

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> ACCOMMODATION SERVICES	
<b>Solicitation No. - N° de l'invitation</b> W3380-13B006/D	<b>Date</b> 2014-10-08
<b>Client Reference No. - N° de référence du client</b> W3380-13-B006	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-309-12933	
<b>File No. - N° de dossier</b> MTA-3-36248 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-11-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Paradis, Mary	<b>Buyer Id - Id de l'acheteur</b> mta309
<b>Telephone No. - N° de téléphone</b> (514) 496-3874 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTÈRE DE LA DÉFENSE NATIONALE GARNISON ST. JEAN C.P. 100 SUCC. BUREAU CHEF RICHELAIN ST JEAN RICHELIEU Québec J0J 1R0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**


**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6

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

<div>  <div> <div>Public Works and Government Services</div> <div>Canada</div> </div> </div>		Travaux publics et Services gouvernementaux Canada		N° du document W3380-13B006/D		<div> <div>Part - Partie 1 of - de 2</div> <div>See Part 2 for Clauses and Conditions</div> </div>		<div> <div>See Part 2 for Clauses and Conditions</div> <div>Voir Partie 2 pour Clauses et Conditions</div> </div>					
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Destination	FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte	
3	Destination Ottawa	W3380	W3380	1	lot	\$	XXXXXXXXXXXX				See Herein		

This bid solicitation cancels and supersedes previous bid solicitation number W3380-13B006/C dated 2014-09-18 with a closing of 2014-09-29 at 14:00 PM EST. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

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**TITLE: ACCOMMODATION SERVICES****PART 1 - GENERAL INFORMATION****1. Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

**2. 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.

**3. 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).

**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>) 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 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**2. Submission of Bids**

Bids 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 bid solicitation.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a.name of former public servant;
- b.date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a.name of former public servant;
- b.conditions of the lump sum payment incentive;
- c.date of termination of employment;
- d.amount of lump sum payment;
- e.rate of pay on which lump sum payment is based;
- f.period of lump sum payment including start date, end date and number of weeks;
- g.number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three ( 3 ) 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.

## 5. Applicable Laws

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

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 ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:



- 
- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### 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 Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### 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.

##### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

a) Bidders must offer level 1 rooms (as described in Annex A - Requirement). The quantity of level 1 rooms offered by the Bidder must meet or exceed the required number of level 1 rooms for each visit. Bidders who offer level 1 rooms to meet all the requirement will not be penalized.

b) Bidders must submit a rate for the dates mentioned in Annex B - Basis of Payment according to their availabilities.

c) Bidders must complete and provide Annex C - Location and Availabilities

**FAILING TO RESPECT ONE OF THE ABOVE MANDATORY CRITERIA WILL MAKE YOUR PROPOSAL NON RESPONSIVE.**

## 1.2 Financial Evaluation

The financial evaluation will be done on a per item (visit) basis.

The evaluated price of bids will be determined by the quantities submitted in Annex B- Basis of Payment.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, accomodation tax included (if applicable), FOB destination, Canadian customs duties and excise taxes included.

The evaluated price per item of a bid will be calculated by adding the following:

For each date:

\*\*\*\*\*

Level 1 rooms

Rate per single occupancy room per night (including breakfast for one person) will be multiplied by the number of submitted rooms.

+

Level 2 rooms\*

Rate per double occupancy room (including two breakfasts) will be multiplied by the number of submitted rooms.

+

Acommodation tax (%) will be multiplied by the sum of the level 1 and 2 rooms above.

= total amount per date

\*\*\*\*\*

This calculation will be made for each date. Following this, the sum will be calculated for all amounts obtained for the same visit to obtain the evaluated price per item.

\*If a bidder submit only rates for level 1 rooms, for evaluation purposes, the value for the level 2 rooms will be 0.00\$.

## 2. Basis of Selection - Multiple Items

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of a contract.

Canada reserves the right to award several contracts for the Ottawa region.

## 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.

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.

## 2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### 2.1 Certification - Classification rating of 3 stars or plus

The proposed hotels must have a rating of 3 stars or greater from the Corporation de l'Industrie touristique du Québec (CITQ) or the Classification Canada Select or the CAA (Canadian Automobile Association). The bidders must submit a copy of the classification result issued by the CITQ (Tourisme Québec) or Classification Canada Select or CAA.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

### 3.1 General Conditions

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2018 inclusive.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mary Paradis  
Title: Acting Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Quebec region  
Address: 800 rue de la Gauchetière, ouest  
Montreal, Qc  
Telephone: 514-496-3874  
Facsimile: 514-496-3822  
E-mail address: mary.paradis@pwgsc.gc.ca

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.

### 5.2 Project Authority

The Project Authority for the Contract is:  
(*To be completed at contract award*)

The Project Authority is the representative of the department or agency 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 Project Authority, however the 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.

