

**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 0B2 / Noyau 0B2
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

Title - Sujet 2016 - ACCOMM. DIRECTORY-REG MARKET	
Solicitation No. - N° de l'invitation E60LP-150002/A	Date 2015-07-17
Client Reference No. - N° de référence du client E60LP-150002	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LP-011-67678
File No. - N° de dossier lp011.E60LP-150002	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-09-09	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dicaire(lp011), François	Buyer Id - Id de l'acheteur lp011
Telephone No. - N° de téléphone (819)420-3001 ()	FAX No. - N° de FAX (819)956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité 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

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	N/A	I - 1	N/A

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	2016 - ACCOMMODATION DIRECTORY - REGULAR MARKETS • PROVISION OF A SELECTION OF ACCOMMODATION PROPERTIES FOR PUBLIC SERVANTS TRAVELLING ON GOVERNMENT BUSINESS IN CANADA, THE UNITED STATES AND OTHER COUNTRIES AROUND THE WORLD.	D - 1	I - 1	1	Each	\$	\$		See Herein	

REQUEST FOR STANDING OFFER

GOVERNMENT OF CANADA ACCOMMODATION PROGRAM FOR ALL EMPLOYEES

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven (7) parts plus 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 Certification: includes the certification 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.

Part 7 The Accommodation Directory: includes information relevant to the Accommodation Directory itself.

The Annexes include: Annex A - Property Information and Rates, Annex B - Submission Form, Annex C - Acceptance Form, Annex D - Identified Users, , Annex E – Sample Quarterly Report, Annex F – Board of Directors or Owner(s), Annex G – Maximum Foreign Rate Limits and Annex H – Wire Transfer Instructions for Foreign Vendors..

1.2 Summary

Canada foresees a potential need for accommodation services during the period from January 1, 2016 to December 31, 2016; the Offeror is hereby invited to provide Canada with an offer for guest rooms or similar commercial accommodation as defined in Annex A.

In order to assist our "Identified Users" in renting accommodation in the most economical manner, it is the intention of Canada to:

(a) Solicit offers from accommodation properties in the form of daily, weekly and monthly rates for a number of different room types;

(b) Publish the rates that meet the criteria set out in this document in the 2016 Government Accommodation Directory for use by Identified Users on official government business travel authorized by Federal, Provincial, Territorial or other approved government organizations and paid or reimbursed from public funds in accordance with the Travel Directive.

"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 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, 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. Where the Offeror has agreed to make the rates submitted in its offer available to cost-reimbursable contractors, consultants or advisors traveling on official government business in performance of their contracts, the term Identified User(s) may also include such persons.

Employees of Identified Users, when traveling on official government business in the performance of their duties, family members of Government of Canada employees when on posting or transfer status, and cost-reimbursable contractors, consultants or advisors traveling on official government business in performance of their contracts with Identified Users, are frequently required to rent guest rooms or similar commercial accommodation.

Employees of the Provincial and Territorial Governments identified in "Annex D - Identified Users" are also considered as an "Identified User".

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

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offer process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offer 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 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standards Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to PWGSC **will not be accepted**.

2.3 Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 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 with copies 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 sections as follows:

Section I: Property Information and Rates (One (1) hard copy and one (1) soft copy on a removable medium).

Section II: Offerors must submit the certifications required under Part 5.

(a) The offer must completely and thoroughly address each element of the requirement as enumerated in the RFSO. It is also essential that the elements contained in the offer be stated in a clear and concise manner and in the prescribed format (Annexes B, C and F);

Offerors must provide a comprehensive and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in this RFSO;

(b) Offerors must return the offer duly completed and signed in accordance with the terms and conditions set out in this RFSO, either on the enclosed submission form (Annex B) and Acceptance form (Annex C) or by using the Accommodation Electronic Bidding System (AEBS), returning the data on an electronic medium (CD, DVD or USB key) along with a copy of the data printout.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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;

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, 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.

(c) Offerors must send the administration and listing fees as indicated in Part 4, section 4.1.1.1 - Mandatory Technical Criteria, with their offer.

(d) Although offerors submitting late offers will not be listed in the 2016 Government Accommodation Directory, their names will remain on the source list for future bid solicitations.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

To be considered responsive, an offer must meet all of the mandatory requirements of this RFSO. Offerors that submit proposals that are determined to be non-responsive will receive no further consideration, but will either have their cheque or money order returned or receive a refund, by cheque, for any payments on account of administration and listing fees that have been processed. Chains that submit offers for establishments outside Canada and that are paying the flat fee will not be reimbursed as long as at least one (1) of their establishments is accepted for inclusion in the Directory. In order to receive a refund, the Offeror must provide its Procurement Business Number (see Annex A, section 1, item 1.2).

For properties that are paying their administration and listing fees by cheque or money order, be advised that Canada will not deposit the cheque or money order until after the final approval has been received from the Treasury Board Secretariat to publish the Directory. This approval is usually received mid to late December. **For this reason, each cheque or money order must have a minimum validity period of one hundred eighty (180) days.**

(a) (i) For Canadian properties, offerors must remit an administration and listing fee of \$200 Canadian per property with the offer and submit payment in the form of money order or cheque made payable to the "Receiver General for Canada".

For Canadian properties located in the following markets, offerors must remit an administration and listing fee of \$350 Canadian per property with the offer and submit payment in the form of money order or cheque made payable to the "Receiver General for Canada". The markets are:

Gatineau (Downtown): On any of the following roads as they connect as follows, or inside the boundary of: Laurier St. – Alexandre Taché Blvd. – Montcalm St. – Papineau St. – St. Rédempteur St. – Sacré-Coeur Blvd.

Montreal (Downtown): On any of the following roads as they connect as follows, or inside the boundary of: Sherbrooke St. E. – St-Denis St. – Bonsecours St. – de la Commune St. – Wellington St. – de la Montagne St. – Notre-Dame St. – Guy St.

Montreal (Airport): Within a 10-kilometre drive of the Montréal-Pierre Elliott Trudeau International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "boulevard Albert-de-Niverville, Dorval.")

Ottawa (Downtown): On any of the following roads as they connect as follows, or inside the boundary of: Wellington Street – Rideau St. – Dalhousie St. – Clarence St. – King Edward Ave. – Mann Ave. – across the Rideau Canal – McLeod St. – Bronson Ave.

Toronto (Downtown): On any of the following roads as they connect as follows, or inside the boundary of: From Lake Ontario, Lower Jarvis St. – Jarvis St. – Bloor St. East – Bloor St. West - Spadina Ave. to Lake Ontario and along waterfront back to Lower Jarvis St.

Toronto (Airport): Within a 10-kilometre drive of the Lester B. Pearson International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "Silver Dart Drive, Mississauga.")

Vancouver (Downtown): On any of the following roads as they connect as follows, or inside the boundary of: Denman St. – Beach Ave. – Pacific St. – Pacific Blvd. – Abbott St. to Burrard Inlet and along waterfront back to Denman St.

Vancouver (Airport): Within a six- (6) kilometre drive of the Vancouver International Airport. (This is measured and verified using Google™ Maps Canada with the airport starting point of "Grant McConachie Way, Vancouver.")

(ii) For American and Foreign properties, offerors must remit an administration and listing fee of \$200 American per property with the offer. **American & foreign chain properties should contact their Chain Representative in order to take advantage of a possible reduction in fees.**

(a) For U.S. properties, offerors must submit payment in the form of money order or cheque made payable to the "Receiver General for Canada". Payments can also be made by wire transfer. All wire transfer documents must include the name of the property as well as the vendor code assigned by Public Work and Government Services Canada.

(b) For properties in all other countries, offerors must submit payment in the form of an International US money order made payable to the "Receiver General for Canada" or in U.S Dollars in the form of a wire transfer. All wire transfer documents must include the name of the property as well as the vendor code assigned by Public Work and Government Services Canada.

