



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## Annex A Submission Form

### 2014 Accommodation Directory "Select Markets" #E60LP- 130001

Solicitation No.: #E60LP - 130001

Hotel Name	
Vendor Number	
Select Market	
Name of Representative	
Signature of Representative	
Date	July 15, 2013

Solicitation closes: 2:00 p.m. EDT, September 11, 2013

Return to: Public Works and Government Services Canada  
Bid Receiving Unit  
Place du Portage, Phase III, 0A1  
11 Laurier Street  
Gatineau, QC  
K1A 0S5

**NOTE:**

(1) Late bids, or bids submitted by facsimile will **NOT be accepted.**

(2) An offer received without a signature will be rendered non-responsive and will receive no further consideration. **Electronic signatures are NOT acceptable.**



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### **III. Property Information**

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#### **1. Contact Person for Supplier During the Solicitation and Standing Offer Period**

Name	
Position/title	
Telephone number	
Cellular number	
Fax number	
E-mail address	

#### **2. Hotel Information**

Hotel Name	
Vendor Code	
Procurement Business Number (PBN)	
Street Address	
City	
Province	
Postal Code	
Hotel Direct Phone number	
Hotel fax number	
Toll Free number	
Reservation Phone Number	
Reservation e-mail address	
Website Address	

#### **3. Status of Hotel**

Hotel Name (Operating Name)	
Legal Name	
Previous hotel name (if applicable)	
Hotel Chain (if applicable)	
Aboriginally owned/operated property	
Is the Property unionized? Y or N	

**4. Property Ratings**

Canada Select™ Rating	
CAA / AAA Diamond Rating	
CITQ Rating	
HAC Green Key Rating	

**5. Accepted Method of Payments**

Master Card	
Visa	
American Express	
Discover	
JCB	
Diners Clus	
Debit	
Cash or Cheque	
DTEC	

**6. Rates offered**

The rates offered will be extended to cost reimbursable contractors, consultants or advisors working under contract to an Identified User and traveling on official government business.	
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**7. Canadian official language minorities associations**

Do you accept to provide preferential rates to Canadian official language minorities associations? Y or N	
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## Rooms in Property

Note: Quantities for the rooms listed below under "1. Room Count" are to be provided, and should be based upon the definitions found at Annex C. Please be advised that the Government of Canada maintains Last Room Availability (LRA, See RFSO Part 6A, Section 14), so all rooms meeting those definitions must be properly accounted for. Room types for which rates are not provided will not be considered in the evaluation process, however, to properly account for all rooms in the property, quantities of all room types in the property should be provided. Excluded rooms should be defined in the spaces provided. Please review the room type definitions carefully in Annex C to ensure that rooms listed as excluded rooms meet that definition.

### 1. Room Count

Room Types (1)	Quantity (only a numeric value is accepted)
Guest Rooms	
Business Class Rooms	
1 Bedroom Suites with Kitchen	
Bachelor/Studio with Kitchen	
Excluded Rooms	
Total number of rooms in the property	0

### 2. Excluded Rooms (if applicable)

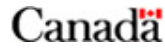
Hotel's name for room type	Justification for exclusion (ref)	Quantity	Room Numbers
Total		0	

### 3. Rooms Accessible for Persons with Disabilities

Number of accessible rooms	
----------------------------	--

#### NOTE:

(1) Please refer to Annex C (Part 2, Section 2.0 - 2.1) for further information.



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#### IV. Checklist of Services

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**Offerors must complete this checklist.** **NOTE:** This checklist will serve as the basis for listing the services/amenities of a property in the Accommodation Directory. "Included/at cost" option will not be used for evaluation.

Internet Access	
Select if available at the property	
<input type="checkbox"/> In room hardwire High Speed Internet	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Select if available at the property	
<input type="checkbox"/> In room Wireless Internet	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Select if available at the property	
<input type="checkbox"/> Wireless Internet in public areas	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Restaurant and lounge	
Select if available at the property	
<input type="checkbox"/> Continental breakfast	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Select if available at the property	
<input type="checkbox"/> Full hot breakfast	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Select all that are available at the property	
<input type="checkbox"/> Lunch served	<input type="checkbox"/> Dinner served
<input type="checkbox"/> Cocktail lounge	<input type="checkbox"/> More than one restaurant on-site
<input type="checkbox"/> Discounts offered on meals in restaurant	
Room Service	
Choose one of the following options	
<input type="radio"/> No room service <input type="radio"/> Up to 12 hours of room service <input type="radio"/> Between 13 and 23 hours of room service <input type="radio"/> 24 hours of room service	

