

## **Notice of Proposed Procurement (NPP)**

**IF YOU ARE INTERESTED IN SUBMITTING A BID, YOU SHOULD ORDER THE REQUEST FOR PROPOSAL DOCUMENTS AND FOLLOW ALL THE INSTRUCTIONS WITHIN, IN ORDER TO SUBMIT A BID.**

**TITLE:** Reception Services for the Canada Border Services Agency (CBSA) College.

### **Trade Agreements that Apply to this Requirement:**

The solicitation is subject to the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Agreement on Internal Trade, (AIT). The Canada-Peru Free Trade Agreement, the Canada-Columbia Free Trade Agreement and the Canada-Chile Free Trade Agreement.

### **Debriefings:**

After issuance of a Contract, bidders may request a debriefing on the results of the Request For Proposal process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the request for Request For Proposal process. The debriefing may be in writing, by telephone or in person.

### **BACKGROUND:**

The Canada Border Services Agency (CBSA) College is the organization responsible for ensuring the training and development of all its employees. Although it's primary role is to provide services to CBSA employees, it may also offer its facilities to other federal organizations.

### **WORK REQUIREMENT:**

The College operates 24 hours a day, seven days a week. With 316 rooms, a pool, an auditorium, and a banquet hall with an adjoining licensed lounge, participants can remain on site for the duration of their activities.

The Contractor must provide reception services, including bilingual switchboard and hotel reception services and information on services at the CBSA College in Rigaud, based on an established/approved schedule usually covering up to 24 hours a day, seven days a week.

### **ESTIMATED CONTRACT PERIOD:**

CBSA expects to issue a contract to be valid for two-years from contract award, with two, one one-year option period.

### **SECURITY REQUIREMENT:**

This Request for Proposal contains a "security requirement" at the level of "Reliability Status".

### **LOCATION OF SERVICES:**

The Location of Services will be required at the following address:

CBSA College – Rigaud, Quebec

**The Crown retains the right to negotiate with suppliers on any procurement. Documents must be submitted in either official language of Canada.**

**The proposal must be delivered to the following location:**

Canada Border Service Agency  
Cheque Distribution and Bids Receiving Area  
473 Albert Street, 6<sup>th</sup> Floor  
Ottawa, ON K1A 0L8

**Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 08:30 and 11:30, excluding Statutory Holidays.**

**Inquiries regarding this RFP requirement are to be submitted to the contracting officer listed below:**

File Number: 1000318404  
Contracting Officer: Line Desjardins  
Phone Number: (450) 451-6711 ext.2814  
Fax Number: (450) 451-0144  
Email: [line.desjardins@cbsa-asfc.gc.ca](mailto:line.desjardins@cbsa-asfc.gc.ca)