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TPSGC

11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des
services d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Title - Sujet 2013 ACCOMODATION DIRECTORY-REGULAR	
Solicitation No. - N° de l'invitation E60LP-120002/A	Date 2012-09-07
Client Reference No. - N° de référence du client E60LP-120002	Amendment No. - N° modif. 001
File No. - N° de dossier lp011.E60LP-120002	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-011-60840	
Date of Original Request for Standing Offer 2012-09-07	
Date de la demande de l'offre à commandes originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-19	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Dicaire(lp011), François	Buyer Id - Id de l'acheteur lp011
Telephone No. - N° de téléphone (819) 956-7764 ()	FAX No. - N° de FAX (819) 956-7500
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

REQUEST FOR STANDING OFFER (RFSO)

GOVERNMENT OF CANADA
ACCOMMODATION PROGRAM FOR ALL EMPLOYEES
REGULAR MARKETS

AMENDMENT 002

This amendment is raised for the following purposes:

- 1. To extend the solicitation closing date until September 19, 2012;
- 2. To correct the date for the applicable Standard Instructions 2006; and
- 3. To clarify the Offeror response requirement regarding the Certification with respect to the "Consent to a criminal record verification":
 - 3.1 Correction of Part 3-OFFER PREPARTION INSTRUCTIONS, Section II;
 - 3.2 Correction of Part 5-CERTIFICATION (Canadian Properties Only);
 - 3.3 Questions and Answers

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- 1. The solicitation closing date is extended until 19 September 2012.
- 2. Under Part 2 - OFFEROR INSTRUCTIONS 1. Standard Instructions, Clauses and Conditions:

DELETE The Article in its entirety.

INSERT

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO. Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

3. To clarify the Offeror response requirement regarding the Certification with respect to the "Consent to a criminal record verification":

3.1 Part 3- OFFER PREPARATION INSTRUCTIONS, Section II:

DELETE

Certification (Annex C) (One (1) hard copy)

INSERT

Offerors must submit the certifications required under Part 5.

3.2 Part 5 - Certification (Canadian Properties Only):

DELETE

PART 5 - CERTIFICATIONS in its entirety.

INSERT

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to

comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

1.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

Offerors must submit as part of their offer, by Request for Standing Offers closing date:

(a) a complete list of names of all individuals who are currently directors of the Offeror;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list (Annex G, attached).

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

2. Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program (Canadian Properties Only) - Certification (Annex C)

3.3 Questions and Answers:

Q.1: If the supplier does not have a Board of Directors, what information is required to perform the verification process?

A.1: Some suppliers will not have a Board of Directors, as they are not corporate entities. They are sole proprietors, partnerships, or limited liability partnerships, etc. Although all are required to certify, which they do by submitting a bid, only suppliers who have a Board of Directors are required to submit consent forms.

Q.2: How do suppliers obtain access to the Consent to a criminal record verification form (PWGSC-TPSGC 229)?

A.2: On BuyandSell.gc.ca, under "Resources", "Form for businesses" has a link to "Acquisition forms" which leads to form 229.

Q.3: If the consent forms are not included in the bid package at bid closing, will the bidder be declared non-responsive? How about if only some of the consent forms are provided but not for all of the individuals identified on the list of Directors?

A.3: If all consent forms are not provided with the bid at bid closing, the bidder must be found non-responsive.

Q.4: Do consent forms have to be provided by all members of a joint venture bidding on a requirement?

A.4: Bidders who bid as a joint venture must indicate clearly that it is a joint venture. To comply with the Code of Conduct and Certification provisions, each member of the joint venture that has a Board of Directors must provide its list of directors and completed consent forms.

Q.5: Does this verification process apply to Foreign-based suppliers, including United States-based suppliers?

A.5: Yes, all suppliers and bidders are to be treated the same. Foreign-based suppliers will be verified against relevant acts and convictions just like Canadian-based suppliers. A foreign firm with a non-Canadian director convicted under Canadian jurisdiction of a specified offence or a Canadian director from a foreign firm found guilty or condemned in Canada would not be eligible to bid.