Parking	
Select if available at the property	
<input type="checkbox"/> On-site Self Parking	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Select if available at the property	
<input type="checkbox"/> On-site Valet Parking	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Airport Shuttle Service *See Note (1)	
Select if available at the property	
<input type="checkbox"/> Airport shuttle service	If checked, is this feature: <input type="radio"/> Included <input type="radio"/> At cost <input type="radio"/> Not applicable
Bellman & Concierge services	
Select all that are available at the property	
<input type="checkbox"/> Bellman services for luggage	<input type="checkbox"/> Concierge services (separate from bellman desk)
Television	
Select all that are available at the property	
<input type="checkbox"/> Colour TV with On-Command movies	<input type="checkbox"/> Color TV and DVD <input type="checkbox"/> Express check-out using television
Fitness Area	
Choose one of the following options	
<input type="radio"/> No Fitness Centre or Fitness Centre Accessible less than 12h	<input type="radio"/> Accessible between 13 and 23 hours <input type="radio"/> Accessible 24 hours
Is the access to the Fitness Centre:	<input type="checkbox"/> Included <input type="checkbox"/> At cost
Select all that are available at the property	
<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Outdoor Pool <input type="checkbox"/> Whirlpool <input type="checkbox"/> Sauna

**Business Services**

Select all that are available at the property

- ☐ Fax services for guest
 ☐ Copy services for guest
 ☐ Printing services for guest  
☐ Designated Business Centre with computer workstation(s)

**Cleaning**

Select all that are available at the property

- ☐ 24h dry cleaning and laundry services
 ☐ Same day dry cleaning and laundry services
 ☐ Daily housekeeping services

**Security**

Select all that are available at the property

- ☐ Electronic keyed door lock
 ☐ Deadbolt lock
 ☐ Peephole on door  
☐ Fire sprinkler in room
 ☐ Fire sprinkler in hallways
 ☐ Smoke detector in room  
☐ Smoke detector in hallways

**Accessibility for Persons with Disabilities (See Annex C, Section 2.4)**

Select the level of accessibility available at your establishment

- ☐ Level 1 - Limited
 ☐ Level 2 - Basic
 ☐ Level 3 - Full

**Other services**

Select all that are available at the property

- ☐ Smoke-free Environment
 ☐ Meeting facilities
 ☐ Automated Teller Machine (ATM) on site  
☐ Smoking floors/rooms
 ☐ Essential services available in both official languages
 ☐ Domestic Pets accepted  
☐ Local calls Included
 ☐ Local calls at cost
 ☐ 24h On-site security  
☐ 1-800 calls Included
 ☐ 1-800 calls at cost
 ☐ On-site security after 6:00 pm  
☐ Security safe in room
 ☐ Multiple Floors - Elevator Available
 ☐ Multiple Floors - No elevator

\*Note (1) In the case of hotels located in airport Select Markets which are not on or directly adjacent to the main airport premises, Offerors must provide complimentary shuttle service to and from the airport at no additional cost to Canada.



## **V. Mandatory Criteria**

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### **IMPORTANT:**

**1-To be considered compliant, Offerors must respond to all of the Mandatory Criteria.**

**2-Offerors must indicate whether or not they comply by selecting "Yes" or "No" in the right-hand column. A "No" reply or a criterion that is not responded to, will render the offer non-responsive and the offer will be given no further consideration.**

Number	Criteria	Yes / No
M1	Offeror's properties must be located inside a "Select Markets" boundary as defined on pages 2 of the RFSO.	
M2	Offerors must submit rates for at least one of the following room type categories: Guest Room, One bedroom suite with kitchen or Bachelor /Studio with kitchen	
M3	Offerors must submit rates that are <u>not</u> in excess of \$200.00 in the "guest room" category, single occupancy, daily rate or \$1400.00 (\$200.00 X 7) in the "one bedroom suite with kitchen" and "bachelor/studio with kitchen" categories, single occupancy, weekly rate.	
M4	Offerors must offer rates for accommodation, in single occupancy for all twelve (12) months.	
M5	Offerors must remit the administration and listing fee(s) of \$300.00 per property as stated in the RFSO.	
M6	Offerors must be able to provide safe, clean and comfortable accommodation.	
M7	The Offeror agrees to abide by all the terms and conditions listed in the RFSO.	

**All mandatory criteria must be responded to in the affirmative,  
otherwise your offer will be rendered non-compliant.**

## **VI. Guest Room Rates for the Government of Canada**

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### **Room Type**

This section allows Offerors to provide rates for guest rooms. Please see "Annex C, Part 2, Section 2.0" for complete room type definition.

### **Currency**

All properties are requested to quote in Canadian dollars.

### **Tax and Service Charges**

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 should not be quoted for these purchases.

### **Guest Rooms versus Suites and Bachelor/Studios**

Guest Rooms, Suites and Bachelor/Studios will be evaluated separately. Offerors need only to fill the fields in the category that interests them (guest rooms and/or suites and/or bachelor/studios). **THIS SHEET IS FOR GUEST ROOM RATES ONLY.**

**PLEASE REFER TO THE NEXT SHEET IN THIS SPREADSHEET SHOULD YOU WISH TO SUBMIT RATES FOR SUITES OR BACHELORS/STUDIOS.**

**Blackout Dates**

As indicated in Part 6A, Section 16 of the RFSO, Offerors are invited to provide up to seven (7) blackout days of their choice, and may do so below.

