

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

**Bid Receiving - PWGSC / Réception des
soumissions - 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**

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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 2014 ACCOMMODATION DIRECTORY	
Solicitation No. - N° de l'invitation E60LP-130003/A	Date 2013-07-16
Client Reference No. - N° de référence du client E60LP-130003	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LP-011-63101
File No. - N° de dossier lp011.E60LP-130003	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-11	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
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)956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité 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

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	SEE HEREIN	I - I	SEE HEREIN



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	2014 ACCOMMODATION DIRECTORY	D - 1	I - 1	1	Each	\$	\$		See Herein	

REQUEST FOR STANDING OFFER**GOVERNMENT OF CANADA
ACCOMMODATION PROGRAM FOR ALL EMPLOYEES -
REGULAR MARKETS**

IMPORTANT: This Request for Standing Offer (RFSO) #E60LP-130002/0003/0004 is for offerors located **OUTSIDE** the geographic zones identified as "Select Markets" (as described below). Canadian properties located **inside** the "Select Markets" must complete a different RFSO package (#E60LP-130001). To obtain a copy of this package, please contact Rachelle McIntyre at rachelle.mcintyre@tpsgc-pwgsc.gc.ca or by fax at 819-956-4944.

Offerors that do not respond to the correct RFSO will have their offer considered non-responsive and given no further consideration.

**Select Markets
(NOT COVERED BY THIS RFSO)**

Montréal downtown	On any of the following roads as they connect as follows, or inside the boundary of: Sherbrooke St. E. - St-Denis St. - Bonsecours St. - de la Commune St. - Wellington St. - de la Montagne St. - Notre-Dame St. - Guy St.
Montréal airport	Within a 10-kilometre drive of the Montreal-Pierre Elliott Trudeau International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "boulevard Albert-de-niverville, Dorval.")
Toronto downtown	On any of the following roads as they connect as follows, or inside the boundary of: From Lake Ontario, Lower Jarvis St. - Jarvis St. – Bloor St. East - Bloor St. West - Spadina Ave. to Lake Ontario and along waterfront back to Lower Jarvis St.
Toronto airport	Within a 10-kilometre drive of the Lester B. Pearson International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "Silver Dart Drive, Mississauga.")
Vancouver downtown	On any of the following roads as they connect as follows, or inside the boundary of: Denman St. - Beach Ave. - Pacific St. - Pacific Blvd. - Abbott St. to Burrard Inlet and along waterfront back to Denman St.
Vancouver airport	Within a six- (6) kilometre drive of the Vancouver International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "Grant Mcconachie Way, Vancouver.")

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven (7) parts plus annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;

Part 5 Certification: includes the certification to be provided;

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses

6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Part 7 The Accommodation Directory: includes information relevant to the Accommodation Directory itself.

The Annexes include: Annex A - Submission Form, Annex B - Acceptance Form, Annex C - Identified Users, Annex D - Property Information and Rates, Annex E – Sample Quarterly Report, Annex F – Name(s) of Director(s) or Owner(s) and Annex G – Maximum Foreign Rate Limits.

For the 2014 calendar year, the solicitation for the Accommodation Directory has been divided into two RFSOs. Only one RFSO package is applicable to each offeror. It is the Offeror's responsibility to ensure that it is responding to the correct RFSO. Instructions are provided on page 2, for offerors who may have been sent the incorrect RFSO to obtain the correct package. The two RFSO's are:

- RFSO #E60LP-120002/0003/0004 is the "Regular Markets" package. It is for properties located **OUTSIDE** the boundaries specified on page 2 of this RFSO.
- RFSO #E60LP-120001 is the "Select Markets" package, and is to be completed by Canadian properties located **INSIDE** the boundaries specified on page 2 of this RFSO.

2. Summary

Canada foresees a potential need for accommodation services during the period from January 1, 2014 to December 31, 2014; the Offeror is hereby invited to provide Canada with an offer for guest rooms or similar commercial accommodation as defined in Annex D.

In order to assist our "Identified Users" in renting accommodation in the most economical manner, it is the intention of Canada to:

- (a) Solicit offers from accommodation properties in the form of daily, weekly and monthly rates for a number of different room types;
- (b) Publish the rates that meet the criteria set out in this document in the 2014 Government Accommodation Directory for use by Identified Users on official government business travel authorized by Federal, Provincial, Territorial or other approved government organizations and paid or reimbursed from public funds in accordance with the Travel Directive.

"Identified User" or "Identified Users" includes departments, boards or agencies of the Government of Canada or Crown corporations for whom Public Works and Government Services Canada is authorized to provide services under the Department of Public Works and Government Services Act, and that is listed in "Annex D - Identified Users", attached hereto, during the term of any resulting Standing Offer. These Identified Users include organizations listed at Schedules I, I.1, II, and some at Schedule III of the Financial Administration Act, R.S.C. 1985, c.F-11. Where context warrants such an interpretation, the meaning of the term may also include an employee of an Identified User. Where the Offeror has agreed to make the rates submitted in its offer available to cost-reimbursable contractors, consultants or advisors traveling on official government business in performance of their contracts, the term Identified User(s) may also include such persons.

Employees of Identified Users, when traveling on official government business in the performance of their duties, family members of Government of Canada employees when on posting or transfer status, and cost-reimbursable contractors, consultants or advisors traveling on official government business in performance of their contracts with Identified Users, are frequently required to rent guest rooms or similar commercial accommodation.

Employees of the Provincial and Territorial Governments identified in "Annex C - Identified Users" are also considered as an "Identified User".

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Agreement on Internal Trade (AIT) and the Canada-Chile Free Trade Agreement.

3. Debriefings

After issuance of a Standing Offer, offerors may request a debriefing on the results of the Request for Standing Offer. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the Request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
LP011

Client Ref. No. - N° de réf. du client
E60LP-130002/0003/0004

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(<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 (2013-06-01) 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, Standards 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

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to PWGSC **will not be accepted.**

3. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in sections as follows:

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Section I: Property Information and Rates (One (1) hard copy and one (1) soft copy on a removable medium)

(a) The offer will completely and thoroughly address each element of the requirement as enumerated in the RFSO. It is also essential that the elements contained in the offer be stated in a clear and concise manner and in the prescribed format (Annexes A, B, and F);

Offerors will provide a comprehensive and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in this RFSO;

(b) Offerors will return the offer duly completed in accordance with the terms and conditions set out in this RFSO, either on the enclosed submission form (Annex "A") or by using the Accommodation Electronic Bidding System (AEBS) CD, returning the data on an electronic medium along with a copy of the data printout.

Note: The AEBS CD is read only. This CD cannot be used to return your submission to PWGSC.

(c) Offerors will send the administration and listing fees as indicated in Part 4, section 1.1 - Mandatory Technical Criteria, with their offer.

(d) Although offerors submitting late offers will not be listed in the 2014 Government Accommodation Directory, their names will remain on the source list for future bid solicitations.

Section II: Certifications (Annex G) (One (1) hard copy of each)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers, including the technical and financial evaluation criteria.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

To be considered responsive, an offer must meet all of the mandatory requirements of this RFSO. Offerors that submit proposals that are determined to be non-responsive will receive no further consideration, but will either have their cheque or money order returned or receive a refund, by cheque, for any payments on account of administration and listing fees that have been processed. Chains that submit offers for establishments outside Canada and that are paying the flat fee will not be reimbursed as long as at least one (1) of their establishments is accepted for inclusion in the Directory. In order to receive a refund, the Offeror must provide its Procurement Business Number (see Annex D, section 1, item 1.2).

For properties that are paying their administration and listing fees by cheque or money order, be advised that Canada will not deposit the cheque or money order until after the final approval has been received from the Treasury Board Secretariat to publish the Directory. This approval is usually received mid to late December. **For this reason, each cheque or money order must have a minimum validity period of one hundred eighty (180) days.**

(a) Offerors must ensure that their property is located **OUTSIDE** the geographic zones identified as "**Select Markets**". These zones are described on page 2 of this RFSO. Offerors that do not respond to the correct RFSO will have their offer considered non-responsive and given no further consideration.

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(b) (i) For Canadian properties, offerors must remit an administration and listing fee of \$200 Canadian per property with the offer and submit payment in the form of money order or cheque made payable to the "Receiver General for Canada".

(ii) For American and Foreign properties, offerors must remit an administration and listing fee of \$200 American per property with the offer. **American & foreign chain properties should contact their Chain Representative in order to take advantage of a possible reduction in fees.**

(a) For U.S. properties, offerors must submit payment in the form of money order, or cheque made payable to the "Receiver General for Canada".

(b) For properties in all other countries, offerors must submit payment in the form of an International US money order made payable to the "Receiver General for Canada" or in U.S Dollars in the form of a bank draft. All Bank draft documents must include the name of the property as well as the vendor code assigned by Public Work and Government Services Canada.

The remittance bank instructions are as follows:

Fedwire Payments:

ABA # 026009593
Bank of America, N.A.
New York, U.S.A.

Chips Payments:

ABA # 959
Bank of America, N.A.
New York, U.S.A.
UID No. 234517

SWIFT CODE: BOFAUS3N

Beneficiary Bank:

A/C No. 6550526069
Account Name:
Bank of America, N.A. Canada Branch
Foreign Currency Services

Beneficiary:

Customer #: 20379
Receiver General for Canada

Beneficiary Information:

"Mandatory information to inform RG of reason for payment."

Instructions for Pay Thru Bank:

"Please advise beneficiary bank via SWIFT."

By Order Of:

"Name of Originator and Vendor Code"

Details of Charges:

"OUR"

Note: Please send a copy of your bank draft with your offer.

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(iii) For chains with American properties, offerors wishing to list all participating American properties must remit a flat administration and listing fee of \$400 American.

(iv) For chains with foreign properties (outside Canada & USA), offerors wishing to list all participating foreign properties must remit a flat administration and listing fee of \$400 American.

(c) Offerors must be able to provide safe, clean and comfortable accommodation (please see Part 6B, section 6). Canada reserves the right to conduct site visits during the evaluation process or at any time during the period of the Standing Offer, to verify that the offerors comply with this criterion.

(d) The Offeror agrees to abide by all the terms and conditions listed in the RFSO.

1.2 Financial Evaluation

Offerors are to submit rates that are not in excess of the following maximum rates:

- (i) properties within Canada - \$200 Canadian per night (all room categories)
- (ii) properties within the United States (USA) - \$200 American per night (all room categories);
- (iii) properties outside Canada and the USA – Refer to Annex G – Maximum Foreign Rate Limits.