The remittance bank instructions can be found in Annex H – Wire Transfer Instructions for Foreign Vendors.

Note: Please send a copy of your wire transfer documents with your offer.

(iii) For chains with American properties, offerors wishing to list all participating American properties must remit a flat administration and listing fee of \$400 American.

(iv) For chains with foreign properties (outside Canada & USA), offerors wishing to list all participating foreign properties must remit a flat administration and listing fee of \$400 American.

(b) In the case of hotels located in airport markets identified in paragraph (a) (i) above, those which are not on or directly adjacent to the main airport premises, Offerors must provide complimentary shuttle service to and from the airport at no additional cost to Canada.

(d) Offerors must be able to provide safe, clean and comfortable accommodation (please see Part 6B, section 6.7). Canada reserves the right to conduct site visits during the evaluation process or at any time during the period of the Standing Offer, to verify that the offerors comply with this criterion.

(e) The Offeror agrees to abide by all the terms and conditions listed in the RFSO.

4.1.2 Financial Evaluation

Offerors are to submit rates that are not in excess of the following maximum rates:

- (i) properties within Canada - \$200 Canadian per night (all room categories)
- (ii) properties within the United States (USA) - \$200 American per night (all room categories);
- (iii) properties outside Canada and the USA – Refer to Annex G – Maximum Foreign Rate Limits.
Applies to all room categories

Please be advised that for establishments located outside Canada and the United States, should the rates submitted be in local currency, they will be converted to American Dollars in order to determine if they are within the maximums specified in Annex G (which lists the rate limits in American dollars). The exchange rate that will be used will be the noon rate from the Bank of Canada on the closing date of the submissions.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with rates that do not exceed the maximum rates indicated under Part 4, section 4.1.2, will be recommended for issuance of a Standing Offer.

NOTE: For the Canadian and American offerors recommended for issuance of a Standing Offer, offers will be used to establish a city rate limit for each city and rate period. The city rate limit will be established to list a sufficient number of properties to meet Canada's anticipated needs at a reasonable cost.

The methodology to be used will be the average of all daily rates of standard guest rooms in a certain city plus one third of the standard deviation:

$$\text{City limit} = \frac{\sum x}{n} + 1/3 \sqrt{\frac{\sum (x - \bar{x})^2}{n}}$$

Where "x" equals a standard guest room-night rate a specific hotel and "n" equals the number of hotels providing a rate.

Standard deviation formula is:

$$\sqrt{\frac{\sum (x - \bar{x})^2}{n}}$$

Where \bar{x} represents the average of all standard guest room-nights represented by:

$$\text{Average is: } \frac{\sum x}{n}$$

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 Certification 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 Provision will assist Canada in confirming that the certifications are true.

Please complete Annex F – Board of Directors or Owner(s).

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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 Part 1, Section 1.2 - Summary.

6.2 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.

6.2.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer, subject to the following:

(a) Regarding Section 8 of 2005 General Conditions, "standing offer unit prices" do not include the prices offered by the Offeror in response to individual Requests for Volume Discounts. Canada will not be liable for any errors, inconsistencies or omissions in any information published regarding this series of Standing Offers. If the Offeror identifies any errors, inconsistencies or omissions, the Offeror agrees to notify the Standing Offer Authority immediately.

(b) Regarding Section 4(d), although this Standing Offer is not assignable or transferable and any purported assignment or transfer is void and of no effect, for this Standing Offer Canada may agree (in its sole discretion) to issue a substitute Standing Offer where:

- (i) a request to the Standing Offer Authority to issue a substitute Standing Offer is made by the original Offeror; and
- (ii) the proposed substitute Standing Offer is for the same services, on the same terms and conditions, and at the same prices then in effect in the offer submitted by the original Offeror.

6.2.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all accommodation costs, including purchases paid by Government of Canada Individual Designated Travel Card (IDTC) and Departmental Travel Expense Card (DTEC). The data provided must be for transient travel only and for bookings made by the Identified Users listed in Annex D. The data must be aggregated and submitted on a quarterly basis to Canada as follows:

- Report #1 - 15 days following the end of March;
- Report #2 - 15 days following the end of June;
- Report #3 - 15 days following the end of September;
- Report #4 - 15 days following the end of December.

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

- (1) Government of Canada total number of room nights per quarter;
- (2) Government of Canada total room night revenue per quarter.

These reports must be sent to:

Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division
Accommodation and Car Rental Program
11 Laurier St., Place Du Portage
Phase III, 7B3-23
Gatineau, Quebec, Canada
K1A 0S5

Attention: Christine Elisan

E-mail: christine.elisan@tpsgc-pwgsc.gc.ca

Solicitation No. - N° de l'invitation

E60LP-150002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

lp011E60LP-150002

Buyer ID - Id de l'acheteur

lp011

CCC No./N° CCC - FMS No/ N° VME

E60LP-150002

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 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. A sample of the quarterly report is provided at Annex E.

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from January 1, 2016 to December 31, 2016 inclusive.

6.4 Authorities

6.4.1 Standing Offer Authority

François Dicaire
Supply Specialist
Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division
Accommodation and Car Rental Program
11 Laurier St. Place du Portage Phase III – 7B3-38
Gatineau, Quebec, Canada
K1A 0S5

Tel. No. 819-420-3001

E-mail: francois.dicaire@tpsgc-pwgsc.gc.ca or rhelvdgt.acrdtmd@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.

6.4.2 Technical Support

For technical support, please send your request to:

Fax: 819-956-4944

E-mail: rhelvdgt.acrdtmd@tpsgc-pwgsc.gc.ca

Contacting the above for technical support should be for technical issues that are not contractual in nature regarding the Standing Offer.

6.5 Identified Users

The list of Identified Users authorized to make call-ups against the Standing Offer is included in Annex D.

6.6 Additions to the List of Identified Users

Should Canada authorize the addition of new Identified Users to the list of Identified Users (Annex D), 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 D) 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 an electronic communique to the offeror. The most up-to-date copy of the Identified Users list can be found at the following address:

<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/preface-eng.aspx#users>

6.7 Call-up Procedures

6.7.1 The Identified Users will reserve their accommodations :

(i) by telephone, facsimile, e-mail, Internet and by using an automated booking tool to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

(ii) through representatives of the Government Travel Services Contractor (travel agent), to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror; or

(iii) through other travel services providers used by some of the Identified Users to obtain a reservation for which a confirmation number has been provided by the Offeror, and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

6.7.2 The Identified Users may also obtain their accommodations as a walk-in, where the Identified User will immediately obtain their accommodation on-site (if available), and the terms of the resulting call-up will be limited exclusively to the pertinent details of the requirements as provided by the Identified User to the Offeror.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed CAD\$9,000 in Canada, USD\$9,000 in the USA, and USD\$12,000 for establishments outside Canada and the United States, **excluding taxes** such as but not limited to: PST, GST, HST, State Sales Tax and Occupancy Tax, if applicable.

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.

1. the call-up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions – 2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services;
4. the General Conditions 2010C (2015-07-03) General Conditions – Services (Medium Complexity);
5. the Annexes A, B, C, D, E, F, G and H;
6. the Offeror's offer.

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.

6.11 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.

6.12 Disclosure of Information

In the event of a resulting Standing Offer, the Offeror agrees to the disclosure of its unit prices, property data and services by Canada, which will include posting them in the Accommodation Directory on the Internet, and further agrees that it will have no right of claim against Canada, the Minister, the Identified User, their employees, agents or servants, or any of them, in relation to such disclosure.

6.13 Last Room Availability (Canadian Properties Only)

Offerors must be able to provide accommodation on a "Last Room Availability" basis. Reservations must be accepted for any available room of the same room type for which rates have been offered. Rooms considered superior due to their location (for example: Harbour View vs. City View) are not to be excluded. Similarly, separate rates will not be accepted for hotel and motel facilities that are part of the same property.

