



REQUEST FOR PROPOSAL (RFP)

HOTEL ACCOMMODATIONS DURING OP NANOOK 2015

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-16-8394

Submit Proposals by email to [Naomie LeBlanc](mailto:Naomie.LeBlanc@forces.gc.ca)

Email to: Naomie.Leblanc@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to Naomie.Leblanc@forces.gc.ca

RFP Closing Time and Date: 14:00 EST on 25 June 2015

(All proposals must be received by DND by the RFP Closing Time and Date)



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Security Requirements

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

1.3 Statement of Work

The Canadian Armed Forces requires hotel accommodation intended for personnel establishing Department of National Defence infrastructure as well as Command Visits during Op NANOOK 15 from 20 July – 18 September 2015 in Inuvik, NT.

The Work to be performed is detailed under Annex A.

1.4 Trade Agreements

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

1.5 Comprehensive Land Claim Agreements

The following Comprehensive Land Claim Agreements apply to this procurement:

1- For deliveries to* Inuvik, NT, the Inuvialuit Final Agreement (IFA) and the Gwich'in Comprehensive Land Claim Agreement apply.

*where "deliveries to" means goods delivered to, and services performed in.



1.6 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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** (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- a) Section 01, Integrity Provisions, is deleted in its entirety and replaced by:

By submitting a bid, the Bidder certifies that it complies with the *Code of Conduct for Procurement* (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) and agrees to be bound by its terms. The Bidder also certifies that it complies with the terms of section 18 of the *Government Contracts Regulations*, (SOR/87-402).

- b) Section 02, Procurement Business Number is deleted in its entirety.

- c) Section 05, Submission of Bids – Subsection 2(d) is deleted and replaced by:

It is the Bidder's responsibility to:

- (d) send its bid only to the Department of National Defence (DND) organization receiving the bids as specified on page 1 of the bid solicitation.

- d) Section 06, Late Bids is deleted in its entirety.

- e) Section 07, Delayed Bids is deleted and replaced by:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

- f) Section 08, Transmission by Facsimile deleted in its entirety.

- g) Section 20, Further Information is deleted in its entirety.



2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five 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.

2.4 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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid, one soft copy submitted by email;
Section II: Financial Bid, one soft copy submitted by email;
Section III: Certifications, one soft copy submitted by email;
Section IV: Additional Information

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, 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 Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.



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.

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

a. Unit Price

The firm unit prices quoted must be in Canadian dollars.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

- a. Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

. 4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

- MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.



MT2. Completion of PART 5 - Certifications

Bids not meeting these mandatory technical criteria will be declared non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

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

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause A0069T (2007-05-25) Basis of selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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 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.

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) available from Employment and Social Development Canada (ESDC) - Labour's website. (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

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.

1.3 Certificate of Conformance

The Bidder certifies herein that the products offered conform and will continue to conform to the specifications in Statements of Work at Annex A during the period of the Contract.

Signature

Date



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

A1 Introduction

- 1 The Canadian Armed Forces requires hotel accommodation intended for personnel establishing Department of National Defence infrastructure as well as Command Visits during Op NANOOK 15 from 20 July – 18 September 2015 in Inuvik, NT. Details of the requirement are outlined in Annex A, Statement of Work

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) (2014/09/25) 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 wordings 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) (2014/09/25) and any individual SACC clauses incorporated into the Contract by reference;
- c. Annex A: Statement of Work;
- d. Annex B: Basis of Payment
- e. 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 18th day of September 2015, inclusive.

5.2 Option to Extend the Contract



The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 week period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 14 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

A6 Contract Amount

- 6.1 Canada's total liability to the Contractor under this Contract shall not exceed \$_____ (amount to be inserted at contract award).

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.

Any questions regarding the Contract can be sent to the Procurement Authority identified in section 7.4

Contracting Authority:

To be provided upon contract award
Contact: CA's name

- 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:

To be provided upon contract award
Contact: PA's name (Contact Info: Email/Tel number)

- 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: TBD at Contract award

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.