### 5.3 Contractor's Representative

Name: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment - Limitation of expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A , to a limitation of expenditure of \$\_\_\_\_\_ (to be completed at contract award). Customs duties are included and Applicable Taxes are extra.

### 7.2 Limitation of Expenditure

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1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (to be completed at contract award) . Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- A. when it is 75 percent committed, or
- B. four (4) months before the contract expiry date, or
- C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. The invoices must be distributed as follows:

- A. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 9. Certifications

## 9.1

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 11. 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.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-06-26) General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Location and availabilities;
- (f) Annex D, Schedule of visits;
- (g) the Contractor's bid dated \_\_\_\_\_ .

## 12. SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12) Insurance



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## ANNEX "A" - REQUIREMENT

### PURPOSE

The purpose of this document is to outline the requirements regarding accommodations and the provision of meals for the students and employees of the Canadian Forces Language School, on behalf of the Department of National Defence (DND), 5 Area Support Group (5 ASG), Land Force Quebec Area (LFQA), represented by the commanding officer (CO) of Mat Sp located at St-Jean Garrison.

### Required services

Provide accommodation and breakfast services during stays in the Ottawa region. The hotels must have a rating of 3 stars or more and be in a distance as the crow flies (radius) of 1.6 km from the following location:

#### City of Ottawa:

At the corner of Rideau Street and Sussex Drive in Ottawa (Ontario)

### Date

See Annex D with the scheduled dates for the visits.

### Participants

The number of candidates varies from one session to the other. They are divided into two unequal groups.

Most of the candidates share a room with another candidate. Some candidates and employees will have individual accommodations.

Military Training and Co-operation Program (MTCP) groups usually require 25 double and 12 single occupancy rooms.

**The MTCP group spends two nights in Ottawa and only one night in Quebec City.**

Programme d'instruction et de coopération militaires (PICM) groups usually require 12 double and 9 single occupancy rooms.

**The PICM group spends two nights in Quebec City and only one night in Ottawa.**

## **Type of room required**

### Level 1 rooms (single occupancy)

Level 1 rooms must include, at a minimum, one double bed or larger. Regardless of whether they have one or two beds, Level 1 rooms can only be used for single occupancy. No substitutes, such as a sofa bed, cot or other bed substitute, will be accepted. Level 1 rooms must include a private bathroom (including, at a minimum, a shower or bathtub, a toilet and a sink with running water).

### Level 2 rooms (double occupancy)

Level 2 rooms must include, at a minimum, two single beds or larger. These rooms can be used for double occupancy. Double occupancy will be considered on the condition that there is one bed per person. No room may be used for more than two people or for two people of the opposite sex. No substitutes, such as a sofa bed, cot or other bed substitute, will be accepted. Level 2 rooms must include a private bathroom (including, at a minimum, a shower or bathtub, a toilet and a sink with running water).

### Note

It is important to respect the required single rooms per date for those who need to be housed individually.

## **Hotel classification**

The hotels must have a rating of 3 stars (or greater) from the Corporation de l'industrie touristique du Québec (Tourisme Québec) or from Classification Canada Select or from CAA (Canadian Automobile Association).

## **Security**

Rooms must be equipped with an anti-theft and anti-vandalism protective device such as appropriate locks on the room doors.

## **Supplies included**

Rooms must include clean towels and bedding in good condition. The bidder must include daily replacement of used towels.

## Meals

Breakfast must be provided on the premises or nearby (within a 10-minute walk) every morning from 7:00 am to 7:45 am, so as to fit the participants' schedules. Fast, high-quality food service is required.

An American-style breakfast menu must be offered in sufficient quantities, with the following selections:

### American-style

- orange / grape / apple / other juice (2 choices from the list);
- hot chocolate, herbal tea, coffee, tea, and milk;
- selection of fresh fruit: pineapple, cantaloupe, honeydew melon, watermelon, oranges, and bananas (3 choices from the list);
- toast: raisin / white / whole wheat / multigrain bread (2 choices from the list);
- butter, jam, and peanut butter;
- eggs;
- bacon, sausages, ham, cretons, and pancakes (2 choices from the list);
- potatoes;
- croissants.

Food allergies and other dietary restrictions will be confirmed based on registrations.

All employees must receive their breakfast at the same time. A buffet is recommended.

## Amenities

A bus loading zone available for 30 minutes must be available close to the hotel (maximum 10-minute walk from the hotel's main entrance or a secondary entrance). This zone must be safe for users.

Participants are responsible for paying individual fees (eg, laundry, room/bar service, long-distance calls, etc).

Poor service, lack of cleanliness or other problems could result in the cancellation of this contract.