6.14 Statutory Holidays and Weekends (Canadian Properties Only)

Rates will not be subject to increase at any time, such as weekends, statutory holidays or during events of a local nature such as area fairs.

6.15 Blackout Dates (Canadian Properties Only)

Offerors will be permitted up to a maximum of ten (10) days per year of their choice during which they will not be obligated to provide the rates offered in the Standing Offer. Dates must be entered using the standardized format YYYY-MM-DD.

6.16 Rate Adjustments

Rates offered for the 2016 Accommodation Directory are considered maximum rates. Preferred suppliers that have been awarded a Standing Offer will have the option to reduce their rate offering during the course of calendar year 2016 as follows:

- a) Provide rates **no later than January 15, 2016** for the months of **February and March 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- b) Provide rates **no later than February 19, 2016** for the months of **April, May and June 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- c) Provide rates **no later May 20, 2016** for the months of **July, August and September 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.
- d) Provide rates **no later than August 19, 2016** for the months of **October, November and December 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.

Preferred suppliers must provide their rate changes as described above, **in writing**, either via fax at 819-956-4944 or by email to the following address: rhelvdgt.acrdtmd@tpsgc-pwgsc.gc.ca

Under no circumstances will any rate changes be accepted other than what is specified above.

Rate adjustment requests must be sent in for each quarter. PWGSC will not change rates for quarters beyond the quarter being covered and will not keep any change requests on file for future quarters. Also, PWGSC will not send an acknowledgement of receipt unless clarifications are required regarding the rate change request.

Should a supplier lower its offering for a specific month, all existing reservations made prior to the rate modification **must be adjusted to reflect the new lower rate offering**. Should an Identified User be charged the inaccurate rate, this will be considered as an overcharge and the supplier will be obligated to credit the Identified User for the overcharge immediately.

6.17 Blocks of Rooms (ten (10) or more rooms)

Offerors are not obligated to abide by the Terms and Conditions of this Standing Offer when an Identified User is participating in a conference/meeting/event for which a **block of ten (10) or more rooms** has been set aside or is being requested.

6.18 Smoking Rooms

Smoking rooms may be offered at the same rate as the one indicated in your offer or at an additional fee on top of the rate offered. Please indicate which one will be applicable in the "Services Offered".

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 Statement of 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 (2015-07-03) General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The services must be rendered in accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 Method of Payment

Upon arrival at the accommodation establishment, the establishment will request an authorization from the credit card issuer used by the Identified User to ensure funds are available. Consequently, the credit card issuer will reduce the credit available by the amount authorized, that should be proportional to the length of stay, and the authorized amount will then be removed once the Identified User pays the final invoice and the accommodation establishment settles the transaction with the credit card issuer. The above process is not considered as a deposit or advance payment and is considered common industry practice.

Payments will be made upon checkout. If an Identified User has been charged with a rate that is not in accordance with the Standing Offer, the establishment must promptly refund any payment in excess of the rates quoted in the Standing Offer to the Identified User.

Upon checkout, an invoice must be submitted to the Identified User. The payment may be made by the Government of Canada Individual Designated Travel Card (IDTC), a Departmental Travel Expense Card (DTEC), a personal credit card, a debit card (Interac) or by any other means accepted by the establishment.

6.4.2 Basis of Payment and Overcharges

In consideration of being listed in the Government of Canada Accommodation Directory, the Contractor agrees to charge no more than the rate(s) quoted for the type(s) of accommodation indicated, in accordance with the terms and conditions listed herein.

The Contractor understands that the rates charged to the Identified User will be verified after payment and agrees to promptly refund the Identified User any payment made in excess of the rates quoted in the Standing Offer. As such, and following PWGSCs own internal guidelines for response time, Offerors are required to provide a response to overcharge requests within five (5) business days.

The Contractor agrees not to use the name of Public Works and Government Services Canada in any type of advertising media for promotion of its services. The Contractor further agrees not to advertise or to promote "Government of Canada rates" where rates submitted have not been accepted or not submitted for the 2016 Accommodation Directory.

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lp011

CCC No./N° CCC - FMS No/ N° VME

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The Contractor understands and agrees that failure to honour the rates, terms and conditions for the period of the Standing Offer may result in the removal of its establishment from the 2016 Accommodation Directory.

6.5 Reservations

All confirmed reservations will be honoured. In the event that a room of the type reserved is not available at time of arrival, the property will provide an upgraded room at no additional cost. Should Canada receive a complaint from an Identified User that a property does not meet this requirement, Canada reserves the right to remove the offending property from the Directory.

6.6 Cancellations

For the purpose of this Standing Offer, cancellations must be accepted until 4:00PM (local time of the accommodation establishment) of the check-in date.

6.7 Deposits, Room Charges and Late Arrivals

Deposits or any other charges must not be debited from the Identified User's credit card until the User actually checks-out.

If an Identified User cancels any reservation in accordance with Part 6B, 6.6 - Cancellations, including a reservation for late arrival, the Identified User will not be charged, by debit to their credit card, or any other manner.

If an Identified User makes reservation, including a reservation for late arrival, and does not check in and does not cancel in accordance with Part 6B, 6.6 - Cancellations, the Identified User's credit card may be debited at that time, but for no more than one night's stay at the government rate.

If an Identified User does not stay because the accommodation was not safe, clean or comfortable, the Identified User's credit card must not be debited for deposits or any other charges. It is a mandatory requirement of this

Standing Offer that the accommodation provided be safe, clean and comfortable. Should the Identified User complain that a property does not meet this minimum mandatory requirement, Canada reserves the right to remove the offending property from the Directory.

Should an Identified User not stay for the full length of time they reserved, the Identified User must be charged no more than the government rate times the number of nights actually stayed. Deposits or other charges will not be debited to the Identified User's credit card for early departure.

6.8 Safe, Clean and Comfortable

As a minimum, rates must be for the provision of safe, clean and comfortable accommodation.

6.9 Loyalty Programs

Employees of the Government of Canada may join loyalty programs. However, employees will not be reimbursed should there be costs, over and above the room rates, to join loyalty programs.

PART 7 - THE ACCOMMODATION DIRECTORY

7.1 Directory Format

The Government Accommodation Directory is comprised of three sub-directories: Canada, USA and Other Countries. Each sub-directory contains an alphabetic index of cities for which there are accommodation listings.

In the Canadian and USA sub-directories, the accommodation listing for each city is divided into two sections: Accommodations within city rate limit and Accommodations above city rate limit, when applicable.

The listings in the section entitled "within city rate limit" are considered to be the standard of accommodation to be provided to the Identified Users.

Both sections of the accommodations listing for each city, are further divided into sections by room type: Standard Guest Room, Superior Guest Room, bachelor/studio with kitchen and one bedroom suite with or without kitchen. The information for each room type is listed in ascending order by room rate.

From the Accommodation listings for each city, government employees/travellers are able to select an establishment and then review that establishment's specific information on a separate page. The establishment information page includes the establishment's services, address, telephone numbers, fax number, e-mail address, web site address and the rates by period, room type and occupancy.

Each listing in the Directory contains a link to Google™ Maps.

The sub-directory for Other Countries is the same format as the Canadian and American sub-directories except that there are no "within city rate limit" and "above city rate limit" sections.

The Directory also identifies properties that have an environmental rating through the Green Key Program. Employees are able to sort their search by environmental rating.