Please be advised that for establishments located outside Canada and the United States, should the rates submitted be in local currency, they will be converted to Canadian Dollars in order to determine if they are within the maximums specified in Annex G. The exchange rate that will be used will be the noon rate from the Bank of Canada on the closing date of the submissions.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with rates that do not exceed the maximum rates indicated under Part 4, section 1.2, will be recommended for issuance of a Standing Offer.

NOTE: For the Canadian and American offerors recommended for issuance of a Standing Offer, offers will be used to establish a city rate limit for each city and rate period. The city rate limit will be established to list a sufficient number of properties to meet Canada's anticipated needs at a reasonable cost.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. **Mandatory Certification Precedent to Issuance of a Standing Offer**

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

Please complete Annex F – Name(s) of Director(s) or Owner(s).

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror agrees to fulfill the requirement in accordance with Part 1, Section 2 - Summary.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all accommodation costs, including purchases paid by Government of Canada Individual Designated Travel Card (IDTC). The data must be aggregated and submitted on a quarterly basis to Canada as follows:

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Report #1 - 15 days following the end of March;
Report #2 - 15 days following the end of June;
Report #3 - 15 days following the end of September;
Report #4 - 15 days following the end of December.

The reports will provide, as a minimum, the following information on Government usage:

- (1) Government of Canada total number of room nights per quarter;
- (2) Government of Canada total room night revenue per quarter.

These reports must be sent to:

Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division
Accommodation and Car Rental Program
11 Laurier St., Place Du Portage
Phase III, 7B3-23
Gatineau, Quebec, Canada
K1A 0S5

Attention: Christine Elisan
E-mail: christine.elisan@tpsgc-pwgsc.gc.ca

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed quarterly reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure. A sample of the quarterly report is provided at Annex "E".

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from January 1, 2014 to December 31, 2014 inclusive.

4. Authorities

4.1 Standing Offer Authority

François Dicaire
Supply Specialist
Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division
Accommodation and Car Rental Program
11 Laurier St. Place du Portage Phase III – 7B3-38
Gatineau, Quebec, Canada
K1A 0S5

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Tel. No. 819-956-7764

E-mail: francois.dicaire@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Technical Support

For technical support, please contact:

Rachelle McIntyre

Tel: (819) 956-3886

E-mail: rachelle.mcintyre@tpsgc-pwgsc.gc.ca

The person that provides technical support is responsible for technical issues that are not contractual in nature regarding the Standing Offer.

5. Identified Users

The list of Identified Users authorized to make call-ups against the Standing Offer is included in Annex C.

6. Additions to the List of Identified Users

Should Canada authorize the addition of new Identified Users to the list of Identified Users (Annex C), the Offeror hereby offers to provide the services specified herein to the employees of such new Identified Users, under the same conditions and at the rates and prices specified herein.

Any revision to the list of Identified Users (Annex C) will be authorized by the Standing Offer Authority at any time prior to the expiry of the Standing Offer and will be evidenced through the issuance of an electronic communique to the offeror. The most up-to-date copy of the Identified Users list can be found at the following address:

<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/preface-eng.aspx#users>

7. Call-up Procedures

7.1 The Identified Users will reserve their accommodations :

(i) by telephone, facsimile, e-mail, Internet and by using an automated booking tool to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

(ii) through representatives of the Government Travel Services Contractor (travel agent), to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror; or

(iii) through other travel services providers used by some of the Identified Users to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

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7.2 The Identified Users may also obtain their accommodations as a walk-in, where the Identified User will immediately obtain their accommodation on-site (if available), and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed CAD\$9,000 in Canada, USD\$9,000 in the USA, and USD\$12,000 for establishments outside Canada and the United States, **excluding taxes** such as but not limited to: PST, GST, HST, State Sales Tax and Occupancy Tax, if applicable.

9. 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.

1. the call-up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions – 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services;
4. the General Conditions 2010C (2013-06-27) General Conditions – Services (Medium Complexity);
5. the Annexes B, C, D, E, F and G;
6. the Offeror's offer.

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and HRSDC-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC may result in the setting aside of the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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12. Disclosure of Information

In the event of a resulting Standing Offer, the Offeror agrees to the disclosure of its unit prices, property data and services by Canada, which will include posting them in the Accommodation Directory on the Internet, and further agrees that it will have no right of claim against Canada, the Minister, the Identified User, their employees, agents or servants, or any of them, in relation to such disclosure.

13. Non-assignable

The Standing Offer cannot be assigned or transferred in whole or in part.

14. Last Room Availability (Canadian Properties Only)

Offerors must be able to provide accommodation on a "Last Room Availability" basis. Reservations must be accepted for any available room of the same room type for which rates have been offered. Rooms considered superior in quality, size or location (for example: Harbour View vs. City View) are not to be excluded. Similarly, separate rates will not be accepted for hotel and motel facilities that are part of the same property.

15. Statutory Holidays and Weekends

Rates will not be subject to increase at any time, such as weekends, statutory holidays or during events of a local nature such as area fairs.

16. Blackout Days (Canadian Properties Only)

Offerors will be permitted up to a maximum of seven (7) days per year of their choice during which they will not be obligated to provide the rates offered in the Standing Offer.

17. Rate Adjustments

Rates offered for the 2014 Accommodation Directory are considered maximum rates. Preferred suppliers that have been awarded a Standing Offer will have the option to reduce their rate offering during the course of calendar year 2014 as follows:

- a) Provide rates **no later than January 17, 2014** for the months of **February and March 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- b) Provide rates **no later than February 14, 2014** for the months of **April, May and June 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- c) Provide rates **no later May 16, 2014** for the months of **July, August and September 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- d) Provide rates **no later than August 15, 2014** for the months of **October, November and December 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.

Preferred suppliers must provide their rate changes as described above **in writing** to Rachelle McIntyre, via fax at 819-956-4944 or by email to the following address: rachelle.mcintyre@tpsgc-pwgsc.gc.ca

Under no circumstances will any rate changes be accepted other than what is specified above.

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Rate adjustment requests must be sent in for each quarter. PWGSC will not change rates for quarters beyond the quarter being covered and will not keep any change requests on file for future quarters. Also, PWGSC will not send an acknowledgement of receipt unless clarifications are required regarding the rate change request.

Should a supplier lower its offering for a specific month, all existing reservations made prior to the rate modification must be adjusted to reflect the new lower rate offering. Should an Identified User be charged the inaccurate rate, this will be considered as an overcharge and the supplier will be obligated to credit the Identified User for the overcharge immediately.

18. Blocks of Rooms (ten (10) or more rooms)

Offerors are not obligated to abide by the Terms and Conditions of this Standing Offer when an Identified User is participating in a conference/meeting/event for which a **block of ten (10) or more rooms** has been set aside or is being requested.

19. Non-smoking and Smoking Rooms

Rates offered for any given room types are applicable for both non-smoking and smoking rooms. The Offeror cannot charge an additional fee based on the non-smoking/smoking preference of the employee/traveller.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Requirement

The Contractor must provide the services detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2013-06-27) General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

3. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

4. Term of Contract

4.1 Period of Contract

The services must be rendered in accordance with the call-up against the Standing Offer.

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5. Payment

5.1 Method of Payment

Upon arrival at the accommodation establishment, the establishment will request an authorization from the credit card issuer used by the Identified User to ensure funds are available. Consequently, the credit card issuer will reduce the credit available by the amount authorized, that should be proportional to the length of stay, and the authorized amount will then be removed once the Identified User pays the final invoice and the accommodation establishment settles the transaction with the credit card issuer. The above process is not considered as a deposit or advance payment and is considered common industry practice.

Payments will be made upon checkout. If an Identified User has been charged with a rate that is not in accordance with the Standing Offer, the establishment must promptly refund any payment in excess of the rates quoted in the Standing Offer to the Identified User.

Upon checkout, an invoice must be submitted to the Identified User. The payment may be made by the Government of Canada Individual Designated Travel Card (IDTC), a Departmental Travel Expense Card (DTEC), a personal credit card, a debit card (Interac) or by any other means accepted by the establishment.

5.2 Basis of Payment and Overcharges

In consideration of being listed in the Government of Canada Accommodation Directory, the Contractor agrees to charge no more than the rate(s) quoted for the type(s) of accommodation indicated, in accordance with the terms and conditions listed herein.

The Contractor understands that the rates charged to the Identified User will be verified after payment and agrees to promptly refund the Identified User any payment made in excess of the rates quoted in the Standing Offer. As such, and following PWGSCs own internal guidelines for response time, Offerors are required to provide a response to overcharge requests within five (5) business days.

The Contractor agrees not to use the name of Public Works and Government Services Canada in any type of advertising media for promotion of its services. The Contractor further agrees not to advertise or to promote "Government of Canada rates" where rates submitted have not been accepted or not submitted for the 2014 Accommodation Directory.

The Contractor understands and agrees that failure to honour the rates, terms and conditions for the period of the Standing Offer may result in the removal of its establishment from the 2014 Accommodation Directory.

6. Deposits and Room Charges

6.1 Deposits or any other charges must not be debited from the Identified User's credit card until the User actually checks-out, unless the user has made a guaranteed reservation for late arrival.

6.2 If an Identified User cancels any reservation, including a guaranteed late arrival, prior to 4:00PM (local time of the accommodation establishment) of the guaranteed check-in date, the Identified User will not be charged, by debit to their credit card, or any other manner.

6.3 If an Identified User makes a guaranteed reservation for late arrival and does not check in and does not cancel prior to 4:00 PM (local time of the accommodation establishment) of the guaranteed check-in date, the Identified User's credit card may be debited at that time, but for no more than one night's stay at the government rate.

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6.4 If an Identified User does not stay because the accommodation was not safe, clean or comfortable, the Identified User's credit card must not be debited for deposits or any other charges. It is a mandatory requirement of this Standing Offer that the accommodation provided be safe, clean and comfortable. Should the Identified User complain that a property does not meet this minimum mandatory requirement, Canada reserves the right to remove the offending property from the Directory.

6.5 Should an Identified User not stay for the full length of time they reserved, the Identified User must be charged no more than the government rate times the number of nights actually stayed. Deposits or other charges will not be debited to the Identified User's credit card for early departure.

7. Safe, Clean and Comfortable

As a minimum, rates must be for the provision of safe, clean and comfortable accommodation.

8. Reservations

8.1 All confirmed reservations will be honoured. In the event that a room of the type reserved is not available at time of arrival, the property will provide an upgraded room at no additional cost. Should Canada receive a complaint from an Identified User that a property does not meet this requirement, Canada reserves the right to remove the offending property from the Directory.

8.2 Properties may, but are not obligated to, hold a room beyond 4:00 PM (local time of the accommodation establishment) of the reserved check-in date, unless the Identified User has made a guaranteed reservation for late arrival.

9. Loyalty Programs

Employees of the Government of Canada may join loyalty programs. However, employees will not be reimbursed should there be costs, over and above the room rates, to join loyalty programs.

