05-16), bids may be submitted by facsimile and the Bidder doesn't have to send a written confirmation of the bid he submitted by facsimile.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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## 2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

Prices must appear in the financial bid only (Annex C). No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 3.2 SACC Manual Clauses

SACC Reference	Section	Date
A3050T	Canadian Content Definition	11/01/10

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

**The Department of National Defence will visit the lowest bidder's site to validate the conformity of the site and proposed services within the Statement of Requirement detailed in Annexes A and B of the present document. Non compliance with all the specifications contained in the annexes mentioned above will result in the bid being non-responsive.**

#### 4.1.2 Financial Evaluation

The financial evaluation will be equal to:

(900 x Breakfast unit price)	+
(900 x Lunch unit price)	+
(900 x Dinner unit price)	+
(450 x Snack unit price)	+
(900 x Night Stay unit price)	+
(5 x Site use unit price)	

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian customs duties and excise taxes included.

SACC Manual Clauses      A0222T      Evaluation of Price      (11/01/2010),

**The contract will be awarded in Canadian dollars.** In the event the bid recommended for Contract award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

SACC Manual Clauses      C3011T      Exchange Rate Fluctuation      (11/01/2010)

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Buyer ID - Id de l'acheteur

mta207

CCC No./N° CCC - FMS No/ N° VME

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## **4.2. Basis of Selection**

### **Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **5.1. Certifications Precedent to Contract Award**

The certifications listed below should be submitted with the bid, but may be completed and submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **5.1.1 Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

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The Bidder or the member of the joint venture

- (a)  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b)  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d)  has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

### **5.1.2 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

- the service offered is a Canadian service as defined in paragraph 4 of clause A3050T.

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## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annexes A, B and C, that form part of the contract.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2011-05-16) , General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the contract for the food services and lodging is from May 1st 2012 to June 30th 2012 and from September 1st 2012 to October 30th 2012

The period of the contract for various warehousing services is from June 18th 2012 to 7 September 7 th 2012 and from October 1st 2012 to May 20 2013.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Martin Duthoy  
Supply Specialist  
Supply and Compensation Directorate  
Quebec Region  
Public Works and Government Services Canada  
800 rue de la Gauchetière Ouest, local 7300,  
Montréal, Qc  
H5A 1L6  
Telephone: (514) 496-3885  
Facsimile: (514) 496-3822  
E-Mail: martin.duthoy@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Contact at Customer Department**

*(to be completed by Canada at the time of award)*

For all information related to invoicing and/or payments you may communicate with:

Customer Department: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**5.3 Contractor Contacts**

Name and telephone number of the person responsible for :

**General enquiries & Delivery follow-up**

Name: \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Facsimile No. : \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex C, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 SACC Manual Clauses

#### SACC

Référence	Section	Date
C6000C	Limitation of Price	16/05/11
H1001C	Multiples Payments	12/05/08

## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

## 8. Certifications

**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 8.2 SACC Manual Clauses

A3060C (12/05/08), Canadian Content Certification

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Québec.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2011-05-16) , General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of requirement;
- (d) Annex B, Menu Plan and Meal Quantity
- (d) Annex C, Pricing
- (e) the Contractor's bid dated \_\_\_\_\_, as amended \_\_\_\_\_.

## 11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## **Annex A**

### **Statement of Needs – Sailing activities Region Estrie**

#### **1. DESCRIPTION OF NEEDS**

Provide the services and facilities required for conducting weekend sailing courses for a maximum of 450 sea cadets from Eastern Region, from 1 May to 30 June and from 1 September to 30 October 2012. Storage service is also required until May 2013. The dates as well as the requirements for the following years (2013-2014 and 2014-2015) will be confirmed by the 1st December of the previous contract year.

The specific needs are as follows:

- a. Provide separate lodgings needed to accommodate boys and girls, including access to washrooms and shower rooms;
- b. Provide access to a campground;
- c. Provide access to an electric washer and dryer;
- d. Allow use of an auditorium as a classroom at all times;
- e. Allow use of a basement and/or a room on the lower level for storing various items of sailing equipment and drying sails during the sailing courses;
- f. Allow use of a portion of the beach for storing 25 sailboats, 4 rowboats, 20 canoes, and a closed trailer;
- g. Provide food services on the dates, at the times, and in the quantities detailed in the table at annex E, following the menu plan in Annex B, for a maximum of 450 participants for the seven (7) weekends;
- h. Provide a fixed, safe dock for mooring three (3) 27-foot whalers and four (4) rowboats;
- i. Provide unheated storage for the boats, from 18 June to 7 September 2012 and from 1 October 2012 to 20 May 2013;
- j. Provide a washing station nearby the Camp to allow DND to wash all the boats brought onto the site in accordance with the municipal bylaws concerning zebra mussels. The camp will invoice DND for this service at the end of each period of operations (spring and fall), once the amount is known;
- k. The camp must carry out weekly check of the DND equipment and to notify DND in the event of theft or vandalism.

## 2. SPECIFIC CONDITIONS

- a. The total number of participants, including staff, cannot exceed 450 for the seven (7) weekends of scheduled activities listed in the table below. The expected number of participants will be confirmed by telephone no later than noon on the Tuesday before the scheduled activity. Even though these reservations are made four (4) days before the activity, the number of participants might still vary if some cadets decide at the last minute not to take part in the weekend's activities. Consequently, in the event that the number of participants is less than 90% of the number of reservations made, DND undertakes to pay for the difference between that number and 90% of the number of participants for whom reservations were made.
- b. DND agrees to pay for repair of any damage caused by its personnel to equipment, buildings or furnishings of buildings used by them. However, any such damage must be verified and authenticated by the military director of the site.