7.2 Distribution of the Directory

The Government Accommodation Directory is distributed electronically on the Internet at the following web site:

<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>

An automated booking tool is available to government employees to help them make their reservations. We encourage you to make your establishment's rates accessible to government employees using this online reservation service. To do so, please submit your room rates with the cancellation policy negotiated with the Government of Canada to Travelport (Apollo/Galileo), the Global Distribution System (GDS) utilized by the booking tool to search and display rates, using the rate code "GVC" to identify Government of Canada rates. The rate code "GOC" can also be used if you are on the Sabre GDS. Following are the required pseudo city codes:

- HRG - **2DN3, 2DN4, 2DN5, 2DO0, 2DO1 and 2DO2** (Travelport) and **B3W1** (Sabre) (IATA 6752419-2)
- AMEX - **Z1C0** (Sabre)

-
- Carlson Wagonlit - **H120 and 22L0** (Sabre)
 - Yukon Government Travel - **27LL** (Apollo)

Note: Establishments that use Travelport (Apollo/Galileo/Worldspan) must enter their Government of Canada rates into the GDS in order to prevent any errors in rates when employees book their accommodation through the Online Booking Tool.

7.3 Customer Complaints

The Accommodation and Car Rental Program, Travel Procurement Services Division, PWGSC, will investigate complaints referred to them by the Identified Users. PWGSC reserves the right to conduct site visits of the offending property. PWGSC also reserves the right to remove the offending property's listing from the directory should they fail to take the appropriate corrective action or fail to adhere to the terms and conditions of the Standing Offer. As such, and following PWGSC's own internal guidelines for response time, Offerors are required to provide a response to complaint requests within five (5) business days.

7.4 Mailing List

The Travel Procurement Services Division of Public Work and Government Services Canada maintains a source list of suppliers of guest rooms and similar commercial accommodation in Canada, the USA and other countries around the world. Each year, an RFSO to provide room rates for the Accommodation Directory for Government employees/travellers is provided to each supplier on the source list.

The source list will be purged of suppliers who have not responded to the RFSO for any of the last three (3) years.

Notices advertising the existence of the source list and the proposed procurement of accommodation rates are advertised on the Government Electronic Tendering Service (GETS). Suppliers may submit a written request to the Standing Offer Authority to be added to the source list at any time.

ANNEX A - PROPERTY INFORMATION AND RATES

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- 1.0 Property Data
- 1.1 Vendor Code
- 1.2 Procurement Business Number
- 1.3 Aboriginally Owned and Operated Property
- 1.4 GDS Information
- 1.5 Chain Identifier
- 1.6 Property Name (Operating Name)
- 1.7 Legal Name
- 1.8 Identity or Legal Capacity of Offeror
- 1.9 Change in Identity or Legal Capacity of Offeror
- 1.10 Property Address
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- 2.0 Room Type Definitions
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- 3.1 Rate Period
- 3.2 Rates
- 3.3 Currency
- 3.4 Cost Reimbursable Contractors and Other Travelers
- 3.5 Taxes, Service Fees and Resort Fees

1. PROPERTY DATA

1.0 Property Data

The information requested below for the Government Accommodation Directory is entered in a comprehensive worksheet. Please ensure that you enter all the applicable information requested in the appropriate fields in Annex B. Annex A of the Request for Standing Offer (RFSO) has been designed to follow the order of the data fields as closely as possible and provide information concerning each entry. Should Canada receive submissions from both the property and the chain office to which it is affiliated, the submission received from the property will take precedence, unless otherwise instructed.

1.1 Vendor Code

Enter your vendor code (HD#####). You will find your vendor code on your previous years offer. If you are a new Offeror and are submitting an offer for the first time, please leave this field blank.

If you cannot find your vendor code, please contact PWGSC at the coordinates listed in Part 6A, 6.4.2 - Authorities, Technical Support.

1.2 Procurement Business Number (PBN)

Enter your Procurement Business Number (PBN). If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

1.3 Aboriginally Owned and Operated Property

Please indicate if your property is aboriginally owned (at least 51%) and operated and if at least 33% of employees are aboriginal people (for establishments that have 6 full-time employees or more).

1.4 GDS Information

Please enter the codes that identify your property in the Travelport (Apollo/Galileo) Global Distribution System (GDS). If you are not listed in this GDS, please leave these fields blank.

1.5 Chain Identifier

Please indicate if your property is affiliated with a hotel chain.

1.6 Hotel Name (Operating Name)

Enter your property name (operating name) in full.

1.7 Legal Name

Enter the legal name under which the property is registered with the Canada Revenue Agency or the equivalent in other countries.

1.8 Identity or Legal Capacity of Offeror

In order to establish the legal capacity under which an offeror proposes to enter into a standing offer, any offeror that carries on business in other than a personal capacity shall, if requested by the Standing Offer Authority, provide proof of the legal capacity under which it carries on business to the Standing Offer Authority prior to the issuance of a standing offer. Such proof may be in the form of a copy of the articles of incorporation, registration of the business name, certificate of compliance, certificate of status or any other such document as required by the Standing Offer Authority.

1.9 Changes in Identity or Legal Capacity of Offeror

If the identity or legal capacity of the offeror providing accommodation services at the property has changed since being listed in the 2015 Directory, please provide details and advise the Standing Offer Authority if the property has been sold or has changed banner. A standing offer may not be awarded if the identity or legal capacity of the offeror is inaccurate.

If the offeror that has been issued a standing offer ceases to provide the accommodation services at the property listed in the Directory during the period of validity of the standing offer, the Offeror must provide the information requested in Part 6A, 6.2.1 - General Conditions. Failure to provide the requested information will render the standing offer invalid and Canada will remove the property from the Accommodation Directory. The establishment will have to submit a new offer under the new ownership at the next solicitation request.

1.10 Property Address

Enter the property address in full. This address should be your civic address, not your postal address. Should you have a postal address different than your civic address, please provide it separately.

1.11 Type of Establishment

As a general rule, the employee can expect the following types of services to be available at each type of establishment listed:

Hotels and Resorts

- 24-hour registration desk and switchboard service
- Daily maid service
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily basis
- Parking

Motels

- 24-hour registration desk and switchboard service
- Daily maid service
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily basis
- Private entrance to individual units

- Free parking

All-suite and Apartment Hotels

- 24-hour registration desk and switchboard service
- Daily maid service
- Kitchen facilities
- Room service and/or restaurant and/or coffee shop
- Reservations accepted on a daily, weekly or monthly basis

Apartments

- Usually located in buildings that house permanent residents
- Services only during normal business hours
- Maid service, if available, is on a weekly basis
- Kitchen facilities are available, but may not include dishes and utensils
- Room service, restaurant and coffee shop not available
- Telephone are not usually installed and must be rented, and
- Reservations are normally accepted for weekly or monthly stays

Bed and Breakfast Establishments and Inn

- May or may not be located in owner-occupied private homes
- Services only available during normal business hours
- Daily maid service
- Reservations accepted on a daily or weekly basis
- Private or shared bathrooms
- Breakfast, continental or full, is normally provided

1.12 Authorized Representative

Enter the name of the representative with whom we can correspond during the solicitation and the standing offer period. Also indicate the title and e-mail address of the authorized representative.

1.13 E-mail Address and URL

Indicate the e-mail address that Identified Users can use to make reservations at your establishment. Also indicate the Website address of the establishment or chain, if applicable.

1.14 Language of Preference

Bid documents and supporting information may be submitted in either English or French.

1.15 Telephone and Fax Numbers

(a) Enter the telephone and fax numbers for the property.

(b) When toll free telephone numbers are provided, the government rate must be offered when reservations are requested by:

- i. a government employee,
- ii. the Government's Travel Service Contractor, or

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iii. other travel service providers used by Provincial or Territorial Governments.

1.16 Star and Diamond Ratings

Please identify your star and/or diamond rating accordingly. Your rating will be verified before being posted in the Directory.

(a) Canada Select™ Star Ratings

In Canada, all but the province of Quebec, Northwest and Nunavut Territories, participate in a national accommodation-rating program called Canada Select™. This rating system uses common grading criteria and evaluation techniques to establish a uniform method of comparing establishments. This "star rating", when provided by the property, will be included in the Directory to assist travellers in selecting clean and comfortable accommodation.

