



REQUEST FOR PROPOSAL (RFP)

DND Reference Number: W8484-15-8222

Accommodations for OPERATION NANOOK 14

Iqaluit, Nunavut, Canada



**Request for Proposal
Accommodations in Iqaluit NU
For the Department of National Defence**

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Requirement

The Canadian Armed Forces (CAF) require the provision of services in Iqaluit, NU for accommodations.

The services are required when the CAF deploy to Iqaluit NU for the period of 11 August 2014 to 5 September 2014.

The proposed requirement is subject to the following Comprehensive Land Claims Agreement: The requirements of the Nunavut Land Claims Agreement (NLCA) will apply to the proposed procurement. The benefits that apply to this procurement are contained in: Article 24, Part 6, 24.6.1, (a), (b), (c) of The Agreement between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids



Proposals are to be submitted by electronic mail to **stephen.webb@forces.gc.ca** and must be received on or before 1:00pm EDT (local Ottawa, Ontario, Canada time) on the closing date of 21 Jul 2014.

Electronic Submissions: Individual e-mails exceeding 5 megabytes, or that include other factors such as imbedded macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or the DND Contracting Officer. Larger proposals may be submitted through more than one e-mail. The DND Contracting Officer will send an email acknowledging receipt of the proposal. It is the Bidder's responsibility to ensure that the DND point of contact has received the entire submission

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

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



Bidders are to ensure that the Solicitation Number W8484-15-8222 and Closing Date and Time (21 Jul 2014, 1:00 pm EDT) are clearly marked on any email correspondence.

Proposals may be submitted in either English or French.

Proposals will not be returned.

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Basis of Selection

- 2.1** The contract will be awarded to the lowest cost compliant bidder who can meet the complete requirement. NOTE: Should one vendor not be capable of fulfilling the whole requirement, more than one contract may be awarded. Should multiple contracts be required, contracts will be awarded on a lowest-cost compliant basis to fulfill the room allocation as outlined in Annex A Statement of Requirement. Bidders are asked to provide the quantity of rooms available and the price per room (in accordance with both Annex A Statement of Requirement and Annex B Basis of Payment, herein)

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be



untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

PART 6 - RESULTING CONTRACT CLAUSES

A1 Introduction

- 1.1 The Canadian Armed Forces has a requirement for hotel accommodations, Iqaluit NU, from August 11th 2014 to September 5th 2014. Details of the requirement are outlined in Annex A, Statement of Requirement

A2 SECURITY – Unclassified

Unclassified: This requirement is Unclassified and there is no security associated with this requirement.

A3 Terms and Conditions of the Contract

All clauses and conditions identified in the Contract by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>

- 3.1 General Conditions – Services 2010-C (Services Medium Complexity) (2013/06/27) apply to and form part of the Contract.
- 3.2 Modification to the Definition of Minister: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

A4 Priority of Documents

The documents specified below form part of and are incorporated into the Contract. If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears will prevail over the wording of any document that subsequently appears on the list.

- a. These articles of agreement;
- b. General Conditions – Services 2010-C (Services Medium Complexity) (2013/06/27) and any individual SACC clauses incorporated into the Contract by reference;
- c. Annex A: Statement of Requirement;
- d. The Contractor's Proposal, dated [date].

A5 Period of the Contract



- 5.1 The period of the Contract is from the date of the Contract to the 5th day of September, 2014, inclusive.

A6 Contract Amount

- 6.1 Canada's total liability to the Contractor under this Contract shall not exceed \$_____.

A7 Departmental Representatives

- 7.1 The Technical/Project Authority named below is the representative of the Department of National Defence for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical/Project Authority; however the Technical/Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Technical/Project Authority:

To be provided upon contract award

Contact: TA's name (Contact Info: Email/Tel number)

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

Contracting Authority:

To be provided upon contract award

Contact: CA's name (Contact Info: Email/Tel number)

- 7.3 The Technical/Project Authority shall be the Inspection Authority. All reports, deliverables, documents, goods and all services rendered under this Contract shall be subject to inspection by the Inspection Authority or its designated representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority shall have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract shall be undertaken by official correspondence through the Contracting Authority.

- 7.4 The Procurement Authority is responsible for financial management, maintaining supply records and certifying invoices for payments.

Procurement Authority:

Department of National Defence

Contact: Stephen Webb, D Maj Proc 7-5-6

(Contact Info : stephen.webb@forces.gc.ca/ 613-945-2396)



- 7.5 The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

A8 Payment

8.1 Basis of Payment

The Contractor will be paid in accordance with Annex B - Basis of Payment, to a maximum of
\$ _____ (amount to be inserted at contract award).

8.2 Method of Payment

Monthly Payments: Canada will pay the Contractor on a monthly basis for Work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

A9 Invoice Submissions

- 9.1 Invoices are to be submitted no more than once per month and detail the Work performed as per the Contract.

A. The Contractor will submit invoices on its own form, which will include:

- the date;
- the Contractor name and address;
- the Name and Address of the DND organization to which the invoice shall be sent. (See 9.6 hereunder);
- Contract Number;
- Financial codes, including GST or HST (as applicable) registration number;
- Description of the Work
- the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;

- 9.2 The Contractor will not submit an invoice prior to performance or delivery of the Work to which it relates.

- 9.3 Any invoices where items or group of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.



- 9.4 If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items or services not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.
- 9.5 Notwithstanding the foregoing, the provisions of “Interest on Overdue Accounts”, Section 13 of 2010 C will not apply to any such invoices until such time that the dispute is resolved at which time the invoice will be deemed as “received” for the purpose of the “Method of Payment” clause of the Contract.
- 9.6 The Contractor will submit the original invoice to:

Department of National Defence
National Defence Headquarters (NDHQ)
101 Colonel By Drive,
Ottawa, ON K1A 0K2
Canada

Attention: Stephen Webb, D Maj Proc 7-5-6 (Star Top Bldg)

A10 Appropriate Law

- 10.1 This contract shall be governed by and construed in accordance with the laws in force in the province of Ontario.