A13 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract



ANNEX A STATEMENT OF WORK
W8484-16-8394

HOTEL ACCOMODATION SERVICES FOR OPERATION NANOOK 15 IN INUVIK, NT

1.0 SCOPE

1.1 Purpose

The Canadian Armed Forces (CAF) requires contracted support for the provision of hotel accommodation for personnel staying in Inuvik, NT throughout Operation NANOOK 15.

1.2 Background

Op NANOOK is an annual Joint Task Force (North) (JTFN) sovereignty operation conducted in the Arctic. Op NANOOK 15 will be conducted in the area of Inuvik, Northwest Territories from 10 to 28 August 2015.

2.0 REQUIREMENTS

2.1 Tasks

The CAF requires hotel accommodation intended for personnel establishing DND infrastructure as well as Command Visits during Op NANOOK 15 from 20 July – 18 September 2015 in Inuvik, NT.

Requirement	Dates		Location	Specifications
	Check-In	Check-Out		
12 beds paces	20 Jul 2015	10 Aug 2015	INUVIK, NT	Single or Double Rooms or combination acceptable
5 bed spaces	10 Aug 2015	30 Aug 2015	INUVIK, NT	Single or Double Rooms or combination acceptable
12 bed spaces	30 Aug 2015	18 Sep 2015	INUVIK, NT	Single or Double Rooms or Combination acceptable

2.2 Technical Requirements

- 2.2.1 Rooms can be a combination of single and double occupancy to a maximum of two occupants per room and all rooms must be located in the same facility;
- 2.2.2 All amenities must be segregated from the basic room costs. Any additional services (i.e. room service) will be paid by the occupants before check-out;
- 2.2.3 Each room will have a private bathroom and shower with towel service for all occupants;
- 2.2.4 General room servicing must be provided at least three times weekly and will include towel exchange and light room cleaning servicing. Bedding exchange is required on a weekly basis only; and,



2.2.5 All rooms must be non-smoking.

2.3 Constraints

2.3.1 The Contractor's facility must be located in Inuvik;

2.3.2 CAF will be able to increase the bed space allocation by 25% on any one night given 48 hours prior notice (if bed spaces are available);

2.3.3 The Contractor's facility must meet industry standards for cleanliness and comfort; and,

2.3.4 The Contract must ensure the rooms allocated to CAF do not have any other 3rd party occupants.

2.4 CAF Responsibilities

2.4.1 The CAF will identify at the time of the contract award who is the on-site Technical Authority (TA) for the requested rental services. The TA will liaise with the Contractor for all the work being conducted; and

2.4.2 The CAF TA will identify, if required, any increase to the requirements to the Contractor no later than (NLT) 48 hours before the associated occupancy date. The TA is also responsible for providing a list of the occupants' names at least 48 hours before the occupancy date.

2.5 Contractor Responsibilities

2.5.1 The Contractor must provide a point of contact to liaise with the CAF TA concerning the work to be provided. This individual must be available by cell phone during business hours 8am – 4pm and located in Inuvik, NT.

3.0 DELIVERABLES

The Contractor must provide the following deliverables in accordance with this statement of work;

3.1 Provision of hotel accommodations in INUVIK, NT as indicated on this SOW.



ANNEX B BASIS OF PAYMENT

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

Basis of payment will be firm nightly rate per accommodations for the duration of the contract including additional bed spaces and Contract option periods, Applicable taxes are extra. All prices must be in Canadian Dollars

Bidders are asked to propose a nightly room cost for single and double occupancy and fill the table to reflect availability:

Nightly price room single occupancy (RSO): _____

Nightly price room double occupancy (RDO) _____

Bidders can provide single or double rooms or a combination will be acceptable.

Check-In	Check-Out	Nights (A)	Bed Space required	Proposed number of Single rooms (B)	Proposed number of Double rooms (C)	Total cost for Single rooms (RSO*A*B) (D)	Total cost for Double rooms (RDO*A*C) (E)	Total cost for the period (D+E)
20 Jul	10 Aug	31	12					
10 Aug	30 Aug	20	5					
30 Aug	18 Sep	19	12					

Total Estimated Value: _____

Total Estimated Taxes: _____

Total Estimated Cost: _____

Bidders are asked to offer the following information. This will not form part of the evaluation process.

Check-in Time: _____

Check-out Time: _____