Individual property ratings, ranging from 1 star to 5 stars, are described as follows:

One star: Clean, comfortable accommodation (with minimal or no facilities, amenities, and guest services).

Two stars: Clean, comfortable accommodation with some amenities (limited facilities, amenities, and guest services).

Three stars: Very comfortable and attractive accommodations with a greater range of facilities, amenities and guest services.

Four stars: The highest standard of accommodations, along with an extensive range of facilities, amenities, and guest services.

Five stars: Exceptional properties, which are among the very best in the country in terms of the outstanding facilities and services.

(b) Administrator of the Official Accommodation Classification Program (CITQ)

The Administrator of the Official Accommodation Classification Program for the province of Quebec uses a rating system similar to Canada Select™ Star Rating. This rating, when provided by the property, will be included in the Directory to assist travelers in selecting clean and comfortable accommodation.

(c) Star Ratings for Other Countries

Some countries, other than Canada and the United States, use a rating system similar to Canada Select™ Star Rating. This rating, when provided by the property, will be included in the Directory to assist Identified Users in selecting clean and comfortable accommodation.

(d) Canadian Automobile Association and American Automobile Association (CAA/AAA) Diamond Ratings

In Canada and the United States, the Canadian Automobile Association and the American Automobile Association uses grading criteria to establish a uniform method of comparing establishments. This "Diamond Rating", when provided by the property, will be included in the Directory to assist travellers in selecting clean and comfortable accommodation.

Individual property ratings, ranging from 1 to 5 diamonds, are described as follows:

- One diamond:** Properties provide good but modest accommodations. Establishments are functional, emphasizing clean and comfortable rooms. They must meet the basic needs of clean and comfortable.
- Two diamonds:** Properties maintain the attributes offered at the one diamond level while showing noticeable enhancements in room decor and quality of furnishings. They may be recently constructed or older properties, both targeting the needs of a budget-oriented traveler.
- Three diamonds:** Properties offer a degree of sophistication. Additional amenities, services and facilities may be offered. There is a marked upgrade in the physical attributes, services and comfort.
- Four diamonds:** Properties are excellent and display a high level of service and hospitality. These properties offer a variety of amenities and upscale facilities in the guest rooms, on the ground floor and in the public areas.
- Five diamonds:** Properties are renowned. They exhibit an exceptionally high degree of service, striking and luxurious facilities and many extra amenities. Guest services are executed and presented in a flawless manner. The guest is pampered by professional and attentive staff. The property's facilities and operation help set the standards in hospitality and service for the industry.

1.17 Environmental Rating

The Government of Canada encourages its employee to choose an establishment, which has an environmental rating. Therefore, the Accommodation Directory provides the properties' environmental rating as well when an employee accesses the Directory. Establishments are encouraged to participate in an environmental program.

If you are a current participant in the environmental rating Program, please submit your current rating. This rating will be verified before being posted in the Directory.

Hotel Association of Canada Green Key Eco-Rating Program

The Green Key Eco-Rating Program is a graduated rating system designed to identify hotels, motels and resorts committed to improving their environmental performance. Designed by hoteliers for hoteliers, the program recognizes an establishment's achievements through a reward of one to five green keys. Establishments are encouraged to indicate their Green Key rating to assist individuals traveling on Government business to select environmentally responsible lodging listed in the Directory. The program provides a green key designation reflecting the following criteria for each rating level:

- One Green Key:** A hotel that has taken steps to reduce environmental impacts by analyzing its operations and identifying opportunities for improvement. An action plan focusing on resource conservation and waste minimization has been established, and is supported by a firm commitment to continual improvement.
- Two Green Keys:** A hotel that has taken considerable strides to identify environment impacts and implement policies and programs to minimize its ecological footprint. A firm commitment to continual improvement has resulted in programs and actions that have shown effective results.

Three Green Keys: A hotel that has made significant advances towards protecting the environment. Strong environmental programs, which identify impact and the implementation of best management practices, training programs, and engineering solutions, have benefited the environment and the local community.

Four Green Keys: A hotel that has shown national industry leadership and commitment to protecting the environment through wide ranging policies and practices. Mature programs that involve management, employees, guests, and the public have shown substantial and measurable results.

Five Green Keys: A hotel that exemplifies the highest standards of environmental and social responsibility throughout all areas of operations. The hotel employs cutting edge technologies, policies, and programs, which set the international standard for sustainable hotel operations.

The Hotel Association of Canada's Green Key Eco-Rating Program is national in scope and is available to any lodging facility, whether it be full or limited service. For more information please contact:

Andrea Myers
Hotel Association of Canada

Phone: (613) 237-7149

Fax: (613) 237-8928

E-mail: myers@hotelassociation.ca

Website: www.hacgreenhotels.com

2. SERVICES

The information requested in this section, as well as your rates, must be entered in Annex B - Submission Form.

2.0 Room Type Definitions

For the purpose of this RFSO, there is no room defined as a "government room".

Standard Guest Room

A Standard Room is a basic room normally offered for accommodation. A standard room includes the following:

- One or two Beds / bedding (double, queen or king size)
- Bathroom (shower or bath tub)
- Climate control
- Telephone
- Alarm clock
- Table or desk
- Chair

A standard room at a 5-star hotel is more luxurious than a standard room in a 2-star hotel.

Standard Guest Rooms must not exclude rooms based on location (for example: Harbour view vs City View). Any other type of room may be offered to the employee as a Standard Guest Room at the discretion of the establishment's management, at no additional cost to Canada.

Standard Guest Room rates will be used as a basis to determine the Within City Rate Limit.

Superior Guest Room

A Superior Guest Room means to be superior in quality to a Standard Guest Room in both size and furnishings in the hotel. Upgraded furnishings and size are features of a superior room. The Offeror must demonstrate that the Superior Guest Room is superior in size and quality to its Standard Guest Room. Free internet, free breakfast and free parking are not considered acceptable for a room to be superior in quality. As well, the view from the room (for example: Harbour view vs City View) are not considered acceptable for a room to be considered superior in quality.

In order to offer rates for this room type, you must offer rates for Standard Guest Rooms as well.

A Superior Guest Room may require higher approval in order for Government employees/travellers to use it.

In order to offer Superior Guest Room rates, you must have an equal or greater number of Standard Guest Rooms.

Bachelor/Studio with Kitchen

A Bachelor/Studio with Kitchen is a room that includes a full kitchen. Full kitchen means a full size stove or stove top, refrigerator (but not mini-fridge) and all kitchen utensils. Rooms with a microwave and mini-fridge are considered as a Standard Guest Room for the purpose of this Request for Standing Offer. Bachelor/Studios should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view).

1 Bedroom Suite with or without kitchen

A suite is a room, which has a separate sleeping and seating area. Sleeping and seating areas must be clearly divided by an immovable physical divider (for example: sectional wall or knee wall). It can also include a full kitchen. Full kitchen means a full size stove or stove top, refrigerator (but not mini-fridge) and all kitchen utensils. Rooms with a microwave and mini-fridge are considered as a Standard Guest Room for the purpose of this RFSO. Suites should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view).

2.1 Room Type Descriptions

For each room category being offered, a full description of the room must be provided. The description can be provided in Annex B – Submission Form in the appropriate fields. For Offerors using the AEBS software, these descriptions can either be provided in the "Remarks" field of the software or it can be provided separately in an attachment with your offer.

2.2 Specialty Suites

Specialty suites such as the "Presidential Suite" and other similar suites are excluded from this RFSO, but may be offered to the government traveler as one of the offered room-types, at no extra cost, at the discretion of the establishment's management. All excluded rooms must be described and justified in Annex B.

2.3 Occupancy

One rate for each category of occupancy should be offered:

- (a) Single: one person occupying the room
- (b) Double: two people occupying the room

Occupancy is not to be based on the size of the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed(s) (double, queen or king).