A11 Compliance with Certifications

- 11.1 Compliance with the certifications provided by the Contractor is a condition the Contract and subject to verification by Canada during the entire period of the Contract. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its offer is untrue, whether made knowingly or unknowingly, the Contracting Authority has the right to terminate the Contract for default.

A12 Insurance

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

This contract has been executed on behalf of the Contractor and on behalf of Her Majesty the Queen in right of Canada by their duly authorized officers. The signatures constitute acceptance of the attached Terms and Conditions. This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.



**ANNEX A: STATEMENT OF REQUIREMENT
W8484-15-8222**

Accommodations – OPERATION NANOOK 2014

1. Background

OPERATION (OP) NANOOK 14 is the centre piece of several sovereignty operations conducted annually by the Canadian Armed Forces (CAF) in Canada’s Arctic and the key Whole of Government (WoG) operation for the region. It will allow the CAF to demonstrate its ability to operate effectively in this challenging environment, enhancing the skills of soldiers, sailors, airmen and airwomen. Additionally, OP NANOOK strengthens the links with WoG partners that enhance cooperation and facilitates CAF support in response to future threats and hazards. A key facet of this operation is publicizing the operational success of OP NANOOK 14 and influencing key stakeholders to enhance future WoG.

The Department of National Defence (DND), Canadian Armed Forces (CAF) will conduct OP NANOOK 14 in Iqaluit, Nunavut (NU) in August 2014.

2. General Requirements

2.1. Hotel Room Schedule and Deliverables

2.1.1. The Contractor will provide accommodation services to DND personnel from **11 August 2014 to 5 September 2014.**

2.1.2. The contractor(s) will provide the following support configuration of the rooms over the below listed dates:

Check-In	Check-Out	Nights	Total Persons	Single Occupancy	Double Occupancy	Total Bed Allocation
11 Aug	5 Sep	21	40	6	17	840
24 Aug	29 Aug	6	10	2	29	60
25 Aug	29 Aug	5	15	15	0	75

Note: DND will accept that if double rooms are not available, single rooms may be used to address total bed allocation per night.

2.1.3. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

2.1.4. DND must have the ability to directly liaise with the hotel to modify the booking and room allocations.

2.2. Location

2.2.1. Accommodations provided must be located within Iqaluit, NU.

2.3. Services and Amenities

The Contractor must provide DND personnel with the following services:



- 2.3.1. Fully furnished accommodations for single and double occupancy hotel rooms;
- 2.3.2. 24 hour registration desk;
- 2.3.3. Daily (as required) cleaning services: accommodations must be:
 - a. Cleaned including bathrooms;
 - b. Beds made up;
 - c. Fresh towels, soap and shampoo sufficient for the number of personnel in each room provided; and
 - d. At least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass per person.
- 2.3.4. Television with cable service;
- 2.3.5. Local and Room to Room calling;
- 2.3.6. One room key per person staying in each room.
- 2.3.7. Early check-in and late check-out as required accommodating flight changes. If not feasible, in lieu of early or late check-out, a secured luggage storage area must be provided.

3. Special Instructions

- 3.1. DND must have the option of decreasing the number of rooms by 25% up to 48 hours before 11 August 2014, without incurring any penalties.
- 3.2. CAF personnel will pay phone charges at time of check out. DND will not be invoiced for personal calls made from rooms.
- 3.3. The DND will not be invoiced for any drinks or food consumed by CAF personnel.

4. On-Site Point of Contact

Contractor must provide a local staff member as the primary point of contact for all matters relating to accommodation services. The individual must be available from 08hrs00 to 18hrs00 daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual.

5. Acceptance

The advance party will decide if the accommodations are acceptable. If unsuitable, the advance party can refuse rooms that do not meet the requirement. The Contractor must provide a reasonable substitute immediately at the discretion of the on-site technical authority.

6. Quality Assurance

The Contractor will ensure that all of the requirements outlined in this Statement of Requirement are met at all times. Discrepancies in the provision of services to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the Technical Authority and Contract Manager if the issue remains unsolved.



Annex B - Basis of Payment

The Bidder must provide accommodations services in accordance with Annex A – Statement of Requirement at the following rates. Cost for all services must be included in room prices;

Basis of payment will be firm daily rate per accommodations, applicable taxes are extra/

Daily price room single occupancy (RSO): _____

Daily price room double occupancy (RDO) _____

The estimated numbers below are only for budgeting and evaluation purposes.

Fill tables to reflect availability:

Check-In	Check-Out	Nights (A)	Single Occupancy	Proposed number of rooms available (B)	Daily Rate (RSO) (C)	Total Estimated value (A X B X C)
11 Aug	5 Sep	21	6			
24 Aug	29 Aug	6	2			
25 Aug	29 Aug	5	15			

Total Estimated Value: _____

Check-In	Check-Out	Nights (A)	Double Occupancy	Proposed number of rooms available (B)	Daily Rate (RDO) (C)	Total Estimated value (A X B X C)
11 Aug	5 Sep	21	17			
24 Aug	29 Aug	6	29			
25 Aug	29 Aug	5	0			

Total Estimated Value: _____

Should double occupancy rooms not be available, Bidders can provide the equivalent in single rooms (For example: one double occupancy is equal to 2 single rooms in terms of bed allocation). Bidders should clearly identify this within their bid submission.

Total Estimated Single Occupancy : _____

Total Estimated Double Occupancy : _____

Total Estimated Taxes: _____

All prices in Canadian Dollars