PART 7 - THE ACCOMMODATION DIRECTORY

1. Directory Format

1.1 The Government Accommodation Directory is comprised of three sub-directories: Canada, USA and Other Countries. Each sub-directory contains an alphabetic index of cities for which there are accommodation listings.

1.2 In the Canadian and USA sub-directories, the accommodation listing for each city is divided into two sections: Accommodations within city rate limit and Accommodations above city rate limit, when applicable.

The listings in the section entitled "within city rate limit" are considered to be the standard of accommodation to be provided to the Identified Users.

1.3 Both sections of the accommodations listing for each city, are further divided into sections by room type: guest room, bachelor/studio with kitchen and one bedroom suite with or without kitchen. The information for each room type is listed in ascending order by room rate.

1.4 From the Accommodation listings for each city, government employees/travellers are able to select an establishment and then review that establishment's specific information on a separate page. The establishment information page includes the establishment's services, address, telephone numbers, fax number, e-mail address, web site address and the rates by period, room type and occupancy.

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1.5 Each listing in the Directory contains a link to Google[™] Maps.

1.6 The sub-directory for Other Countries is the same format as the Canadian and American sub-directories except that there are no "within city rate limit" and "above city rate limit" sections.

1.7 The Directory also identifies properties that have an environmental rating through either the Green Leaf or Green Key Programs. Employees are able to sort their search by environmental rating.

2. Distribution of the Directory

2.1 The Government Accommodation Directory is distributed electronically on the Internet at the following web site: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>

2.2 An automated booking tool is available to government employees to help them make their reservations. We encourage you to make your establishment's rates accessible to government employees using this online reservation service. To do so, please submit your room rates with the cancellation policy negotiated with GOC to Sabre, the Global Distribution System (GDS) utilized by the booking tool to search and display rates, using the rate code "GOC" to identify Government of Canada rates. Following are the required pseudo city codes:

- AMEX - Z1C0 (Sabre)
- Carlson Wagonlit - H120 and 22LO (Sabre)
- HRG Canada - B3W1 (Sabre)
- Yukon Government Travel - 27LL (Apollo)

Establishments that do not currently list the GC rates in the GDS or wish to obtain more information on the Sabre GDS can contact Sabre at (682) 605-6700 or by e-mail at hotel.eservices@sabre.com.

3. Customer Complaints

The Accommodation and Car Rental Program, Government Travel Client Services, Canada will investigate complaints referred to them by the Identified Users. Canada reserves the right to conduct site visits of the offending property. Canada also reserves the right to remove the offending property's listing from the directory should they fail to take the appropriate corrective action or fail to adhere to the terms and conditions of the Standing Offer.

4. Mailing List

4.1 The Travel Procurement Services Division of Public Work and Government Services Canada maintains a source list of suppliers of guest rooms and similar commercial accommodation in Canada, the USA and other countries around the world. Each year, an RFSO to provide room rates for the Accommodation Directory for Government employees/travellers is mailed to each supplier on the source list.

4.2 The source list will be purged of suppliers who have not responded to the RFSO for any of the last three (3) years.

4.3 Notices advertising the existence of the source list and the proposed procurement of accommodation rates are advertised on the Government Electronic Tendering Service (GETS). Suppliers may submit a written request to the Standing Offer Authority to be added to the source list at any time.

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ANNEX A

PROPERTY DATA

Vendor Code (see address label)	HD
Procurement Business Number (PBN)	
Aboriginally Owned and Operated Property	YES NO
Hotel Chain (if applicable)	

Property Name (Operating Name)	
Legal Name	
Former Property Name (if applicable)	

Street Address	
City	
Province or state and Country	
Postal or Zip Code	

Property Type (Check one box only)					
<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Apartment	<input type="checkbox"/>	Resort
<input type="checkbox"/>	Motel	<input type="checkbox"/>	Bed and Breakfast	<input type="checkbox"/>	Inn
<input type="checkbox"/>	Apartment Hotel	<input type="checkbox"/>	All-Suite Hotel	<input type="checkbox"/>	

Contact Name (Please Print)	
Contact Title	
Contact E-Mail address	

Language Preference	
<input type="checkbox"/> English	<input type="checkbox"/> French
Property Telephone Number	
Property Fax Number	
Property Toll-Free Number	
Property International Number	
Canada Select™ Star Rating (1 to 5 stars)	
CAA/AAA Diamond Rating (1 to 5 diamonds)	
CITQ Rating (Province of Québec, Canada)	
Star Rating for Other Countries (1 to 5 stars)	
HAC Green Key Rating (1 to 5 green keys)	

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PROPERTY SERVICES

Total Number of Rooms in the Property	
---------------------------------------	--

Excluded Room Categories Description (Mandatory Requirement)	Number of Rooms	Room Numbers

Number of Accessible Rooms (see below)	
--	--

Level of Accessibility for Persons with Disabilities (Check one box only)							
<input type="checkbox"/>	No Rating	<input type="checkbox"/>	Level 1	<input type="checkbox"/>	Level 2	<input type="checkbox"/>	Level 3

Location of Your Property to the Nearest Major Center (Check one box only)	
At the Airport	
<input type="checkbox"/>	Within the City Limits
<input type="checkbox"/>	Within the Downtown Core
<input type="checkbox"/>	Outside the City Limits

E-Mail Address for Reservations	
Web Page Address (URL)	

Method of Payment accepted					
<input type="checkbox"/>	Master Card	<input type="checkbox"/>	Discover	<input type="checkbox"/>	Debit Card
<input type="checkbox"/>	VISA	<input type="checkbox"/>	Japan Credit Bureau	<input type="checkbox"/>	Cash or Cheque
<input type="checkbox"/>	American Express	<input type="checkbox"/>	Diners Club	<input type="checkbox"/>	DETC

<input type="checkbox"/>	Check if the rates offered are applicable to Government Contractors and other travellers.
--------------------------	---

Blackout Days (Canadian Properties)

Please indicate seven (7) blackout days for which the rates quoted will not be applicable
1.
2.
3.
4.
5.
6.
7.

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PROPERTY SERVICES (Check the Services that your Property Provides)

	In Room Hardwire High Speed Internet Access Included
	In Room Hardwire High Speed Internet Access at Cost
	In Room Wireless Internet Access Included
	In Room Wireless Internet Access at Cost
	Access to Wireless Internet in Public Areas Included
	Access to Wireless Internet in Public Areas at Cost
	Coffee Shop
	Restaurant
	Dining Room
	Discounts Offered on Meals in Restaurant
	Continental Breakfast Included
	Continental Breakfast at Cost
	Full Hot Breakfast Included
	Full Hot Breakfast at Cost
	Cocktail Lounge
	Room Service
	24 Hour Room Service
	Self Parking Included
	Self Parking at Cost
	Valet Parking Included
	Valet Parking at Cost
	Airport Shuttle Included
	Airport Shuttle at Extra Cost
	Fitness Centre Access Included
	Fitness Centre Access at Cost
	Indoor Pool
	Outdoor Pool
	Whirlpool
	Sauna
	Local Calls Included
	Toll-free Access Calls Included
	Local Calls at Cost
	Toll-free Access Calls at cost
	Business Centre
	Dry Cleaning and Laundry Services
	Fire Sprinkle System
	Smoke Detectors / Alarm System
	24 Hours Security On-site
	Security On-site After 6:00PM
	Smoke-free Environment
	Smoking Rooms / Floors
	Establishment with Multiple Floors – Elevator Available
	Establishment with Multiple Floors – No Elevator
	Automated Teller Machine (ATM) on Site
	Essential Services Available in Both Official Languages
	Meeting Facilities
	Taxes and Services Included in Rate (Countries other than Canada and the USA only)
	Domestic pets accepted
	Security safe in room

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Comments or Additional Services												

GOVERNMENT RATES

Guest Rooms As per room type definition in Annex E Services 2.2							# of Rooms in this category					
---	--	--	--	--	--	--	-----------------------------	--	--	--	--	--

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Bachelors / Studios with Kitchen As per room type definition in Annex E Services 2.2							# of Rooms in this category					
--	--	--	--	--	--	--	-----------------------------	--	--	--	--	--

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

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GOVERNMENT RATES

One Bedroom Suites							# of Rooms in this category					
As per room type definition in Annex E Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

One Bedroom Suites with Kitchen							# of Rooms in this category					
As per room type definition in Annex E Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

PROPERTIES OUTSIDE CANADA AND THE UNITED STATES

Type of Currency Used (Check one box only)	
<input type="checkbox"/> American Dollars (American suppliers must quote in American Dollars)	
<input type="checkbox"/> Other, please specify: Foreign suppliers may quote in either American dollars or local currency	

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ANNEX B - ACCEPTANCE FORM

1. Please enter your Vendor Code H D _ _ _ _ found on your address label.

Also enter your Procurement Business Number _____

2. Complete the remainder of this form and submit it with your bid and your administration and listing fee of \$200.00 per property. **(American & Foreign Chain properties should contact their Chains representatives.)**

Chains can submit rates for as many American properties as desired for a fixed rate of \$400.00US.

Chains can submit rates for as many foreign properties as desired for a fixed rate of \$400.00US.

All fees for countries other than Canada must be paid in American dollars. Payment may be made in the form of cheque (Canada and USA only), money order or bank draft made payable to the "Receiver General for Canada".

3. The Offeror agrees to provide the services set out in this Request for Standing Offer, during the period from January 01, 2014 to December 31, 2014, as and when requested by the Identified Users listed at Annex C, in accordance with the terms and conditions and pricing structure set out in this document.
4. Is your property unionized? Y or N? _____
5. Do you accept to provide preferential rates to Canadian official language minorities associations? Y or N? _____

Authorized Representative (Please print.)
Title (Please Print)
Authorized Representative's Phone Number
Authorized Representative's E-Mail Address
Signature
Date

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ANNEX C - IDENTIFIED USERS

Upon presentation of proper identification, employees of the organizations listed below, traveling on government business, will be entitled to the rates listed in the 2014 Accommodation Directory for Government Employees.