2.4 Number of Rooms

Indicate in Annex B, the total number of rooms in the establishment.

2.5 Excluded Room Categories

If you are not offering government rates for certain categories, please indicate in the appropriate area of the Annex B - Submission Form, which categories you are excluding (for example: Presidential Suite or Honeymoon Suite), the number of rooms in each of these categories and the room numbers. Properties must include the total number of rooms for each category for which a rate has been offered.

The full name of the excluded room category must be entered. Abbreviations or internal room codes will not be accepted.

The description must clearly demonstrate that the excluded room category cannot fit in any of the categories described in section 2.0 above.

The size of the bed in the room cannot be used as justification for excluding a room type.

2.6 Number of Accessible Rooms

Indicate the number of rooms that provide access for guests with disabilities.

2.7 Accessibility for Persons with Disabilities

- (a) Establishments that accommodate people with disabilities offer barrier-free building and service features to entrances, elevators, restaurants, lounges, guest rooms, bathrooms, service counters, way finding systems, conference areas, recreation areas, leisure areas and communications systems. Please identify in the designated space the level of accessibility (1, 2, or 3) available at the establishment from the descriptions listed below.

Level 1 - Limited accessibility: A person with a disability can access and use the facility only if assistance is provided in dealing with steps, curbs, doors, elevators, guest rooms, washrooms, telephones and hotel services.

Level 2 - Basic accessibility: The building's features permit a person with a disability to use all of the facilities mentioned in level 1 without assistance.

Level 3 - Full accessibility: The building meets the Canadian Standards Association's Barrier-Free Design Standard CAN/CSA-B651-95 (C2001) for accessibility. It features, in addition to the level of accessibility referred to in level 2 above, access without assistance to conference facilities, recreation and leisure areas.

(b) Minor variances to the Standard are acceptable provided they do not limit access or use of a facility.

(c) Information on the Canadian Standards Association (CSA) standard is available from:

The Canadian Standards Association
5060 Spectrum Way
Mississauga, ON
L4W 5N6
Telephone: (416) 747-4000
Fax: (416) 747-2473
Toll-Free: 1-800-463-6727
Web Site: www.csa.ca

(d) Access Canada, a national program managed by the Hotel Association of Canada (HAC), aims to increase the number of accessible hotels in Canada by improving the facilities and services provided to seniors and people with disabilities.

The online program incorporates Staff Sensitivity Training and a Standards Assessment of the physical property. Completion of both components is required in order to be officially recognized as an Access Canada rated property.

Properties are rated on a scale from Participant up to Level 4 (Participant indicates a hotel has completed Staff Training, has some accessible features but is not yet at Level 1 standards). The higher a property's rating the more extensive their accessible facilities, services and amenities are. Within each Access Level, the Property Standards are divided into 15 areas (public washrooms, guestrooms, signage, lobby, parking, etc.) for easy reference. The Staff Training component is designed to improve the comfort level and interpersonal skills of hotel staff in relating to seniors and people with disabilities as well as enhancing their knowledge of the property's accessible services and facilities.

Hoteliers interested in obtaining further information on the Access Canada Program should contact the Hotel Association of Canada at (613) 237-7149 or visit the official program website at emerit.ca/product/ACCOL1.0-ENG/en.

2.8 Location of the Property

Indicate the location of your property in relation to the nearest city or airport.

2.9 Method of Payment

Using the list, indicate the methods of payment that are accepted by the offeror for the payment of accommodation charges.

Be advised that BMO presently offers Government of Canada employees with an Individual Designated Travel Card (IDTC) which is a Mastercard.

2.10 Services

- (a) Indicate the services that your property provides in the appropriate data fields in Annex B – Submission Form.
- (b) Should you indicate that you offer Internet access, it must be included in the rate.
- (c) Should you indicate that parking is available (free or at extra cost) the parking lot must be attached or adjacent to the establishment.
- (d) Should you indicate that breakfast is included in the rate, it must be offered for the entire period of the Standing Offer. Should you decide to stop offering breakfast with the rate during the period of the Standing Offer, PWGSC will require that you lower your rate by \$14.00/day for all room categories for which you have submitted rates. This reduction must apply to daily rates as well as weekly and monthly rates, if applicable. Failure to do so will result in your offer becoming non-compliant and the removal of your establishment from the 2016 Accommodation Directory.
- (e) Indicate the type of fire protection equipment provided in your establishment:
- Sprinklers throughout the establishment except in the bathrooms;
 - Smoke detectors
 - alarms in corridors, stairwells and sleeping quarters.
- (f) On site security means security personnel physically located on site. Security cameras are not considered on-site security.
- (g) Canadian suppliers are to indicate if essential services are available in both official languages. Canadian properties are encouraged to provide services in both official languages, as well as English and French television channels.

2.11 Additional Remarks

You may use the "Remarks" field to clarify any information entered in the services area of the RFSO. You may also list additional services, or alternative types of accommodation. Although they may not be included in the 2015 Directory, they might be included in future RFSOs.

3. GOVERNMENT RATES

3.0 Entering Rates

Daily, weekly and monthly rates are to be entered as per Annex B –Submission Form. An entire month can be excluded by not entering rates for that month.

3.1 Rate Period

The rate period is from January 1, 2016 to December 31, 2016. Properties are required to honour their rates throughout this period.

Offerors will be permitted up to ten (10) blackout days per year of their choice during which they will not be obligated to provide the discounted rates offered in their offer.

3.2 Rates

(a) Rates offered for the 2016 Accommodation Directory are considered maximum rates. Preferred suppliers that have been awarded a Standing Offer will have the option to reduce their rate offering during the course of calendar year 2016 as follows:

I) Provide rates **no later than January 15, 2016** for the months of **February and March 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.

II) Provide rates **no later than February 19, 2016** for the months of **April, May and June 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.

III) Provide rates **no later May 20, 2016** for the months of **July, August and September 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.

IV) Provide rates **no later than August 19, 2016** for the months of **October, November and December 2016**, which are lower than the maximum rates offered in the original offer at the bid closing date.

Preferred suppliers must provide their rate changes as described above, **in writing**, either via fax at 819-956-4944 or by email to the following address: rhelvdgt.acrdtmd@tpsgc-pwgsc.gc.ca

Under no circumstances will any rate changes be accepted other than what is specified above.

Rate adjustment requests must be sent in for each quarter. PWGSC will not change rates for quarters beyond the quarter being covered and will not keep any change requests on file for future quarters. Also, PWGSC will not send an acknowledgement of receipt unless clarifications are required regarding the rate change request.

Should a supplier lower its offering for a specific month, all existing reservations made prior to the rate modification **must be adjusted to reflect the new lower rate offering**. Should an Identified User be charged the inaccurate rate, this will be considered as an overcharge and the supplier will be obligated to credit the Identified User for the overcharge immediately.

(b) Daily rates

Daily rates must be available for all days of the week with no minimum stay.

(c) Weekly and monthly rates

Weekly and monthly rates are to be indicated as total amounts for the week or the month, not as amounts per day.

- Weekly rates are to be calculated on a 7 day period (Total amount for all 7 days).
- Monthly rates are to be calculated on the basis of the first day to the last day of the month (Total amount for the entire month).

Offerors submitting weekly or monthly rates as amounts per day will see these rates rejected by PWGSC.

(d) Non-commissionable Rates

The rates quoted are to be non-commissionable. Rates are free of the normal commission paid to travel agents for booking reservations. Any other fees or costs incurred by the establishment pertaining to such reservations are outside the terms of this RFSO.

3.3 Currency

Canadian properties must quote in Canadian dollars. Properties in the United States must quote in American dollars. Properties in any other country can quote in either their local currency or in American dollars.

