

**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

<b>Title - Sujet</b> EXTENDED STAY ACCOM. SEARCH SERV.	
<b>Solicitation No. - N° de l'invitation</b> E60LP-140006/A	<b>Date</b> 2014-11-13
<b>Client Reference No. - N° de référence du client</b> E60LP-140006	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$LP-003-66122
<b>File No. - N° de dossier</b> lp003.E60LP-140006	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-01</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819)934-0768 ( )	<b>FAX No. - N° de FAX</b> (819)956-4944
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address 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 (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>

## **REQUEST FOR A NATIONAL MASTER STANDING OFFER**

### **GOVERNMENT OF CANADA DESTINATION RENTAL SEARCH SERVICES**

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and 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            Certifications: includes the certifications 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.

The Annexes

### 1.2 Summary

The Treasury Board Travel Directive, includes dispositions for extended stay travel. Employees in travel status for more than thirty (30) consecutive days in the same location are encouraged to seek accommodation in corporate residences, apartments, private non-commercial accommodation or government and institutional accommodation.

Canada foresees a potential need for destination rental search services to find and secure furnished corporate-type or hotel apartments located in Canada for the various users referred to hereafter as "Identified Users" listed in Annex D; the Offeror is hereby invited to provide Canada with a Standing Offer for destination rental search services as defined at Annex A – Requirement.

"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 (PWGSC) 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.

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The period of the Standing Offer is from 2015-01-01 to 2015-12-31.

#### Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an two (2) additional one (1) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

As per the Integrity Provisions under section 01 of Standard Instructions 2006 and 2007 offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

The requirement is subject to the provisions the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 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* (<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 2014-09-25 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 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.

### 2.3 Enquiries - Request for Standing Offers

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

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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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 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

### 3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy). Annex A.

Section II: Financial Offer (1 hard copy) Annex C.

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

## Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex C, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Offerors are required to comply with all the mandatory criteria below to be considered responsive; an offer must meet all of the mandatory requirements of this solicitation. Offerors that submit proposals that are determined to be non-responsive will receive no further consideration.

Destination Rental Search Services must include all services described at Annex A – Requirement.

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## 4.1.2 Financial Evaluation

**4.1.2.1** Financial evaluation will be based on the flat rate per file quoted by the Offeror at Annex C – Basis of Payment.

List additional services that may be provided at no additional cost in Annex C – Basis of Payment. This does not form part of the evaluation criteria but is required for information purposes only. Canada reserves the right to list these services in whole or in part.

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause M069T 2007-05-25 Basis of Selection

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Precedent to Issuance of a Standing Offer

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

#### 5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

## 5.1.2 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.1.2.1 Canadian Content Certification

#### 5.1.2.1.1 SACC Manual clause A3050T 2010-01-11 Canadian Content Definition

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

#### 6.3 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.

##### 6.3.1 General Conditions

2005 2014-09-25 General Conditions - Standing Offers - Goods or Services apply to and form part of the Standing Offer.

##### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

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

(1) total number of call-ups per month

(2) total call-up revenues per month

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 goods or 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.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 2015-01-01 to 2015-12-31.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Jacynthe Tremblay  
Supply Specialist  
Public Works and Government Services Canada  
Travel Management Directorate  
Place du Portage, Phase III, 7B3-12  
11 Laurier Street  
Gatineau QC K1A 0S5  
Telephone: 819-934-0768  
Facsimile: 819-956-4944  
E-mail address: Jacynthe.Tremblay@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.

### 6.5.2 Offeror's Representative

*To be completed at the issuance of the Standing Offer*

## 6.6 Identified Users

"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 (PWGSC) 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.

### 6.6.1 Additions to the List of Identified Users during the Period of the Standing Offer

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 a "Revision to a Standing Offer and Call-up Authority" document.