Aboriginal Affairs and Northern Development Canada
Agriculture and Agri-Food Canada
Assisted Human Reproduction Canada
Atlantic Canada Opportunities Agency
Bank of Canada
Business Development Bank of Canada
Canada Border Services Agency
Canada Economic Development
Canada Industrial Relations Board
Canada Lands Company Ltd.
Canada Mortgage and Housing Corporation
Canada Revenue Agency
Canada School of Public Service
Canadian Air Transport Security Authority
Canadian Center for Occupational Health and Safety
Canadian Commercial Corporation
Canadian Environmental Assessment Agency
Canadian Food Inspection Agency
Canadian Forces Grievance Board
Canadian Grain Commission
Canadian Heritage
Canadian Human Rights Commission
Canadian Human Rights Tribunal
Canadian Institutes of Health Research
Canadian Intellectual Property Office
Canadian Intergovernmental Conference Secretariat
Canadian International Development Agency
Canadian International Trade Tribunal
Canadian Northern Economic Development Agency
Canadian Nuclear Safety Commission
Canadian Radio-television and Telecommunications Commission
Canadian Space Agency
Canadian Transportation Agency
Chief Electoral Officer
Citizenship and Immigration Canada
Commission for Public Complaints Against the RCMP
Communications Security Establishment
Competition Tribunal
Copyright Board Canada
Correctional Services Canada
Courts Administration Service
Environment Canada
Environmental Protection Review Canada
Export Development Canada
Farm Product Council of Canada
Federal Economic Development Agency for Southern Ontario
Finance Canada
Financial Consumer Agency of Canada

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Financial Transactions and Report Analysis Centre of Canada
Fisheries and Oceans Canada
Foreign Affairs and International Trade
Governor General
Hazardous Materials Information Review Commission
Health Canada
House of Commons
Human Resources and Skills Development Canada
Immigration and Refugee Board
Indian Residential Schools Truth and Reconciliation Commission and Secretariat
Indian Specific Claims Commission
Industry Canada
Infrastructure Canada
International Development Research Centre
International Joint Commission
Justice Canada
Library and Archives Canada
Library of Parliament
Military Police Complaints Commission
National Capital Commission
National Defence
National Energy Board
National Farm Products Council
National Film Board
National Gallery of Canada
National Parole Board
National Research Council
Natural Resources Canada
Natural Sciences and Engineering Research Council of Canada
Northern Pipeline Agency Canada
Office of the Auditor General of Canada
Office of the Commissioner for Federal Judicial Affairs
Office of the Commissioner of Lobbying of Canada
Office of the Commissioner of Official Languages
Office of the Communications Security Establishment Commissioner
Office of the Conflict of Interest and Ethics Commissioner
Office of the Correctional Investigator Canada
Office of the Information Commissioner of Canada
Office of the Privacy Commissioners of Canada
Office of the Public Sector Integrity Commissioner
Office of the Superintendent of Financial Institutions of Canada
Parks Canada
Passport Canada
Patented Medicine Prices Review Board
PPP Canada Inc.
Privy Council Office
Public Appointments Commission Secretariat
Public Health Agency of Canada
Public Prosecution Service of Canada
Public Safety Canada
Public Sector Pension Investment Board
Public Servants Disclosure Protection Tribunal Canada
Public Service Commission of Canada
Public Service Labour Relations Board
Public Service Staffing Tribunal

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Public Works and Government Services Canada
Registry of the Specific Claims Tribunal
Royal Canadian Mint
Royal Canadian Mounted Police
Royal Canadian Mounted Police External Review Committee
Security Intelligence Review Committee
Service Canada
Shared Services Canada
Social Sciences and Humanities Research Council of Canada
Standards Council of Canada
St. John's Port Authority
Statistics Canada
Status of Women Canada
Supreme Court of Canada
Telefilm Canada
The Senate of Canada
Transport Canada
Transportation Appeal Tribunal of Canada
Transportation Safety Board of Canada
Treasury Board Secretariat of Canada
Veterans Affairs
Western Economic Diversification Canada

Other Participants

Employees of the Government of the Province of Alberta
Employees of the Government of the Province of New Brunswick
Employees of the Government of the Province of Nova Scotia
Employees of the Government of the Province of Ontario
Employees of the Government of the Northwest Territories
Employees of the Government of the Yukon Territory

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ANNEX D - PROPERTY INFORMATION AND RATES

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- 1.2 Procurement Business Number
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- 1.4 Chain Identifier
- 1.5 Property Name (Operating Name)
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1. PROPERTY DATA

1.0 Property Data

The information requested below for the Government Accommodation Directory is entered in a comprehensive worksheet. Please ensure that you enter all the applicable information requested in the appropriate fields in Annex A. Annex E of the Request for Standing Offer (RFSO) has been designed to follow the order of the data fields as closely as possible and provide information concerning each entry. Should Canada receive submissions from both the property and the chain office to which it is affiliated, the submission received from the property will take precedence, unless otherwise instructed.

1.1 Vendor Code

Enter your vendor code (HD#####) shown on your address label. If you do not know your vendor code, please contact the resource person listed in Part 6A. 4. Authorities, Technical Support.

1.2 Procurement Business Number (PBN)

Enter your Procurement Business Number (PBN). If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlc i5pbnRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

1.3 Aboriginally Owned and Operated Property

Please indicate if your property is aboriginally owned (at least 51%) and operated and if at least 33% of employees are aboriginal people (for establishments that have 6 full-time employees or more).

1.4 Chain Identifier

Please indicate if your property is affiliated with a hotel chain.

1.5 Hotel Name (Operating Name)

Enter your property name (operating name) in full.

1.6 Legal Name

Enter the legal name under which the property is registered with the Canada Revenue Agency.

1.7 Identity or Legal Capacity of Offeror

In order to establish the legal capacity under which an offeror proposes to enter into a standing offer, any offeror that carries on business in other than a personal capacity shall, if requested by the Standing Offer Authority, provide proof of the legal capacity under which it carries on business to the Standing Offer

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Authority prior to the issuance of a standing offer. Such proof may be in the form of a copy of the articles of incorporation, registration of the business name, certificate of compliance, certificate of status or any other such document as required by the Standing Offer Authority.

1.8 Changes in Identity or Legal Capacity of Offeror

If the identity or legal capacity of the offeror providing accommodation services at the property has changed since being listed in the 2013 Directory, please provide details and advise the Standing Offer Authority if the property has been sold or has changed banner. A standing offer may not be awarded if the identity or legal capacity of the offeror is inaccurate.

If the offeror that has been issued a standing offer ceases to provide the accommodation services at the property listed in the Directory during the period of validity of the standing offer, the standing offer will then become invalid. Canada will remove the property from the Accommodation Directory, and the establishment will have to submit a new offer under the new ownership at the next solicitation request.

1.9 Property Address

Enter the property address in full. This address should be your civic address, not your postal address. Should you have a postal address different than your civic address, please provide it separately.

1.10 Type of Establishment

As a general rule, the employee can expect the following types of services to be available at each type of establishment listed:

Hotels and Resorts

- 24-hour registration desk and switchboard service
- Daily maid service
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily basis
- Parking

Motels

- 24-hour registration desk and switchboard service
- Daily maid service
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily basis
- Private entrance to individual units
- Free parking

All-suite and Apartment Hotels

- 24-hour registration desk and switchboard service
- Daily maid service
- Kitchen facilities
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily, weekly or monthly basis

Apartments

- Usually located in buildings that house permanent residents
- Services only during normal business hours
- Maid service, if available, is on a weekly basis
- Kitchen facilities are available, but may not include dishes and utensils
- Room service, restaurant and coffee shop not available
- Telephone are not usually installed and must be rented, and
- Reservations are normally accepted for weekly or monthly stays

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Bed and Breakfast Establishments and Inn

- May or may not be located in owner-occupied private homes
- Services only available during normal business hours
- Daily maid service
- Reservations accepted on a daily or weekly basis
- Private or shared bathrooms
- Breakfast, continental or full, is normally provided

1.11 Name of representative

Enter the name of the representative for the property during the solicitation and the standing offer period.

1.12 E-mail and Web Address

Indicate the e-mail address that Identified Users can use to make reservations at your establishment. Also indicate the website address of the establishment or chain, if applicable.

1.13 Language of Preference

Bid documents and supporting information may be submitted in either English or French.

1.14 Telephone and Fax Numbers

(a) Enter the telephone and fax numbers for the property.

(b) When toll free telephone numbers are provided, the government rate must be offered when reservations are requested by:

- i. a government employee,
- ii. the Government's Travel Service Contractor, or
- iii. other travel service providers used by Provincial or Territorial Governments.

1.15 Star and Diamond Ratings

Please identify your star and/or diamond rating accordingly. Your rating will be verified before being posted in the Directory.

(a) Canada Select™ Star Ratings

In Canada, all but the province of Quebec, Northwest and Nunavut Territories, participate in a national accommodation-rating program called Canada Select™. This rating system uses common grading criteria and evaluation techniques to establish a uniform method of comparing establishments. This "star rating", when provided by the property, will be included in the Directory to assist travellers in selecting clean and comfortable accommodation.

Individual property ratings, ranging from 1 star to 5 stars, are described as follows:

One star: Clean, comfortable accommodation (with minimal or no facilities, amenities, and guest services).

Two stars: Clean, comfortable accommodation with some amenities (limited facilities, amenities, and guest services).

Three stars: Very comfortable and attractive accommodations with a greater range of facilities, amenities and guest services.

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Four stars: The highest standard of accommodations, along with an extensive range of facilities, amenities, and guest services.

Five stars: Exceptional properties, which are among the very best in the country in terms of the outstanding facilities and services.

(b) Administrator of the Official Accommodation Classification Program (CITQ)

The Administrator of the Official Accommodation Classification Program for the province of Quebec uses a rating system similar to Canada Select™ Star Rating. This rating, when provided by the property, will be included in the Directory to assist travelers in selecting clean and comfortable accommodation.

(c) Star Ratings for Other Countries

Some countries, other than Canada and the United States, use a rating system similar to Canada Select™ Star Rating. This rating, when provided by the property, will be included in the Directory to assist Identified Users in selecting clean and comfortable accommodation.

(d) Canadian Automobile Association and American Automobile Association (CAA/AAA) Diamond Ratings

In Canada and the United States, the Canadian Automobile Association and the American Automobile Association uses grading criteria to establish a uniform method of comparing establishments. This "Diamond Rating", when provided by the property, will be included in the Directory to assist travellers in selecting clean and comfortable accommodation.

Individual property ratings, ranging from 1 to 5 diamonds, are described as follows:

One diamond: Properties provide good but modest accommodations. Establishments are functional, emphasizing clean and comfortable rooms. They must meet the basic needs of clean and comfortable.

Two diamonds: Properties maintain the attributes offered at the one diamond level while showing noticeable enhancements in room decor and quality of furnishings. They may be recently constructed or older properties, both targeting the needs of a budget-oriented traveler.

Three diamonds: Properties offer a degree of sophistication. Additional amenities, services and facilities may be offered. There is a marked upgrade in the physical attributes, services and comfort.

Four diamonds: Properties are excellent and display a high level of service and hospitality. These properties offer a variety of amenities and upscale facilities in the guest rooms, on the ground floor and in the public areas.