Date

**Guest room rate for Government of Canada****Definition:**

**Rate used for evaluation purposes** - The weighted rate taken for the 12 months in the Single Occupancy column, Guest Room category only. This is weighted based on the weighting described in RFSO Part 4, 1.2 Rate Evaluation.

Guest Rooms		
Daily Rates		
Month	Single Occupancy	Double Occupancy
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Rate used for evaluation purposes		
Rates must be submitted for all twelve months, in single occupancy, of the Guest Rooms category in order to be accepted.		

## VII. Suite/Bachelor with Kitchen Rates for Government of Canada

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### Room Type

This section allows Offerors to provide rates for suites and/or bachelor/studios with kitchen. Please see "Annex C, Part 2, Section 2.0" for complete room type definition.

### Currency

All properties are requested to quote in Canadian dollars.

### Tax and Service Charges

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 should not be quoted for these purchases.

### Guest Rooms versus Suites and Bachelor/Studios

Guest Rooms, Suites and Bachelor/Studios will be evaluated separately. Offerors need only to fill the fields in the category that interests them (Guest Rooms and/or Suites and/or Bachelor/Studios). **THIS SHEET IS FOR SUITES AND BACHELOR/STUDIO RATES ONLY. PLEASE REFER TO THE PREVIOUS SHEET IN THIS SPREADSHEET SHOULD YOU WISH TO SUBMIT RATES FOR GUEST ROOMS.**

### Suites and Bachelor/Studios with kitchen rates for Government of Canada

#### Definitions:

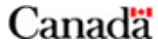
**Rate used for evaluation purposes** - The weighted rate taken for the 12 months in the Single Occupancy, Weekly Rates column for the One bedroom suite with kitchen or Bachelor/Studio with kitchen category only. This is weighted based on the weighting described in RFSO Part 4, 1.2 Rate Evaluation.

**Weekly Rates** - weekly rates are to be calculated on a 7-day period. (total amount for all 7 days)

**Monthly Rates** - 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)

1 Bedroom Suites with Kitchen								
Daily Rates			Weekly Rates			Monthly Rates		
Month	Single Occupancy	Double Occupancy	Month	Single Occupancy	Double Occupancy	Month	Single Occupancy	Double Occupancy
January			January			January		
February			February			February		
March			March			March		
April			April			April		
May			May			May		
June			June			June		
July			July			July		
August			August			August		
September			September			September		
October			October			October		
November			November			November		
December			December			December		
			Rate used for evaluation purposes					
Weekly rates for all twelve months must be submitted, in single occupancy, in this room category in order for the Daily Rates to be accepted.			Weekly rates must be submitted for all twelve months, in single occupancy, in this room category in order to be accepted.			Weekly rates must be submitted for all twelve months, in single occupancy, in this room category in order for the Monthly Rates to be accepted.		

Bachelor/Studio with Kitchen								
Daily Rates			Weekly Rates			Monthly Rates		
Month	Single Occupancy	Double Occupancy	Month	Single Occupancy	Double Occupancy	Month	Single Occupancy	Double Occupancy
January			January			January		
February			February			February		
March			March			March		
April			April			April		
May			May			May		
June			June			June		
July			July			July		
August			August			August		
September			September			September		
October			October			October		
November			November			November		
December			December			December		
			Rate used for evaluation purposes					
Weekly rates for all twelve months must be submitted, in single occupancy, in this room category in order for the Daily Rates to be accepted.			Weekly rates must be submitted for all twelve months, in single occupancy, in this room category in order to be accepted.			Weekly rates must be submitted for all twelve months, in single occupancy, in this room category in order for the Monthly Rates to be accepted.		



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## **VIII. Checklist of Submission Requirements**

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In order to help the Offeror ensure that its offer is complete, we have included a check list that can be used when mailing your bid.

### **You have :**

<input type="checkbox"/>	Completed all 6 sheets of Annex A (Cover Page, Sheets III-IV-V-VI-VII)
<input type="checkbox"/>	Printed all 6 sheets of Annex A (Cover Page, Sheets III-IV-V-VI-VII)
<input type="checkbox"/>	Saved Annex A on a removable medium (CD, diskette, USB key or DVD)
<input type="checkbox"/>	Signed Annex A on the cover page (Annex A, Page I.)

### **Your mailing package includes :**

<input type="checkbox"/>	Printed copy of Annex A
<input type="checkbox"/>	Electronic copy of Annex A
<input type="checkbox"/>	Administration and listing fees of \$300.00 per property (Cheque made payable to Receiver General for Canada)
<input type="checkbox"/>	Completed Annex E - Name(s) of Director(s) or Owner(s)

**Envelope is addressed to:** Public Works and Government Services Canada  
 Bid Receiving Unit  
 Place du Portage, Phase III, 0A1  
 11 Laurier Street  
 Gatineau, QC  
 K1A 0S5

**Solicitation closes:** 2:00 p.m. September 11, 2013