## 6.7 Call-up Procedures

Identified Users can make a call-up to this Standing Offer by doing one of the following:

1. If an Acquisition Card will be used to pay for the service, you can place a call to the supplier and supply them with the details of the search to be performed. A follow-up e-mail should be included to confirm the details of the requirement. At the end of the process, an invoice must be obtained from the supplier and must contain the details listed at Part 6. Section B, Item 6-5 - Invoicing Instructions.
2. In cases where an Acquisition Card is not used, then Call-ups against the Standing Offer will be made using the PWGSC-TPSGC 942 form - "Call-up Against a Standing Offer" available in both official languages.

Each call-up for services should apply to one destination only, unless otherwise stated in the Standing Offer, and should be sent directly to the Offeror. Each call-up must be funded.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 6.9 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.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 2014-09-25, General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C 2014-09-25, General Conditions – Services (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated \_\_\_\_\_

## 6.10 Certifications

### 6.10.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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.

### 6.10.2 Canadian Content Certification

### 6.10.3 SACC Manual Clauses M3060C 2008-05-12 Canadian Content Certification

## 6.11 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.

## 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.

### 6.1 Requirement

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

2010C\_2014-09-25, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C\_2014-09-25, General Conditions - Services (Medium\_Complexity will not apply to payments made by credit cards.

### 6.3 Term of Contract

#### 6.3.1 Delivery Date *to be updated at issuance*

Based on pre-determined criteria as described in this requirement and according to indicated requirements from the employee, delivery will be made within \_\_\_\_\_ calendar days from receipt of the call-up.

### 6.4 Payment

#### 6.4.1 Basis and Method of Payment

Payment must be upon completion and delivery and acceptance of each completed call-up.

Firm flat search fee per file, GST/HST extra. Fee excludes the actual rent. The rent will be paid by the employee to the landlord. Additional fees for apartment viewing will not be accepted and will be at the employee's expense.

The successful search firm(s) must not accept and must not collect any placement or referral fees or registration fees or commission in connection with services provided under this Standing Offer from any realtors, agents, lawyers, notaries, financial institutions, the landlord or other service suppliers or employees for the direction of government business towards any recommended establishment. The total revenue generated by this Standing Offer may be subject to review by the Standing Offer Authority.

#### 6.4.2 Limitation of Price

SACC Manual clause C6000C 2011-05-16 Limitation of Price

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**6.4.3 Payment by Credit Card** \_\_\_\_\_ to be completed at issuance

The following credit card is accepted: \_\_\_\_\_.

**6.5 Insurance**

SACC *Manual* clause G1005C 2008-05-12 Insurance

## ANNEX A

### REQUIREMENT DESTINATION RENTAL SEARCH

#### **Background:**

The Treasury Board Travel Directive includes dispositions for extended stay travel. Employees in travel status for more than thirty (30) consecutive days in the same location are encouraged to seek accommodation in corporate residences, apartments, private non-commercial accommodation or government and institutional accommodation.

Canada foresees a potential need for destination rental search services to find and secure furnished corporate-type or hotel apartments located in Canada for the various Identified Users.

#### **Services to be performed:**

Upon receipt of a duly completed form (refers to Part 6.A, article 6.7 Call-up Procedures) the Contractor must

- consult with employee and/or client contact to determine accommodation preferences and occupancy date;
- Research and preview furnished accommodations (based on pre-determined criteria as stated below) and according to indicated requirements from the employee and/or client contact for extended stay accommodation;
- Inform employee of available options/choices within a specified timeframe. **Please state timeframe at part 6B, 6.3.1;**
- Provide information on furnished accommodation in order for employee to review and choose accommodation;
- Provide at least one comparable choice of accommodation that the Contractor does not own and has no link to, within the same price range or at a lower price, when it provides at least one choice that it owns or is linked to;
- Book furnished accommodation chosen by employee;
- Provide employee with directions to temporary accommodations.

**NOTE: Apartment viewing by the employee prior to their arrival to the destination will not be covered in any call-up made against any resulting Standing Offer.**

Upon arrival of the employee to the destination location, the destination rental search supplier must:

- Co-ordinate key pick-up (if required);
- Provide City Orientation Packages and Destination Information to employees;
- Prepare and provide the Lease/Rental accommodation agreement.