Five diamonds: Properties are renowned. They exhibit an exceptionally high degree of service, striking and luxurious facilities and many extra amenities. Guest services are executed and presented in a flawless manner. The guest is pampered by professional and attentive staff. The property's facilities and operation help set the standards in hospitality and service for the industry.

1.16 Environmental Rating

The Government of Canada encourages its employee to choose an establishment, which has an environmental rating. Therefore, the Accommodation Directory provides the properties' environmental

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rating as well when an employee accesses the Directory. Establishments are encouraged to participate in an environmental program.

If you are a current participant in the environmental rating Program, please submit your current rating. This rating will be verified before being posted in the Directory.

(a) Green Leaf™ Eco-Rating Program

This program is currently under review by PWGSC.

(b) Hotel Association of Canada Green Key Eco-Rating Program

The Green Key Eco-Rating Program is a graduated rating system designed to identify hotels, motels and resorts committed to improving their environmental performance. Designed by hoteliers for hoteliers, the program recognizes an establishment's achievements through a reward of one to five green keys. Establishments are encouraged to indicate their Green Key rating to assist individuals traveling on Government business to select environmentally responsible lodging listed in the Directory. The program provides a green key designation reflecting the following criteria for each rating level:

- One Green Key: A hotel that has taken steps to reduce environmental impacts by analyzing its operations and identifying opportunities for improvement. An action plan focusing on resource conservation and waste minimization has been established, and is supported by a firm commitment to continual improvement.
- Two Green Keys: A hotel that has taken considerable strides to identify environment impacts and implement policies and programs to minimize its ecological footprint. A firm commitment to continual improvement has resulted in programs and actions that have shown effective results.
- Three Green Keys: A hotel that has made significant advances towards protecting the environment. Strong environmental programs, which identify impact and the implementation of best management practices, training programs, and engineering solutions, have benefited the environment and the local community.
- Four Green Keys: A hotel that has shown national industry leadership and commitment to protecting the environment through wide ranging policies and practices. Mature programs that involve management, employees, guests, and the public have shown substantial and measurable results.
- Five Green Keys: A hotel that exemplifies the highest standards of environmental and social responsibility throughout all areas of operations. The hotel employs cutting edge technologies, policies, and programs, which set the international standard for sustainable hotel operations.

The Hotel Association of Canada's Green Key Eco-Rating Program is national in scope and is available to any lodging facility, whether it be full or limited service. For more information please contact:

Andrea Myers
Hotel Association of Canada

Phone: (613) 237-7149
Fax: (613) 237-8928
E-mail: myers@hotelassociation.ca
Website: www.hacgreenhotels.com

2. SERVICES

The information requested in this section, as well as your rates, must be entered in Annex A - Submission Form.

2.0 Room Type Definitions

For the purpose of this RFSO, there is no room defined as a "government room".

Guest Room

A Guest Room is a room normally offered for accommodation. Guest Rooms must not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs City View). Deluxe or Superior rooms (larger rooms with additional amenities) are also considered as a Guest Room. Any other type of room may be offered to the employee as a Guest Room at the discretion of the establishment's management, at no additional cost to Canada.

Bachelor/Studio with Kitchen

A Bachelor/Studio with Kitchen is a room that includes a full kitchen. Full kitchen means a full size stove or stove top, refrigerator and all kitchen utensils. Rooms with a microwave and mini-fridge are considered as a Guest Room for the purpose of this Request for Standing Offer.

1 Bedroom Suite with or without kitchen

A suite is a room, which has a living and sleeping area that are separated by a door (half or knee walls are not considered a door for the purpose of this RFSO). It can also include a full kitchen. Full kitchen means a full size stove or stove top, refrigerator and all kitchen utensils. Rooms with a microwave and mini-fridge are considered as a Guest Room for the purpose of this RFSO. Suites should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view).

2.1 Specialty Suites

Specialty suites such as the "Presidential Suite" and other similar suites are excluded from this Request for standing offer, but may be offered to the government traveler as one of the offered room-types, at no extra cost, at the discretion of the establishment's management. All excluded rooms must be described and justified in Annex A.

2.2 Occupancy

One rate for each category of occupancy should be offered:

- (a) Single: one person occupying the room
- (b) Double: two people occupying the room

Occupancy is not to be based on the size of the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed(s) (double, queen or king).

2.3 Number of Rooms

Indicate in Annex A, the total number of rooms in the establishment.

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2.4 Excluded Room Categories

If you are not offering government rates for certain categories, please indicate in the appropriate area of the Annex A - Submission Form, which categories you are excluding (for example: Presidential Suite or Honeymoon Suite), the number of rooms in each of these categories and the room numbers. Properties must include the total number of rooms for each category for which a rate has been offered.

2.5 Number of Accessible Rooms

Indicate the number of rooms that provide access for guests with disabilities.

2.6 Accessibility for Persons with Disabilities

(a) Establishments that accommodate people with disabilities offer barrier-free building and service features to entrances, elevators, restaurants, lounges, guest rooms, bathrooms, service counters, way finding systems, conference areas, recreation areas, leisure areas and communications systems. Please identify in the designated space the level of accessibility (1, 2, or 3) available at the establishment from the descriptions listed below.

Level 1 - Limited accessibility: A person with a disability can access and use the facility only if assistance is provided in dealing with steps, curbs, doors, elevators, guest rooms, washrooms, telephones and hotel services.

Level 2- Basic accessibility: The building's features permit a person with a disability to use all of the facilities mentioned in level 1 without assistance.

Level 3 - Full accessibility: The building meets the Canadian Standards Association's Barrier-Free Design Standard CAN/CSA-B651-95 (C2001) for accessibility. It features, in addition to the level of accessibility referred to in level 2 above, access without assistance to conference facilities, recreation and leisure areas.

(b) Minor variances to the Standard are acceptable provided they do not limit access or use of a facility.

(c) Information on the Canadian Standards Association (CSA) standard is available from:

The Canadian Standards Association
5060 Spectrum Way
Mississauga, ON
L4W 5N6
Telephone: (416) 747-4000
Fax: (416) 747-2473
Toll-Free: 1-800-463-6727
Web Site: www.csa.ca

(d) Access Canada, a national program managed by the Hotel Association of Canada (HAC), aims to increase the number of accessible hotels in Canada by improving the facilities and services provided to seniors and people with disabilities.

The online program incorporates Staff Sensitivity Training and a Standards Assessment of the physical property. Completion of both components is required in order to be officially recognized as an Access Canada rated property.

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Properties are rated on a scale from Participant up to Level 4 (Participant indicates a hotel has completed Staff Training, has some accessible features but is not yet at Level 1 standards). The higher a property's rating the more extensive their accessible facilities, services and amenities are. Within each Access Level, the Property Standards are divided into 15 areas (public washrooms, guestrooms, signage, lobby, parking, etc.) for easy reference. The Staff Training component is designed to improve the comfort level and interpersonal skills of hotel staff in relating to seniors and people with disabilities as well as enhancing their knowledge of the property's accessible services and facilities.

Hoteliers interested in obtaining further information on the Access Canada Program should contact the Hotel Association of Canada at (613) 237-7149 or visit the official program website at www.access-canada.ca.

2.7 Location of the Property

Indicate the location of your property in relation to the nearest city or airport.

2.8 E-mail and Web Address

Indicate the e-mail address that Identified Users can use to make reservations at your establishment. Also indicate the web site address of the establishment or chain, if applicable.

2.9 Method of Payment

Using the list, indicate the methods of payment that are accepted by the offeror for the payment of accommodation charges.

Be advised that American Express (AMEX) presently offers Government of Canada employees with an Individual Designated Travel Card (IDTC).

However, be advised that starting in April 2014, the IDTC will be a Master Card offered by BMO.

2.0 Services

- (a) Indicate the services that your property provides in the appropriate data fields in Annex A.
- (b) Should you indicate that parking is available (free or at extra cost) the parking lot must be attached or adjacent to the establishment.
- (c) Should you indicate that breakfast is included in the rate (continental or full), it must be offered for the entire period of the Standing Offer. Should you decide to stop offering breakfast with the rate during the period of the Standing Offer, PWGSC will require that you lower your rate by \$13.00 for all categories for which you have submitted rates. Failure to do so will result in your offer becoming non-compliant and the removal of your establishment from the 2014 Accommodation Directory.
- (d) Indicate the type of fire protection equipment provided in your establishment:
 - Sprinklers throughout the establishment except in the bathrooms, and/or
 - Smoke detectors
 - alarms in corridors, stairwells and sleeping quarters.
- (e) On site security means security personnel physically located on site. Security cameras are not considered on-site security.

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- (f) Canadian suppliers are to indicate if essential services are available in both official languages. Canadian properties are encouraged to provide services in both official languages, as well as English and French television channels.

2.11 Additional Remarks

You may use the "Additional Remarks" field to clarify any information entered in the services area of the RFSO. You may also list additional services, or alternative types of accommodation. Although they may not be included in the 2014 Directory, they might be included in future RFSOs.

3. GOVERNMENT RATES

3.0 Entering Rates

Daily, weekly and monthly rates are to be entered as per Annex A.

3.1 Rate Period

The rate period is from January 1, 2014 to December 31, 2014. Properties are required to honour their rates throughout this period.

Offerors will be permitted up to seven (7) blackout days per year of their choice during which they will not be obligated to provide the discounted rates offered in this RFSO.

3.2 Rates

(a) Rates offered for the 2014 Accommodation Directory are considered maximum rates. Preferred suppliers that have been awarded a Standing Offer will have the option to reduce their rate offering during the course of calendar year 2014 as follows:

- a) Provide rates **no later than January 17, 2014** for the months of **February and March 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- b) Provide rates **no later than February 14, 2014** for the months of **April, May and June 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- c) Provide rates **no later May 16, 2014** for the months of **July, August and September 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- d) Provide rates **no later than August 15, 2014** for the months of **October, November and December 2014**, which are lower than the maximum rates offered in the original offer at the bid closing date.

Preferred suppliers must provide their rate changes as described above **in writing** to Rachelle McIntyre, via fax at 819-956-4944 or by email to the following address: rachelle.mcintyre@tpsgc-pwgsc.gc.ca

Under no circumstances will any rate changes be accepted other than what is specified above.

Rate adjustment requests must be sent in for each quarter. Canada will not change rates for quarters beyond the quarter being covered and will not keep any change requests on file for future quarters. Also, Canada will not send an acknowledgement of receipt unless clarifications are required regarding the rate change request.

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Should a supplier lower its offering for a specific month, all existing reservations made prior to the rate modification must be adjusted to reflect the new lower rate offering. Should an Identified User be charged the inaccurate rate, this will be considered as an overcharge and the supplier will be obligated to credit the Identified User for the overcharge immediately.