## Number of participants

Final confirmation of the number of participants awarded per contract will be made one month before the visits. Before that date, the project authority reserves the right to reduce, **at no cost**, the number of participants by a maximum of 20% of the approximate figures supplied.

\*If, once the contract has been awarded, the establishment proposes new vacancies following cancellations by other clients, we would like to be able to benefit from these new vacancies, should the need arise.

Flexibility in cases where a group arrives with 1 or 2 additional participants and the provider has availability.

### **Cancellation policy**

Up to two (2) weeks before the visit, the client-Department may cancel, **at no cost**, up to a maximum of 15% of the number of the contract's participants.

In the event of a human resources problem or labour conflict preventing the establishment from operating normally and ensuring that our activity runs smoothly, the establishment agrees to the following:

- a. Resort to the services of a caterer or sub-contractor of his choice deemed competent in order to allow him/her to provide the food services agreed upon; and
- b. Find another establishment with adequate space, assist the chosen establishment in organizing our event, and make sure that everything runs smoothly and that our room reservations are transferred.

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## ANNEX "B" - BASIS OF PAYMENT

(See attached document for the Basis of Payment table)

**The bidder must indicate a price for each of the two room categories offered. Price for the Single occupancy and price for the Double occupancy.**

The prices provided must include all foreseeable and unforeseeable costs. They must include, without being limited to, bedding, daily towel replacement, administrative fees, profits, service charges, etc, excluding the accommodations tax and applicable taxes. **The cost of breakfast must also be included.**

Only laundry costs and individual expenses will be paid by the participants on site.

### IMPORTANT

The description of Level 1 and Level 2 rooms is given in Annex A **-Requirement.**

If more people are added after the contract is awarded, the same rates must apply. However, the supplier will be free to accept or refuse additional people depending on room availability.

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## ANNEX C - LOCATION AND AVAILABILITIES

### Location and availabilities

The bidder must provide in the spaces below the contact information of the proposed accommodation establishment, as well as the name and contact information of a contact person who can answer any questions that the contracting authority, project authority or his or her representative may have about the bid, the resulting contract, a site tour or any other relevant issue.

The bidder must also indicate in the table below the number of rooms available for each of the visits at the hotel proposed. To facilitate the calculation of the actual number of Level 1 and Level 2 rooms required, the bidder must submit the number of Level 1 (single) rooms and the number of Level 2 (double) rooms separately.

Note: The requirements stated below are estimates and do not represent a commitment by Canada. They represent the estimated number of participants staying in each of the two room categories.

### OTTAWA

Please provide the following information and fill in the table below.

Name of accommodation location: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

\_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_

Contact person's fax number: \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

**Availability table for Ottawa**

Year	Visit	Our Requirement		Availability proposed	
		Double	Single	Double	Single
2014	2	12	9		
	3	25	12		
2015	4	0	15		
	5	12	9		
	6	25	12		
	7	0	15		
	8	12	9		
	9	25	12		
2016	10	0	15		
	11	12	9		
	12	25	12		
	13	0	15		
	14	12	9		
	15	25	12		
2017	16	0	15		
	17	12	9		
	18	25	12		
	19	0	15		
	20	12	9		
	21	25	12		
2018	22	0	15		
	23	12	9		
	24	25	12		
	25	0	15		
	26	12	9		
	27	25	12		

## ANNEX D – SCHEDULE OF VISITS

### Ottawa Schedule

1	October 30, 2014	PICM – 12 double and 9 single occupancy rooms
2	November 5 and 6, 2014	MTCP – 25 double and 12 single occupancy rooms
3	February 4 and 5, 2015	MTCP (Short) – 15 single occupancy rooms
4	February 5, 2015	PICM – 12 double and 9 single occupancy rooms
5	March 18 and 19, 2015	MTCP – 25 double and 12 single occupancy rooms
6	September 09 and 10, 2015	MTCP (Short) – 15 single occupancy rooms
7	November 05, 2015	PICM – 12 double and 9 single occupancy rooms
8	November 18 and 19, 2015	MTCP – 25 double and 12 single occupancy rooms
9	February 10 and 11, 2016	MTCP (Short) – 15 single occupancy rooms
10	February 11, 2016	PICM – 12 double and 9 single occupancy rooms
11	March 31 and April 1, 2016	MTCP – 25 double and 12 single occupancy rooms
12	September 08 and 09, 2016	MTCP (Short) – 15 single occupancy rooms
13	November 3, 2016	PICM – 12 double and 9 single occupancy rooms
14	November 16 and 17, 2016	MTCP – 25 double and 12 single occupancy rooms
15	February 08 and 09, 2017	MTCP (Short) – 15 single occupancy rooms
16	February 9, 2017	PICM – 12 double and 9 single occupancy rooms
17	March 29 and 30, 2017	MTCP – 25 double and 12 single occupancy rooms
18	September 07 and 08, 2017	MTCP (Short) – 15 single occupancy rooms
19	November 2, 2017	PICM – 12 double and 9 single occupancy rooms
20	November 15 and 16, 2017	MTCP – 25 double and 12 single occupancy rooms
21	February 07 and 08, 2018	MTCP (Short) – 15 single occupancy rooms
22	February 08, 2018	PICM – 12 double and 9 single occupancy rooms
23	March 21 and 22, 2018	MTCP – 25 double and 12 single occupancy rooms
24	September 6 and 7, 2018	MTCP (Short) – 15 single occupancy rooms
25	November 1, 2018	PICM – 12 double and 9 single occupancy rooms
26	November 7 and 8, 2018	MTCP – 25 double and 12 single occupancy rooms