#### **Accommodations Requirement:**

Accommodation means an apartment hotel, a house, townhouse, a condominium, or any other similar establishments.

Accommodations must meet the following minimum criteria:

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- One bedroom fully furnished apartments (including linens, pots, pans, cutlery, dishes and small appliances) in a safe environment, conveniently located, clean and comfortably equipped;
  - Within the downtown core or walking distance to work location;
  - Available for minimum of one month, with a provision to extend stay by weeks and /or months;
  - Rent must be inclusive of utilities (heat & hydro), basic cablevision, bi-weekly housekeeping service, local telephone calls, high speed internet access with no exit fee applicable;
  - Landlords must be able to collect rent through a Visa /MasterCard /Amex Merchant system since employees will be reimbursed for the rent rather than direct billing to the Department. In exceptional circumstances, where a Visa / MasterCard / Amex is not accepted, payments may be made by alternate mechanisms, provided a detailed original receipt is issued immediately.
  - Parking available on site at an additional cost, if applicable, at competitive market rates.
  - Laundry facilities available on site or within 300 metres at an additional cost, if applicable, at competitive market rates
  - Time extensions will be arranged directly by the employee with the landlord.

#### **OTHER SPECIFICATIONS:**

- Offeror must be well established in the destination rental search services business (minimum two (2) years). (Provide proof in the form of incorporation documents or any other document establishing the company and its mandate)
- Must maintain current inventories of available accommodation properties in a minimum of 10 cities across Canada, including Ottawa-Gatineau, Toronto, Montréal and Vancouver (Provide listings of the cities where the Offeror provides the services in Annex B - Submission Form).
- Must be accessible through a toll-free telephone number and by e-mail for both inquiries and booking of services. Provide your toll-free number and e-mail address in Annex B - Submission Form.

#### **Cities where services are to be provided**

The services will be provided in the cities listed in Annex B - Submission Form.

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**ANNEX B - SUBMISSION FORM**

**TABLE 1.1 - CITIES SERVED BY OFFEROR**

**THE SERVICES WILL BE OFFERED IN THE FOLLOWING CITIES (Minimum of 10 cities including Ottawa-Gatineau, Toronto, Montréal and Vancouver):**

NAME OF CITY	NAME OF CITY
1. OTTAWA-GATINEAU	
2. TORONTO	
3. MONTRÉAL	
4. VANCOUVER	
5	
6	
7	
8	
9	
10	

**COMPANY INFORMATION**

Procurement Business Number \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Toll-free Number: \_\_\_\_\_

Company Website (URL Address) \_\_\_\_\_

Company's Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone number \_\_\_\_\_

Contact cell phone number \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact Email address \_\_\_\_\_

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### ANNEX C -BASIS OF PAYMENT

Please provide a firm flat fee per file for the destination rental search services, GST/HST extra. Fee excludes the actual rent. Apartment viewing by the employee prior to their arrival to the destination is not covered under this RFSO.

\$ \_\_\_\_\_ / per file (GST and HST extra)

### ADDITIONAL SERVICES PROVIDED AT NO EXTRA COST


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## ANNEX D - IDENTIFIED USERS

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 Artists and Producers Professional Relations Tribunal  
Canadian Center for Occupational Health and Safety  
Canadian Commercial Corporation  
Canadian Environmental Assessment Agency  
Canadian Food Inspection Agency  
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  
Employment and Social Development Canada  
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, Trade and Development  
Governor General  
Hazardous Materials Information Review Commission  
Health Canada  
House of Commons  
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 Grievances External Review Committee  
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  
National Round Table on the Environment and the Economy  
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  
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

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Public Servants Disclosure Protection Tribunal Canada  
Public Service Commission of Canada  
Public Service Labour Relations Board  
Public Service Staffing Tribunal  
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  
St. John's Port Authority  
Standards Council of Canada  
Statistics Canada  
Status of Women Canada  
Supreme Court of Canada  
Telefilm 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