(b) Weekly and monthly rates

Weekly and monthly rates are to be indicated as total amounts for the week or the month, not as amounts per day.

- Weekly rates are to be calculated on a 7 day period (Total amount for all 7 days).
- Monthly rates are to be calculated on the basis of the first day to the last day of the month (Total amount for the entire month).

Offerors submitting weekly or monthly rates as amounts per day will see these rates rejected by PWGSC.

(c) Non-commissionable Rates

The rates quoted are to be non-commissionable. Rates are free of the normal commission paid to travel agents for booking reservations. Any other fees or costs incurred by the establishment pertaining to such reservations are outside the terms of this Request for Standing Offer.

3.3 Currency

Canadian properties must quote in Canadian dollars.

3.4 Cost Reimbursable Contractors and Other Travelers

Some offerors agree to extend their government rates to cost reimbursable contractors, consultants or advisors working under contract to an Identified User and traveling on official government business in performance of that contract. Identified users are advised to provide cost reimbursable contractors, consultants or advisors with a letter, specifying the duration of their contract or specifying that they are on travel status on behalf of the government and their destination. Unless such identification is provided, such travelers may not be eligible to receive government rates listed in the Directory. Accommodation properties that have agreed to extend their rates to cost reimbursable contractors, consultants or advisors will have this information displayed in the Directory.

3.5 Taxes and Service Fees

(a) The rates include all taxes except: PST, GST, HST, Municipal Room Tax (although it is usually amalgamated to the PST), and Occupancy taxes or Destination Marketing Fees charged in various tourist regions. Federal government employees are required to pay these taxes for meals and accommodation directly to the suppliers of such services. Provincial sales tax exemption numbers must not be quoted for these purchases.

(b) For establishments located in the United States, the rates include all taxes except the State Sales Tax and the Occupancy Tax, if applicable.

(c) For establishments located in countries other than Canada and the United States, taxes and service fees may or may not be included in the rates.

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ANNEX E – SAMPLE QUARTERLY REPORT

Below, please find a sample of the quarterly report, which must be submitted to Public Works and Government Services Canada, as per the terms and conditions of the Request for Standing Offer, Part 6A, Section 2, Item 2.2

Room nights and revenues generated by the Government of Canada (GC) in 2014

Information on the establishment

GC Roomnights 2014 GD Revenue 2014

Vendor Code	Establishment Name	City	Province	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total
HD													

Quarter 1 (Q1): January, February and March

Quarter 2 (Q2): April, May and June

Quarter 3 (Q3): July, August and September

Quarter 4 (Q4): October, November and December

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ANNEX G

MAXIMUM FOREIGN RATE LIMITS

Please find below the maximum foreign rate limits that will be used during the evaluation process as stipulated in Part 4, Item 1.2. The limits below are in Canadian Dollars and include taxes and service charges.

Country and City	Maximum Rate Limit
Afghanistan	
Kabul	102
Other cities	51
Albania	
Tirana	190
Other cities	92
Algeria	
Algiers	263
Other cities	174
Andorra	
All cities	209
Angola	
All cities	380
Antigua and Barbuda	
All cities (variable dates and limits) January 1 to April 15	205
All cities (variable dates and limits) April 16 to December 14	174
All cities (variable dates and limits) December 15 to December 31	205
Argentina	
Bariloche	218
Buenos Aires	221
Mendoza	182
Other cities	175
Armenia	
All cities	148
Ascension Island	
All cities	20

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Australia

Adelaide	258
Brisbane	232
Broome	328
Canberra	235
Darwin (variable dates and limits) January 1 to March 31	145
Darwin (variable dates and limits) April 1 to September 30	237
Darwin (variable dates and limits) October 1 to December 31	145
Fremantle	263
Hobart	247
Melbourne	268
Perth	309
Richmond	211
Sydney	225
Other cities	188

Austria

Graz	240
Linz	213
Other cities	253

Azerbaijan

Baku	259
Ganja	122
Other cities	98

Bahamas, The

Andros Island	149
Eleuthera Island	146
Grand Bahama Island	176
Nassau (variable dates and limits) January 1 to June 16	300
Nassau (variable dates and limits) June 17 to November 16	268
Nassau (variable dates and limits) November 17 to December 31	300
Other cities	149

Bahrain

All cities	272
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Bangladesh

Dhaka	200
Sylhet	105
Other	73

Barbados

All cities (variable dates and limits) January 1 to April 15	287
All cities (variable dates and limits) April 16 to December 14	178
All cities (variable dates and limits) December 15 to December 31	287

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Belarus

All cities 289

Belgium

Antwerp 223
Brugge 151
Brussels 204
Diegem 204
Kleine Brogel 134
Liege 165
Shape/Chievres 130
Zaventem 204
Other cities 95

Belize

Belmopan 137
San Pedro 146
Other cities 127

Benin

Cotonou 157
Other cities 80

Bermuda

All cities (variable dates and limits) January 1 to March 31 292
All cities (variable dates and limits) April 1 to November 30 373
All cities (variable dates and limits) December 1 to December 31 292

Bhutan

All cities 280

Bolivia

Cochabamba 85
La Paz 107
Santa Cruz 102
Other cities 64

Bosnia - Herzegovina

All cities 115

Botswana

Francistown 150
Gaborone 138
Kasane 173
Selebi Phikwe 130
Other cities 148

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Brazil

Belem	214
Belo Horizonte	194
Brasilia	230
Fortaleza	210
Foz do Iguacu	156
Goiania	194
Manaus	155
Natal	199
Porto Alegre	222
Porto Velho	180
Recife, Pernambuco	199
Rio de Janeiro	314
Salvador da Bahia	152
Sao Paulo	282
Other cities	177

British West Indies

Anguilla

All cities (variable dates and limits) January 1 to April 30	140
All cities (variable dates and limits) May 1 to November 30	121
All cities (variable dates and limits) December 1 to December 31	140

Cayman Islands

All cities (variable dates and limits) January 1 to April 30	227
All cities (variable dates and limits) May 1 to November 30	179
All cities (variable dates and limits) December 1 to December 31	227

Virgin Islands, British

All cities (variable dates and limits) January 1 to April 14	192
All cities (variable dates and limits) April 15 to December 14	138
All cities(variable dates and limits) December 15 to December 31	192

Brunei

Bandar Seri Begawan	193
Other cities	75

Bulgaria

Bourgas	72
Plovdiv	167
Ruse	75
Sofia	173
Varna	97
Other cities	82

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Burkina Faso

Ouagadougou	164
Other cities	82

Burundi

All cities	120
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Cambodia

Phnom Penh	142
Siem Riep (variable dates and limits) January 1 to March 31	170
Siem Riep (variable dates and limits) April 1 to September 30	155
Siem Riep (variable dates and limits) October 1 to December 31	170
Sihanoukville	88
Other cities	55

Cameroon

Douala	168
Limbe	159
Yaounde	167
Other cities	102

Cape Verde

Boa Vista Island	146
Fogo	98
Praia	151
Sal Island	156
Sao Tiago Island	60
Sao Vicente Island	126
Other cities	73

Central African Republic

All Cities	162
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Chad

Ndjamena	277
Other cities	31

Chagos Archipelago

All Cities	55
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Chile

All Cities	170
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China

Beijing	258
Changchun	115
Chengdu	153
Chongqing	99
Dalian	166
Fuzhou	161
Guangzhou	220
Guilin	168
Haikou	187
Hangzhou	152
Harbin	187
Hong Kong	358
Jinan	121
Kunming	127
Lhasa	131
Lijiang	67
Nanjing	144
Nanning	131
Ningbo	143
Qingdao	157
Sanya	184
Shanghai	237
Shantou	141
Shenyang	193
Shenzhen	264
Suzhou	157
Tianjin	141
Urumqi	146
Xiamen	159
Xian	140
Zhuhai	159
Other cities	147

Cocos (Keeling) Islands

All Cities	58
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Colombia

Barranquilla	139
Bogota	277
Buenaventura	135
Cali	164
Cartagena	304
Medellin	166
Santa Marta	164
Other cities	161

Comoros

Moroni	263
Other cities	89

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Congo

All cities 250

Congo, Democratic Republic of

Bukavu 153
Goma 120
Kinshasa 279
Lubumbashi 150
Mbuji Mayi, Kasai 80
Other cities 100

Cook Islands

All cities 263

Costa Rica

All cities 141

Cote d'Ivoire

Abidjan 224
Yamoussoukro 91
Other cities 80

Croatia

Cavtat (variable dates and limits) January 1 to May 12 235
Cavtat (variable dates and limits) May 13 to October 15 325
Cavtat (variable dates and limits) October 16 to December 31 235
Dubrovnik (variable dates and limits) January 1 to May 12 235
Dubrovnik (variable dates and limits) May 13 to October 15 325
Dubrovnik (variable dates and limits) October 16 to December 31 235
Split (variable dates and limits) January 1 to April 30 167
Split (variable dates and limits) May 1 to October 15 182
Split (variable dates and limits) October 16 to December 31 167
Other cities 182

Cuba

Guantanamo Bay 50
Havana 100
Holguin 95
Matanzas 95
Santiago 100
Trinidad 92
Other cities 80

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Cyprus

Akrotiri	190
Limassol	190
Nicosia	256
Paphos (variable dates and limits) January 1 to March 31	156
Paphos (variable dates and limits) April 1 to October 31	285
Paphos (variable dates and limits) November 1 to December 31	156
Other cities	182

Czech Republic

Brno	185
Prague	280
Other cities	136

Denmark

Aalborg	237
Copenhagen	269
Lyngby	269
Odense	246
Other cities	249

Djibouti

Djibouti City	226
Other cities	85

Dominica

All cities	126
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Dominican Republic

La Romana	186
Puerto Plata	106
Santo Domingo	145
Sosua	106
Other cities	129

Easter Island

All cities	82
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Ecuador

Galapagos Islands	443
Guayaquil	164
Quito	161
Other cities	108

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Egypt

Alexandria	160
Aswan	135
Cairo	175
Luxor	150
Sharm el Sheikh	140
Other cities	130

El Salvador

San Salvador	128
Other cities	52

Equatoria, Republic of

All cities	268
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Equatorial Guinea

All cities	264
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Eritrea

Asmara	154
Other cities	55

Estonia

Tallin	129
Other cities	127

Ethiopia

Addis Ababa	315
Other cities	50

Falkland Islands

All cities	118
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Faroe Islands

All cities	268
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Fiji

Korolevu	80
Nadi	216
Sigatoka	164
Other cities	132

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Finland

Helsinki	240
Other cities	187

France

Bordeaux	243
Cannes (variable dates and limits) January 1 to April 30	383
Cannes (variable dates and limits) May 1 to September 30	545
Cannes (variable dates and limits) October 1 to December 31	383
Deauville	386
Lyon	251
Marseille	283
Montpellier	233
Nice	256
Paris	379
Strasbourg	283
Toulouse	269
Other cities	189