<p><b>Important note:</b> The bidder must indicate a price for each of the two room categories offered according to their availabilities.</p> <p>The prices provided must include all foreseeable and unforeseeable costs. They must include , without being limited, the <u>costs of breakfast, bedding, daily towel replacement, administrative fees, profits, services charges, etc, excluding the accommodations tax and applicable taxes.</u></p> <p>Do not include laundry costs and individual expenses as will be paid by the participants on site.</p>							
		Room Level 1 Single Occupancy		Room Level 2 Double Occupancy			
		<u>Number of rooms offered (see the minimum quantity under description)</u>	Rate per room/ night \$	<u>Number of rooms offered (see the minimum quantity under description)</u>	Rate per room/ night \$	Tax on Lodging (%)	Total amount per date \$
Visits	Dates	Description					
<b>YEAR 2014</b>							
1	October 30, 2014	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.					
2	November 5, 2014	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.					
	November 6, 2014	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.					

YEAR 2015									
3	February 4, 2015	A total of 15 persons must be accommodated of which 15 must have single rooms.							
	February 5, 2015	A total of 15 persons must be accommodated of which 15 must have single rooms.							
4	February 5, 2015	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.							
5	March 18, 2015	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
6	March 19, 2015	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
7	September 9, 2015	A total of 15 persons must be accommodated of which 15 must have single rooms.							
	September 10, 2015	A total of 15 persons must be accommodated of which 15 must have single rooms.							
8	November 5, 2015	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.							
9	November 18, 2015	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
	November 19, 2015	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							

<b>YEAR 2016</b>									
10	February 10, 2016	A total of 15 persons must be accommodated of which 15 must have single rooms.							
	February 11, 2016	A total of 15 persons must be accommodated of which 15 must have single rooms.							
11	February 11, 2016	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.							
	March 31, 2016	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
12	April 1, 2016	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
	September 8, 2016	A total of 15 persons must be accommodated of which 15 must have single rooms.							
13	September 9, 2016	A total of 15 persons must be accommodated of which 15 must have single rooms.							
	November 3, 2016	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.							
14	November 16, 2016	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							
	November 17, 2016	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.							

YEAR 2017									
February 8, 2017	A total of 15 persons must be accommodated of which 15 must have single rooms.								
February 9, 2017	A total of 15 persons must be accommodated of which 15 must have single rooms.								
February 9, 2017	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.								
March 29, 2017	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.								
March 30, 2017	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.								
September 7, 2017	A total of 15 persons must be accommodated of which 15 must have single rooms.								
September 8, 2017	A total of 15 persons must be accommodated of which 15 must have single rooms.								
November 2, 2017	A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms.								
November 15, 2017	A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.								

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	November 16, 2017	<b>A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms</b>								
	<b>YEAR 2018</b>									
22	February 7, 2018	<b>A total of 15 persons must be accommodated of which 15 must have single rooms.</b>								
	February 8, 2018	<b>A total of 15 persons must be accommodated of which 15 must have single rooms.</b>								
23	February 8, 2018	<b>A total of 33 persons must be accommodated of which 9 must have single rooms. The others may be accommodated in either single and/or double rooms</b>								
	March 21, 2018	<b>A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms</b>								
24	March 22, 2018	<b>A total of 62 persons must be accommodated of which 12 must have single rooms. The others may be accommodated in either single and/or double rooms.</b>								
	September 6, 2018	<b>A total of 15 persons must be accommodated of which 15 must have single rooms.</b>								
25	September 7, 2018	<b>A total of 15 persons must be accommodated of which 15 must have single rooms.</b>								

26	November 1, 2018	<b>A total of 33 persons must be accommodated of which 9 must have single rooms.</b> The others may be accommodated in either single and/or double rooms.								
27	November 7, 2018	<b>A total of 62 persons must be accommodated of which 12 must have single rooms.</b> The others may be accommodated in either single and/or double rooms.								
	November 8, 2018	<b>A total of 62 persons must be accommodated of which 12 must have single rooms.</b> The others may be accommodated in either single and/or double rooms								