3.4 Cost Reimbursable Contractors and Other Travelers

Some offerors agree to extend their government rates to cost reimbursable contractors, consultants or advisors working under contract to an Identified User and traveling on official government business in performance of that contract. Identified users are advised to provide cost reimbursable contractors, consultants or advisors with a letter, specifying the duration of their contract or specifying that they are on travel status on behalf of the government and their destination. Unless such identification is provided, such travelers may not be eligible to receive government rates listed in the Directory. Accommodation properties that have agreed to extend their rates to cost reimbursable contractors, consultants or advisors will have this information displayed in the Directory.

3.5 Taxes, Service Fees and Resort Fees

(a) The rates include all taxes except: PST, GST, HST, Municipal Room Tax (although it is usually amalgamated to the PST), and Occupancy taxes. Federal government employees are required to pay these taxes for meals and accommodation directly to the suppliers of such services. Provincial sales tax exemption numbers must not be quoted for these purchases.

(b) For establishments located in the United States, the rates include all taxes except the State Sales Tax and the Occupancy Tax, if applicable.

(c) For establishments located in countries other than Canada and the United States, taxes and service fees may or may not be included in the rates.

(d) For establishments that are part of a resort, and where resort fees are applicable to use the resort infrastructures, these fees must be included in your room rate, unless this fee is optional and can be declined by the Identified User.

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ANNEX B**PROPERTY DATA**

Vendor Code (see address label)	HD
Procurement Business Number (PBN)	
Aboriginally Owned and Operated Property	YES NO
Hotel Chain (if applicable)	

GDS Code	
GDS Chain Code	
GDS Property Code	

Property Name (Operating Name)	
Legal Name	
Former Property Name (if applicable)	

Street Address	
City	
Province or state and Country	
Postal or Zip Code	

Property Type (Check one box only)					
<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Apartment	<input type="checkbox"/>	Resort
<input type="checkbox"/>	Motel	<input type="checkbox"/>	Bed and Breakfast	<input type="checkbox"/>	Inn
<input type="checkbox"/>	Apartment Hotel	<input type="checkbox"/>	All-Suite Hotel	<input type="checkbox"/>	

Contact Name (Please Print)	
Contact Title	
Contact E-Mail address	

Language Preference			
<input type="checkbox"/>	English	<input type="checkbox"/>	French
Property Telephone Number			
Property Fax Number			
Property Toll-Free Number			
Property International Number			

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Canada Select™ Star Rating (1 to 5 stars)	
CAA/AAA Diamond Rating (1 to 5 diamonds)	
CITQ Rating (Province of Québec, Canada)	
Star Rating for Other Countries (1 to 5 stars)	
HAC Green Key Rating (1 to 5 green keys)	

PROPERTY SERVICES

Total Number of Rooms in the Property	
---------------------------------------	--

Excluded Room Categories Description (Mandatory Requirement)	Number of Rooms	Room Numbers

Number of Accessible Rooms (see below)	
--	--

Level of Accessibility for Persons with Disabilities (Check one box only)							
<input type="checkbox"/>	No Rating	<input type="checkbox"/>	Level 1	<input type="checkbox"/>	Level 2	<input type="checkbox"/>	Level 3

Location of Your Property to the Nearest Major Center (Check one box only)	
At the Airport	
<input type="checkbox"/>	Within the City Limits
<input type="checkbox"/>	Within the Downtown Core
<input type="checkbox"/>	Outside the City Limits

E-Mail Address for Reservations	
Web Page Address (URL)	

Method of Payment accepted					
<input type="checkbox"/>	Master Card	<input type="checkbox"/>	Discover	<input type="checkbox"/>	Debit Card
<input type="checkbox"/>	VISA	<input type="checkbox"/>	Japan Credit Bureau	<input type="checkbox"/>	Cash or Cheque
<input type="checkbox"/>	American Express	<input type="checkbox"/>	Diners Club	<input type="checkbox"/>	DTEC

<input type="checkbox"/>	Check if the rates offered are applicable to Government Contractors and other travellers.
--------------------------	---

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Blackout Dates (Canadian Properties)

Please indicate ten (10) blackout dates for which the rates quoted will not be applicable	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

PROPERTY SERVICES

Check the services that your property provides	
In room hardwire high speed Internet access included	
	In room wireless high speed Internet access included
	Access to wireless Internet in public areas included
	Coffee shop
	Restaurant
	Dining room
	Discounts offered on meals in restaurant
	Breakfast included in the rate
	Breakfast at extra cost
	Cocktail lounge
	Room service
	24 hour room service
	Self parking included
	Self parking at cost
	Valet parking included
	Valet parking at cost
	Airport shuttle included
	Airport shuttle at extra cost
	Fitness centre access included
	Fitness centre access at cost
	Indoor pool
	Outdoor pool
	Whirlpool
	Sauna
	Local calls included
	Toll-free access calls included
	Local calls at cost
	Toll-free access calls at cost
	Business centre
	Dry cleaning and/or laundry services available
	Fire sprinkler system
	Smoke detectors / Alarm system
	24 hours security on-site
	Security on-site after 6:00PM

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	Smoke-free environment
	Smoking rooms available at the same rate
	Smoking rooms available at additional cost
	Establishment with multiple floors – Elevator available
	Establishment with multiple floors – No elevator
	Automated banking machine (ABM) on site
	Essential services available in both official languages (Canada only)
	Meeting facilities
	Taxes and/or services included in rate (Countries other than Canada and the USA only)
	Domestic pets accepted
	Security safe in room

Comments or Additional Services

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GOVERNMENT RATES

Standard Guest Rooms							# of Rooms in this category					
As per room type definition in Annex A Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Standard Guest Room Description												

Superior Guest Rooms							# of Rooms in this category					
As per room type definition in Annex A Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

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Superior Guest Room Description												

Bachelors / Studios with Kitchen As per room type definition in Annex A Services 2.2							# of Rooms in this category					
---	--	--	--	--	--	--	-----------------------------	--	--	--	--	--

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Bachelor/Studio with Kitchen Description												

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One Bedroom Suites							# of Rooms in this category					
As per room type definition in Annex A Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

One Bedroom Description												

One Bedroom Suites with Kitchen							# of Rooms in this category					
As per room type definition in Annex A Services 2.2												

Daily Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Weekly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

Monthly Rental Rate	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Single												
Double												

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One Bedroom Suite with Kitchen Description

PROPERTIES OUTSIDE CANADA AND THE UNITED STATES

Type of Currency Used (Check one box only)	
	American Dollars (American suppliers must quote in American Dollars)
	Other, please specify: Foreign suppliers may quote in either American dollars or local currency

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ANNEX C - ACCEPTANCE FORM

1. Please enter your Vendor Code H D _ _ _ _ _ found on your offer.

Also enter your Procurement Business Number _____

2. Complete the remainder of this form and submit it with your bid and your administration and listing fee as described in Part 4, 4.1.1.1 - Mandatory Technical Criteria. **(American & Foreign Chain properties should contact their Chains representatives.)**

Chains can submit rates for as many American properties as desired for a fixed rate of \$400.00US.

Chains can submit rates for as many foreign properties as desired for a fixed rate of \$400.00US.

All fees for countries other than Canada must be paid in American dollars. Payment may be made in the form of cheque (Canada and USA only), money order or wire transfer made payable to the "Receiver General for Canada".

3. The Offeror agrees to provide the services set out in this Request for Standing Offer, during the period from January 1, 2016 to December 31, 2016, as and when requested by the Identified Users listed at Annex C, in accordance with the terms and conditions and pricing structure set out in this document.

4. Is your property unionized? Y or N? _____

5. Do you accept to provide preferential rates to Canadian official language minorities associations? Y or N? _____

Authorized Representative (Please print.)
Title (Please Print)
Authorized Representative's Phone Number
Authorized Representative's E-Mail Address
Signature
Date

ANNEX D - IDENTIFIED USERS

Upon presentation of proper identification, employees of the organizations listed below, traveling on government business, will be entitled to the rates listed in the 2016 Accommodation Directory for Government Employees.