## **Annex B**

### **MENU**

#### **BREAKFAST**

- (1) A fruit or fruit juice or vegetable juice; and
- (2)
  - (a) cereal; or
  - (b) 2 eggs, any style; or
  - (c) a breakfast dish (for example, pancakes, French toast, etc); and
- (3) one type of breakfast meat, plus cheese or yogurt; and
- (4) one starchy food or potatoes (for example, baked beans, hash browns, etc); and
- (5) two types of bread with margarine and jams; and
- (6) a choice of 2 hot or cold beverages, 200 mL each (hot chocolate, coffee, tea) including milk.

#### **LUNCH and/or DINNER**

- (1) one soup or the equivalent (potage, vegetable juice, tomato juice); and
- (2) two protein dishes, hot and freshly prepared with the appropriate condiments; and
- (3) a potato or equivalent (for example, rice, noodles, etc); and
- (4) another hot vegetable; and
- (5) salads and raw vegetables;
- (6) two choices of dessert; and
- (7) breads, margarine, condiments; and
- (8) a choice of two hot and cold beverages, 200 mL each (tea, coffee) including milk.

#### **BOXED LUNCHES**

- (1) a sliced meat sandwich and a sandwich with mixed filling or a cold plate with meat, poultry or fish, rolls, etc; and
- (2) salad or raw vegetable sticks; and
- (3) appropriate condiments for the sandwiches and salad; and
- (4) fresh or canned fruit; and
- (5) a pastry; and
- (6) two beverages, including milk.

#### **ENERGY SUPPLEMENTS**

An energy supplement consists of a beverage and a food (pastry, fruit or cookies, individually wrapped).

## Annex C

### Costing (May 2012 – April 2013)

- a. DND will pay the lump-sum price of \$\_\_\_\_\_ per individual per weekend, and the nominal roll of participants will be used to determine the number of persons receiving the services with the needs identified in the table in Annex B.
- b. the following breakdown of the cost of a weekend will be used to establish the price to be paid by DND for any additional participants or visitors who only receive part of the service.

"	Friday overnight stay:	\$ _____
"	Saturday breakfast:	\$ _____
"	Saturday lunch:	\$ _____
"	Saturday dinner:	\$ _____
"	Saturday snack:	\$ _____
"	Saturday overnight stay:	\$ _____
"	Sunday breakfast:	\$ _____
"	Sunday lunch:	\$ _____
"	Sunday dinner:	\$ _____

Total for the weekend: \$ \_\_\_\_\_

" Use of the grounds and an emergency building: \$ \_\_\_\_\_ per day

- c. The lump sum paid by DND covers all the expenses (canoes, lodging, food service, storage, use of the site, etc) and the camp cannot claim any additional amount for utility bills, insurance, or any other similar expenses.

## **Annex D**

### **Mandatory Criteria**

1. Must have a body of water at least 1 km in length and at least 2 meters deep.
2. Must have a safe body of water (limited pleasure boat traffic).
3. Must have a body of water where use of gasoline-powered motorboats is allowed.
4. Must have access to a slipway that can support boats weighing at least 2,000 lbs.
5. Must have enough docks to accommodate at least 6 motorboats.
6. Must have a body of water allowing sailing.
7. Must be able to lodge at least 90 people less than 1 km from the body of water.
8. Must have access to a cafeteria and food services to feed at least 90 people less than 1 km from the body of water.
9. Must have access to a hospital less than 30 minutes away from the body of water.
10. Must be located within a 60-km radius of Magog, QC centre town.

## Annexe E

## Meals and Lodging Schedule

DATE	DÉJEUNER 07:00 à 08:00	DÎNER 12:00 à 13:00	SOUPER 17:00 à 18:00	SUPPLÉMENTS ÉNERGÉTIQUES 20: 15	NUITÉE	Utilisation du site et hébergement d'urgence
25-05-2012					X	
26-05-2012	X	X	X	X	X	
27-05-2012	X	X	X			
1-06-2012					X (+- 35 pers)	
2-06-2012	X (+- 35 pers)					X
3-06-2012						X
5-06-2012					X (3 pers)	
6-06-2012	X (3 pers)	X (3 pers)	X (3 pers)		X (10 pers)	
7-06-2012	X (10 pers)	X (10 pers)	X (10 pers)		X (10 pers)	
8-06-2012	X (10 pers)	X (10 pers)	X (10 pers)		X (45 pers)	
9-06-2012	X (+- 45 pers)					X
10-06-2012						X
7-09-2012					X	
8-09-2012	X	X	X	X	X	
9-09-2012	X	X	X			
14-09-2012					X	
15-09-2012	X	X	X	X	X	
16-09-2012	X	X	X			
21-09-2012					X	
22-09-2012	X	X	X	X	X	
23-09-2012	X	X	X			
28-09-2012					X	
29-09-2012	X	X	X	X	X	
30-09-2012	X	X	X			
<b>Total</b>	<b>Max 900</b>	<b>Max 900</b>	<b>Max 900</b>	<b>Max 450</b>	<b>Max 900</b>	<b>5</b>