French Guiana

All cities	205
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French Polynesia

All cities	266
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Gabon

Libreville	335
Other cities	184

Gambia, The

Banjul	138
Other cities	35

Georgia

Adjara Region	170
Borjomi	91
Gudauri (variable dates and limits) January 1 to March 31	162
Gudauri (variable dates and limits) April 1 to November 30	104
Gudauri (variable dates and limits) December 1 to December 31	162
Tbilisi	200
Other cities	72

Germany

Berlin	244
Boeblingen	227
Bonames	260
Bonn	184

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Cologne	253
Dresden	220
Duesseldorf	227
Echterdingen	227
Eschborn	260
Esslingen	227
Frankfort am Main	260
Garmisch - Partenkirchen	133
Hamburg	225
Hannover	185
Herongen	227
Hoechst	260
Kalkar	227
Koenigswinter	184
Kornwestheim	227
Leipzig	200
Ludwigsburg	227
Mainz	227
Moenchen - Gladbach	227
Munich	253
Nellingen	227
Oberammergau	133
Offenbach	260
Roedelheim	260
Sindelfingen	227
Stuttgart	227
Tuebingen	227
Twisteden	227
Wiesbaden	225
Other cities	212
Ghana	
Accra	232
Takoradi	140
Other cities	90
Gibraltar	
All cities	94
Greece	
Athens	200
Other cities	185
Greenland	
Illulissat	268
Kangerlussuaq	231
Nuuk	302
Other cities	210

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Grenada

All cities (variable dates and limits) January 1 to April 15	202
All cities (variable dates and limits) April 16 to December 20	162
All cities (variable dates and limits) December 21 to December 31	202

Guadeloupe

Saint Martin (French Part) (variable dates and limits) January 1 to April 30	175
Saint Martin (French Part) (variable dates and limits) May 1 to December 14	110
Saint Martin (French Part) (variable dates and limits) December 15 to December 31	175
Other cities	77

Guatemala

Guatemala City	131
Other cities	106

Guinea

Conakry	193
Other cities	57

Guinea - Bissau

Bissau	175
Other cities	52

Guyana

All cities	155
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Haiti

Cap Haitien	150
Jacmel	98
Montrouis	133
Petionville	155
Port-au-Prince	155
Other cities	140

Holy See, The

Holy See, The	433
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Honduras

Bay Islands	176
La Ceiba	98
San Pedro Sula	176
Tegucigalpa	171
Tela	109
Other cities	78

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Hungary

Budapest	153
Other cities	81

Iceland

Akureyri	157
Reykjavik	195
Other cities	137

India

Agra	138
Bangalore	364
Chennai	300
Goa	180
Hyderabad	235
Kolkata	297
Mumbai	389
New Delhi	291
Pune	273
Trivandrum	182
Other cities	200

Indonesia

Bali	255
Banda Aceh	80
Bandung	82
Batam	87
Denpasar	255
Jakarta	258
Jayapura	127
Surabaya	104
Timika, Irian Jaya	254
Yogyakarta	89
Other cities	90

Iran

All cities	97
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Iraq

Baghdad	100
Erbil	211
Other cities	73

Ireland

Cork	191
Dublin	279
Galway	205
Other cities	184

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Israel

Eilat	365
En Boqeq	265
Haifa	260
Jerusalem	360
Sedom	265
Tel Aviv	355
Other cities	295

Italy

Bari	192
Bologna	330
Bolzano	167
Capri	301
Catania	210
Como	377
Ferrara	199
Florence	330
Gaeta (variable dates and limits) January 1 to May 14	127
Gaeta (variable dates and limits) May 15 to September 15	165
Gaeta (variable dates and limits) September 16 to December 31	127
Genoa	273
La Spezia	171
Milan	340
Modena	206
Naples	208
Palermo	207
Pisa	164
Pordenone-Aviano	101
Ravenna	172
Reggio Emilia	201
Rimini	214
Rome	433
Siena	314
Taormina	210
Treviso	219
Trieste	260
Turin	286
Venice	438
Verona	219
Vicenza	87
Other cities	233

Jamaica

All cities	177
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Japan

Akashi	168
Akita	124
Amagasaki	168

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Asahikawa	120
Ashiya	180
Awashima	337
Beppu	206
Chitose	116
Fukui	99
Fukuoka	194
Fukuyama	99
Gifu	196
Hamamatsu	174
Hiroshima	153
Itazuke	194
Izumisano	219
Kagoshima	181
Kanazawa	116
Kitakyushu	193
Kochi	146
Komaki	146
Kumamoto	223
Kurashiki	255
Kure	133
Kushiro	94
Kyoto	229
Matsue	99
Matsuyama	142
Miyazaki	298
Morioka	131
Nagasaki	255
Nagoya	211
Nara	126
Narita	212
Niigata	92
Nishinomiya	180
Obihiro	144
Oita	133
Okayama	171
Okinawa Prefecture (variable dates and limits) January 1 to April 30	189
Okinawa Prefecture (variable dates and limits) May 1 to September 14	307
Okinawa Prefecture (variable dates and limits) September 15 to December 31	189
Osaka-Kobe	168
Otsu	148
Oyama	101
Sapporo (variable dates and limits) January 1 to March 14	220
Sapporo (variable dates and limits) March 15 to April 30	187
Sapporo (variable dates and limits) May 1 to October 31	220
Sapporo (variable dates and limits) November 1 to November 30	187
Sapporo (variable dates and limits) December 1 to December 31	220
Sasebo	90
Sendai	191
Shiga	148
Takamatsu	126
Takayama	170
Tokushima	121
Tokyo	216

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Tottori	115
Toyama	156
Toyonaka	152
Tsu	158
Wakayama	158
Yamato	157
Yokohama	146
Yokota	123
Yufuin	184
Other cities	172

Jordan

Amman	249
Dead Sea/Jordan Valley (variable dates and limits) January 1 to March 14	199
Dead Sea/Jordan Valley (variable dates and limits) March 15 to June 15	215
Dead Sea/Jordan Valley (variable dates and limits) June 16 to December 31	199
Petra	176
Other cities	146

Kazakhstan

Aktau	213
Almaty	224
Astana	225
Other cities	138

Kenya

Lamu (variable dates and limits) January 1 to January 15	300
Lamu (variable dates and limits) January 16 to June 30	221
Lamu (variable dates and limits) July 1 to December 31	300
Malindi (variable dates and limits) January 1 to January 15	300
Malindi (variable dates and limits) January 16 to June 30	237
Malindi (variable dates and limits) July 1 to December 31	300
Mara Area (variable dates and limits) January 1 to January 15	300
Mara Area (variable dates and limits) January 16 to June 30	250
Mara Area (variable dates and limits) July 1 to December 31	300
Mombasa	165
Mt. Kenya Area (variable dates and limits) January 1 to January 15	300
Mt. Kenya Area (variable dates and limits) January 16 to June 30	220
Mt. Kenya Area (variable dates and limits) July 1 to December 31	300
Nairobi	290
Nanyuki	38
Watamu	219
Other cities	115

Kiribati

Christmas Island	76
Other cities	104

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Korea

Busan	233
Changwon	129
Cheju	225
Chinju	93
Chongju	76
Chonju	161
Chung Ju	92
Incheon	167
Kimhae	71
Kumi	113
Kwangju	137
Kyongju	148
Masan	67
Pohang	138
Pusan	78
Pyongtaek	86
Seoul	230
Sokcho	123
Taegu	126
Taejon	125
Ulsan	198
Other cities	81

Korea, Democratic People's Republic

All cities	190
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Kosovo

Pristina	116
Other cities	56

Kuwait

All cities	353
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Kyrgyzstan

Bishkek	224
Issyk-Kul Region	130
Other cities	75

Laos

Luang Prabang	184
Vientiane	120
Other cities	110

Latvia

All cities	129
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Lebanon

All cities 135

Lesotho

Maseru 149
Other cities 108

Liberia

Monrovia 200
Other cities 70

Libya

Benghazi 117
Misurata 117
Sirte 117
Tripoli 343
Other cities 81

Liechtenstein

All cities 258

Lithuania

Palanga (variable dates and limits) January 1 to May 31 160
Palanga (variable dates and limits) June 1 to September 30 200
Palanga (variable dates and limits) October 1 to December 31 160
Vilnius 180
Other cities 130

Luxembourg

All cities 308

Macau

All cities 321

Macedonia

All cities 161

Madagascar

Antananarivo 158
Nosy Be 145
Other cities 113

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Malawi

Blantyre	146
Lilongwe	150
Salima	160
Other cities	117

Malaysia

Kota Kinabalu, Sabah	133
Kuala Lumpur	176
Kuantan	112
Langkawi	194
Melaka	94
Penang	123
Other cities	139

Maldives

All cities	321
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Mali

Bamako	123
Other cities	78

Malta

All cities	155
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Marshall Islands

Kwajalein Atoll	130
Likiep Atoll	76
Majuro	118
Other cities	50

Martinique

All cities (variable dates and limits) January 1 to April 15	257
All cities (variable dates and limits) April 16 to December 14	211
All cities (variable dates and limits) December 15 to December 31	257

Mauritania

Kaedi	48
Nouadhibou	80
Nouakchott	136
Other cities	40

Mauritius

All cities	123
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Mayotte Islands

All cities 130

Mexico

Acapulco 170
Cabo San Lucas 273
Campeche 70
Cancun 192
Chihuahua 106
Ciudad Juarez 73
Ciudad Victoria 96
Colima 72
Cozumel 151
Cuernavaca 138
Culiacan 79
Ensenada 141
Guadalajara 161
Hermosillo 115
Huatulco 132
Ixtapa Zihuatanejo 99
La Paz 130
Manzanillo 87
Matamoros 87
Mazatlan 130
Merida 99
Mexicali 160
Mexico City 244
Monterrey 165
Morelia 108
Nogales 132
Nuevo Laredo 76
Playa del Carmen, Quintana Roo (variable dates and limits) January 1 to May 31 120
Playa del Carmen, Quintana Roo (variable dates and limits) June 1 to December 14 101
Playa del Carmen, Quintana Roo (variable dates and limits) Dec. 15 to Dec. 31 120
Puebla 123
Puerto Penasco 134
Puerto Vallarta 162
Queretaro 113
San Carlos 111
San Miguel de Allende 120
Tapachula 94
Tijuana 124
Valle del Bravo 242
Veracruz 120
Zacatecas 134
Other cities 102