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

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Federal Economic Development Agency for Southern Ontario
Finance Canada

Financial Consumer Agency of Canada
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

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Public Health Agency of Canada
Public Prosecution Service of Canada
Public Safety Canada
Public Sector Pension Investment Board
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

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ANNEX E – SAMPLE QUARTERLY REPORT

Below, please find a sample of the quarterly report, which must be submitted to Public Works and Government Services Canada, as per the terms and conditions of the Request for Standing Offer, Part 6A, 6.2.2 – Standing Offer Reporting.

Room nights and revenues generated by the Government of Canada (GC) in 2016

Property Information			GC Room nights in 2016				GC Revenues for 2016						
Vendor Code	Establishment Name	City	Province	Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL
HD													

Quarter 1 (Q1): January, February and March
 Quarter 2 (Q2): April, May and June
 Quarter 3 (Q3): July, August and September
 Quarter 4 (Q4): October, November and December

ANNEX G**MAXIMUM FOREIGN RATE LIMITS FOR 2016**

Please find below the maximum foreign rate limits that will be used during the evaluation process as stipulated in Part 4, 4.1.2 - Financial Evaluation. The limits below are in American Dollars and include taxes and service charges.

Country and City	Maximum Rate Limit
Afghanistan	
Kabu l	102
Other cities	51
Albania	
Tirana	190
Other cities	80
Algeria	
Algiers	212
Other cities	192
Andorra	
All cities	209
Angola	
All cities	405
Antigua and Barbuda	
All cities (variable dates and limits) January 1 to April 15	205
All cities (variable dates and limits) April 16 to December 14	174
All cities (variable dates and limits) December 15 to December 31	205
Argentina	
Bariloche	218
Buenos Aires	221
Mendoza	182
Other cities	175
Armenia	
All cities	148
Ascension Island	
All cities	20
Australia	
Adelaide	163
Brisbane	175
Broome	322
Canberra	171
Darwin	222
Exmouth	182

Fremantle	197	
Hobart	174	
Melbourne	203	
Perth	224	
Richmond	159	
Sydney	184	
Other cities	142	
Austria		
Graz	202	
Linz	180	
Sanzburg	208	
Vienna	185	
Other cities	213	
Azerbaijan		
Baku	246	
Ganja	125	
Qabala	128	
Other cities	98	
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Other cities	60	
Seychelles		
All cities	320	
Sierra Leone		
All cities	140	
Singapore		
All cities	284	
Slovak Republic		
Bratislava	249	
Zilina	134	
Other cities	153	
Slovenia		
Portoroz	207	
Other cities	158	
Solomon Islands		
All cities	196	
Somalia		
Mogadishu	170	
Other cities	112	
South Africa		
Bloemfontein	103	
Cape Town	238	
Durban	178	
Johannesburg	226	
Pretoria	159	
Sun City	159	

Other cities	124	
South Sudan		
All cities	182	
Spain		
Almeria	157	
Balearic Islands	184	
Barcelona	228	
Bilbao	150	
Fuengirola	148	
La Coruna	141	
Las Palmas de Gran Canaria	179	
Madrid	219	
Malaga	140	
Marbella	140	
Oviedo	115	
San Sebastian	132	
Santa Cruz de Tenerife	121	
Santander	161	
Santiago de Compostela	161	
Seville	156	
Valencia	128	
Vigo	134	
Zaragoza	234	
Other cities	143	
Sri Lanka		
Ahungalla	110	
Bentota	104	
Chilaw	98	
Colombo	220	
Galle	145	
Kandy	177	
Trincomalee	155	
Other cities	107	
Sudan		
Khartoum	372	
Other cities	323	
Suriname		
All cities	126	
Swaziland		
Mbabane	113	
Other cities	47	
Sweden		
All cities	226	
Switzerland		

Basel	250
Bern	300
Davos	357
Geneva	342
Klosters	293
Lugano	271
Montreux	359
Zurich	292
Other cities	245
Syria	
All cities	236
Taiwan	
Kaohsiung	120
Taichung	109
Taipei	169
Other cities	121
Tajikistan	
Dushanbe	242
Khorog	176
Other cities	100
Tanzania	
Arusha	140
Dar es Salaam	205
Morogoro	137
Zanzibar	185
Other cities	110
Thailand	
Bangkok	146
Chiang Mai	127
Hua Hin	155
Khao Lak	207
Krabi	207
Pattaya City	116
Phuket	207
Samui Island	161
Other cities	76
Timor-Leste	
Dili	158
Other cities	70
Togo	
Lama Kara	43
Lome	126
Sokode	47
Other cities	30

Tokelau Islands

All cities 20

Tonga

All cities 152

Trinidad and Tobago

Tobago (variable dates and limits) January 1 to April 15 262

Tobago (variable dates and limits) April 16 to December 20 213

Tobago (variable dates and limits) December 21 to December 31 262

Other cities 236

Tunisia

Carthage 118

Gammarth 118

Lamarsa 118

Tabarka (variable dates and limits) January 1 to September 30 118

Tabarka (variable dates and limits) November 1 to December 31 84

Tozeur (variable dates and limits) January 1 to January 14 71

Tozeur (variable dates and limits) January 15 to April 30 123

Tozeur (variable dates and limits) May 1 to December 31 71

Tunis 118

Other cities 84

Turkey

Adana-Incirlik 165

Ankara 235

Antalya 189

Aydin 160

Bursa 158

Elmadag 235

Gaziantep City 131

Istanbul 299

Izmir-Cigli 216

Manzarali 235

Nevsehir 140

Yamanlar 216

Other cities 120

Turkmenistan

Ashgabat 189

Other cities 100

Turks and Caicos Islands

All cities (variable dates and limits) January 1 to April 15 304

All cities (variable dates and limits) April 16 to December 31 231

Tuvalu

All cities 112

Uganda

Entebbe	144
Fort Portal	113
Gulu	62
Jinja	215
Kampala	250
Mbale	71
Other cities	62

Ukraine

Kharkiv	152
Kiev	243
Other cities	140

United Arab Emirates

Dubai	365
Other cities	340

United Kingdom

Belfast	233
Birmingham	194
Bristol	231
Cardiff, Wales	202
Caversham	215
Cheltenham	179
Crawley	336
Edinburgh	225
Gatwick	204
Glasgow	194
Harrogate	141
High Wycombe	181
Horley	204
London	336
Manchester	202
Menwith Hill	141
Oxford	176
Reading	215
Other cities	169

Uruguay

Colonia	186
Punta del Este (variable dates and limits) January 1 to March 15	264
Punta del Este (variable dates and limits) March 16 to December 14	220
Punta del Este (variable dates and limits) December 15 to December 31	264
Other cities	160

Uzbekistan

Tashkent	180
Other cities	80

Vanuatu

Port Vila	245
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Santos 156
Tanna Island 260
Other cities 20

Venezuela
Barquisimeto 263
Caracas 314
Maracaibo 276
Porlamar 266
Purto Ordaz 285
Punto Fijo 241
Valencia 249
Other cities 278

Vietnam
Dalat 154
Danang 143
Hanoi 180
Ho Chi Minh City 220
Other cities 122

Wallis and Futuna
All cities 73

Yemen
Aden 164
Sanaa 360
Other cities 108
Zambia
Livingstone 236
Lusaka 190
Other cities 95

Zimbabwe
Bulawayo 122
Harare 192
Victoria Falls 273
Other cities 97

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ANNEX H

WIRE TRANSFER INSTRUCTIONS FOR FOREIGN VENDORS

To obtain a copy of this annex, please contact PWGSC at rhelvdgt.acrdtmd@tpsgc-pwgsc.gc.ca