Micronesia

Kosrae 125
Pohnpei 111
Yap 136
Other cities 120

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Moldova

All cities 161

Monaco

All cities 481

Mongolia

Ulaanbaatar 185

Other cities 131

Montenegro

All cities 228

Montserrat

All cities (variable dates and limits) January 1 to April 30 105

All cities (variable dates and limits) May 1 to November 30 70

All cities (variable dates and limits) December 1 to December 31 105

Morocco

Agadir 168

Casablanca 221

Fes 248

Marrakech 230

Rabat 171

Tangier 190

Taroudant 178

Other cities 151

Mozambique

Maputo 179

Other cities 160

Myanmar

Naypyitaw 150

Rangoon 234

Other cities 220

Namibia

Etosha 120

Swakopmund 159

Walvis Bay 121

Windhoek 138

Other cities 98

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Nauru

All cities 148

Nepal

Kathmandu 129
Pokhara 98
Other cities 62

Netherlands

Amsterdam 274
Coeverden 185
Eindhoven 247
Hague, The 233
Lisse 204
Maastricht 279
Noordwijk 226
Papendrecht 226
Rotterdam 226
Schiphol 240
Utrecht 194
Ypenburg 233
Other cities 218

Netherlands Antilles

Aruba
All cities (variable dates and limits) January 1 to April 3 257
All cities (variable dates and limits) April 4 to December 18 198
All cities (variable dates and limits) December 19 to December 31 257
Bonaire
All Cities (variable dates and limits) January 1 to April 14 155
All cities (variable dates and limits) April 15 to December 14 118
All cities (variable dates and limits) December 15 to December 31 155
Curacao 194
Saba 186
Saint Maarten (Dutch Part) 180
Other Cities
All cities (variable dates and limits) January 1 to April 14 155
All cities (variable dates and limits) April 15 to December 14 118
All cities (variable dates and limits) December 15 to December 31 155

New Caledonia

All cities 192

New Zealand

Auckland 200
Christchurch 197
Queenstown 171

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Rotarua	168
Wellington	205
Other cities	147

Nicaragua

Corn Island	116
Managua	168
San Juan del Sur	242
Other cities	98

Niger

Niamey	122
Other cities	99

Nigeria

Abuja	376
Bauchi	187
Calabar	171
Enugu	165
Ibadan	113
Jos	154
Kaduna	165
Kano	231
Lagos	265
Sokoto	105
Warri	180
Yenagoa	164
Other cities	116

Niue

All cities	90
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Norway

Stavanger	214
Other cities	212

Oman

Muscat	233
Other cities (variable dates and limits) January 1 to July 14	167
Other cities (variable dates and limits) July 15 to August 31	207
Other cities (variable dates and limits) September 1 to December 31	167

Pakistan

Faisalabad	133
Islamabad	70
Karachi	231

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Lahore	249
Peshawar	156
Other cities	154

Palau, Republic of

All cities	184
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Panama

Colon	158
David, Chiriqui	114
Panama City	158
Other cities	84

Papua New Guinea

Port Moresby	447
Other cities	271

Paraguay

Asuncion	153
Ciudad del Este	121
Pegro Juan	74
Other cities	57

Peru

Cuzco	213
Lima	250
Paracas	196
Other cities	127

Philippines

Cebu	109
Davao City	81
Manila	152
Other cities	103

Poland

Gdansk	207
Katowice	207
Krakow	186
Poznan	216
Warsaw	188
Wroclaw	160
Zakopane	137
Other cities	143

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Portugal

Cascais	125
Estoril	125
Faial Island (variable dates and limits) January 1 to March 31	115
Faial Island (variable dates and limits) April 1 to October 31	124
Faial Island (variable dates and limits) November 1 to December 31	115
Lisbon	166
Madeira Islands	130
Oeiras	125
Oporto	158
Ponta Delgada (variable dates and limits) January 1 to March 31	166
Ponta Delgada (variable dates and limits) April 1 to October 31	212
Ponta Delgada (variable dates and limits) November 1 to December 31	166
San Miguel Island (variable dates and limits) January 1 to March 31	166
San Miguel Island (variable dates and limits) April 1 to October 31	212
San Miguel Island (variable dates and limits) November 1 to December 31	166
Other cities	116

Qatar

All cities	227
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Reunion

All cities	145
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Romania

Bucharest	165
Constanta	97
Other cities	109

Russia

Moscow	253
Saint Petersburg	352
Vladivostok	221
Yuzhno-Sakhalinsk	250
Other cities	157

Rwanda

Akagera	167
Kigali	203
Ruhengeri	132
Other cities	112

Saint Helena

All cities	50
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Saint Kitts and Nevis

All cities (variable dates and limits) January 1 to April 15	244
All cities (variable dates and limits) April 16 to December 14	212
All cities (variable dates and limits) December 15 to December 31	244

Saint Lucia

All cities (variable dates and limits) January 1 to May 31	246
All cities (variable dates and limits) June 1 to December 19	200
All cities (variable dates and limits) December 20 to December 31	246

Saint Vincent and the Grenadines

All cities (variable dates and limits) January 1 to March 31	152
All cities (variable dates and limits) April 1 to December 15	132
All cities (variable dates and limits) December 16 to December 31	152

Samoa

All cities	186
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San Marino

All cities	137
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Sao Tome and Principe

Principe (All cities)	258
Sao Tome (All cities)	154

Saudi Arabia

Dhahran Area	220
Jeddah (variable dates and limits) January 1 to August 20	243
Jeddah (variable dates and limits) August 21 to November 30	365
Jeddah (variable dates and limits) December 1 to December 31	243
Medina (variable dates and limits) January 1 to May 31	100
Medina (variable dates and limits) June 1 to September 30	169
Medina (variable dates and limits) October 1 to December 31	100
Riyadh	359
Taif (variable dates and limits) January 1 to May 31	111
Taif (variable dates and limits) June 1 to September 30	133
Taif (variable dates and limits) October 1 to December 31	111
Other cities (variable dates and limits) January 1 to October 14	243
Other cities (variable dates and limits) October 15 to November 30	365
Other cities (variable dates and limits) December 1 to December 31	243

Senegal

Dakar	192
Mbour	112
Other cities	91

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Serbia

Belgrade	248
Other cities	98

Seychelles

All cities	320
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Sierra Leone

Freetown	140
Other cities	60

Singapore

All cities	326
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Slovak Republic

Bratislava	249
Zilina	134
Other cities	153

Slovenia

Portoroz	207
Other cities	193

Solomon Islands

All cities	196
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Somalia

Mogadishu	170
Other cities	112

South Africa

Bloemfontein	136
Cape Town	315
Durban	163
Johannesburg	208
Pretoria	167
Sun City	211
Other cities	165

South Sudan

All cities	182
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Spain

Almeria	192
Balearic Aslands	224

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Barcelona	278
Bilbao	183
Fuengirola	180
La Coruna	172
Las Palmas de Gran Canaria	218
Madrid	267
Malaga	171
Marbella	171
Oviedo	140
San Sebastian	161
Santa Cruz de Tenerife	148
Santander	196
Santiago de Compostela	196
Seville	190
Valencia	156
Vigo	164
Zaragoza	234
Other cities	174

Sri Lanka

Ahungalla	110
Bentota	104
Chilaw	98
Colombo	220
Galle	145
Kandy	177
Trincomalee	155
Other cities	107

Sudan

Khartoum	305
Other cities	294

Suriname

All cities	120
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Swaziland

Mbabane	150
Other cities	62

Sweden

All cities	300
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Switzerland

Basel	258
Bern	286
Davos	285
Geneva	338

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Klosters	290
Lugano	261
Montreux	247
Zurich	288
Other cities	242

Syria

All cities	236
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Taiwan

Kaohsiung	121
Taichung	108
Taipei	184
Other cities	114

Tajikistan

Dushanbe	242
Khorog	176
Other cities	100

Tanzania

Dar es Salaam	205
Zanzibar	185
Other cities	160

Thailand

Bangkok	146
Chiang Mai	127
Hua Hin	155
Khao Lak	207
Krabi	207
Pattaya City	116
Phuket	207
Samui Island	161
Other cities	76

Timor-Leste

Dili	136
Other cities	60

Togo

Lama Kara	49
Lome	183
Other cities	33

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Tokelau Islands

All cities 20

Tonga

All cities 177

Trinidad and Tobago

Tobago (variable dates and limits) January 1 to April 15 262

Tobago (variable dates and limits) April 16 to December 20 213

Tobago (variable dates and limits) December 21 to December 31 262

Other cities 236

Tunisia

Carthage 101

Gammarth 101

Lamarsa 101

Tunis 101

Other cities 74

Turkey

Adana-Incirlik 165

Ankara 211

Antalya 189

Aydin 160

Bursa 158

Elmadag 211

Istanbul 299

Izmir-Cigli 194

Manzarali 211

Nevsehir 140

Yamanlar 194

Other cities 120

Turkmenistan

Ashgabat 189

Other cities 100

Turks and Caicos Islands

All cities 150

Tuvalu

All cities 112

Uganda

Entebbe 179

Fort Portal 88

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Gulu	74
Jinja	190
Kampala	227
Other cities	64

Ukraine

Kharkiv	152
Kiev	243
Other cities	140

United Arab Emirates

Dubai (variable dates and limits) January 1 to May 31	362
Dubai (variable dates and limits) June 1 to August 31	278
Dubai (variable dates and limits) September 1 to December 31	362
Other cities	340

United Kingdom

Belfast	239
Birmingham	199
Bristol	237
Cardiff, Wales	206
Caversham	223
Cheltenham	183
Crawley	313
Edinburgh	231
Gatwick	209
Glasgow	199
Harrogate	144
High Wycombe	186
Horley	209
Liverpool	173
London	313
Loudwater	173
Manchester	206
Menwith Hill	144
Oxford	180
Reading	223
Other cities	157

Uruguay

Colonia	186
Punta del Este (variable dates and limits) January 1 to March 15	264
Punta del Este (variable dates and limits) March 16 to December 14	220
Punta del Este (variable dates and limits) December 15 to December 31	264
Other cities	160

Uzbekistan

Tashkent	180
Other cities	80

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Vanuatu

Port Vila	245
Santos	156
Tanna Island	260
Other cities	20

Venezuela

Barquisimeto	234
Caracas	301
Maracaibo	248
Porlamar	248
Puerto La Cruz	184
Purto Ordaz	243
Punto Fijo	224
Valencia	232
Other cities	159

Vietnam

Dalat	154
Danang	95
Hanoi	180
Ho Chi Minh City	220
Other cities	122

Wallis and Futuna

All cities	73
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Yemen

Aden	164
Sanaa	163
Other cities	108

Zambia

Livingstone	236
Lusaka	190
Other cities	95

Zimbabwe

Bulawayo	122
Harare	192
Victoria Falls	273
Other cities	97