

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 PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet HOTEL (INTER-AMERICAN NAVAL CONF.)	
Solicitation No. - N° de l'invitation EH713-160698/A	Date 2015-08-14
Client Reference No. - N° de référence du client 20160698	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-002-67805	
File No. - N° de dossier lp002.EH713-160698	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-09-28	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Asselin, Pierre	Buyer Id - Id de l'acheteur lp002
Telephone No. - N° de téléphone (819) 956-3884 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 395 WELLINGTON ST NATIONAL CAPITAL AREA (OTTAWA) OTTAWA Ontario K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place due Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The purpose of this procurement is to secure commercial accommodation, meeting space, and food & beverage for the delegates attending the 2016 Inter-American Naval Conference, in Halifax, Nova Scotia during one of the following weeks:

- a. Sunday May 29 – Friday June 3
- b. Sunday June 5 – Friday June 10
- c. Sunday June 12 – Friday June 17
- d. Sunday June 19 –Friday June 24

The location of the establishment providing the requirement must be in Halifax, Nova Scotia, on any of the following roads as they connect as follows, or inside the boundary of: Hollis Street – Halifax Port Authority – Waterfront – Cogswell Street – back to Hollis Street.

The establishment must have at minimum, a Canada Select Star rating of four and a half (4.5) or a Canadian Automobile Association (CAA) Diamond rating of four (4).

A block of rooms totaling 500 room nights for all delegates is estimated to be required from Sunday to Friday of the week chosen. 250 room nights will be guaranteed and the balance blocked until 14 days before that Sunday.

Conference space and food and beverage up to 150 people will be required for the whole period.

1.2 Debriefings

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

1.3 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

- a. The location of the establishment providing the requirement must be in Halifax, Nova Scotia on any of the following roads as they connect as follows, or inside the boundary of: Hollis Street – Halifax Port Authority – Waterfront – Cogswell Street – back to Hollis Street.
- b. The establishment must have at minimum, a Canada Select Star rating of four and a half (4.5) or a Canadian Automobile Association (CAA) Diamond rating of four (4).
- c. Accommodations must include all services required at Annex A – Requirement.
- d. Menus and prices: buffet for breakfast; buffet for lunch; buffet of plated dinner for dinner; breaks; and canapés and open bar for Welcome Reception.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid for any of the following weeks:

- a. Sunday May 29 – Friday June 3
- b. Sunday June 5 – Friday June 10
- c. Sunday June 12 – Friday June 17
- d. Sunday June 19 – Friday June 24

with the lowest evaluated price will be recommended for award of a contract for the week with that lowest evaluated price. If a bidder submits the lowest evaluated price for more than one week, the choice of the week will remain with Canada.

PART 5 CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.3. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

Solicitation No. - N° de l'invitation

EH713-160698/A

Amd. No. - N° de la modif.

File No. - N° du dossier

lp002EH713-160698

Buyer ID - Id de l'acheteur

lp002

Client Ref. No. - N° de réf. du client

20160698

CCC No./N° CCC - FMS No/ N° VME

6.2 Requirement

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (will depend the week to be chosen)

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: *(To be filled at contract award)*

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

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

6.5.2 Project Authority

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

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ ____ _____

Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

(To be filled at contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Requirement.

6.7.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.8 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.
_____ (to be included at Contract award)
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Requirement;
- (d) the Contractor's bid dated

6.12 Renovations

The Contractor agrees to give 30 days' notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist PWGSC/DND in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

ANNEX A - REQUIREMENT

Provision for Commercial Accommodation and Meeting Space for Delegates of the 2016 Inter-American Naval Conference – June 2016, Halifax Nova Scotia

OBJECTIVES:

The purpose of this procurement is to secure commercial accommodation, meeting space, and food & beverage for the delegates attending the 2016 Inter-American Naval Conference, in Halifax, Nova Scotia during the month of June.

BACKGROUND:

Public Works and Government Services Canada (PWGSC) has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming International conference, entitled the "XXVII Inter-American Naval Conference". The advance notice for this event is to secure a venue at the soonest possible date, in consideration of the International delegation of attendees and their planning purposes. The conference itself will be taking place in Halifax, Nova Scotia, during the month of June 2016.

Our goal is to have all guestrooms accommodated in the same hotel (in order to simplify the logistics for the transportation of delegates), as well as the conference space and all associated support space.

OBJECTIVE:

The purpose of this procurement is to secure commercial accommodation and conference space for delegates attending the "XXVII Inter-American Naval Conference" to happen during one of the following weeks:

- a. Sunday May 29 – Friday June 3
- b. Sunday June 5 – Friday June 10
- c. Sunday June 12 – Friday June 17
- d. Sunday June 19 – Friday June 24

SCOPE:

The scope of work is outlined with specific needs as follows:

1. Property

- a. Location: The location of the establishment providing the requirement must be in Halifax on any of the following roads as they connect as follows, or inside the boundary of:
Hollis Street – Halifax Port Authority – Waterfront – Cogswell Street – back to Hollis Street.
- b. Hotel Standard: The establishment must have at minimum, a Canada Select Star rating of four and a half (4.5) or a Canadian Automobile Association (CAA) Diamond rating of four (4).
 - i. Canada Select Star Ratings - Canada Select is a national accommodation-rating program. This rating system uses common grading

criteria and evaluation techniques to establish a uniform method of comparing establishments from 0 to 5 stars.

- ii. Canadian Automobile Association (CAA) Diamond Ratings – The Canadian Automobile Association uses grading criteria to establish a uniform method of comparing establishments from 0 to 5 diamonds.

2. Guest Rooms

A block of rooms totaling 500 room nights for all delegates is estimated to be required from Sunday to Friday. The rooms must be non-smoking.

- A. Rates: Guest rooms must be in single or double occupancy.
- B. Establishment Capacity: The provision of accommodations must be in one facility.
- C. Accessibility for Persons with Disabilities: Level 2 – Basic Accessibility is required. A person with a disability can access and use the facility without assistance in dealing with steps, curbs, doors, elevators, guest rooms, washrooms, telephones, and hotel services.
- D. Parking: Parking will be a separate agreement between the occupant and establishment.
- E. Food and Beverages (including liquor): All food and/or beverages, except conference-related events, will be a separate agreement between the occupant and establishment.
- F. Rooms to be guaranteed: Canada will guarantee and ensure payment for a certain number of guest rooms under this contract as follows;
- | | |
|---------------|------------------------------------|
| a. Sunday: | 31 guest rooms/14 executive rooms. |
| b. Monday: | 31 guest rooms/14 executive rooms. |
| c. Tuesday: | 31 guest rooms/14 executive rooms. |
| d. Wednesday: | 31 guest rooms/14 executive rooms. |
| e. Thursday: | 31 guest rooms/14 executive rooms. |
| f. Friday: | 16 guest rooms/9 executive rooms. |

These rooms will be reserved by Canada and payment of rooms will be made by Canada.

- G. Other rooms to be blocked: Due to the transient nature of the delegates, a certain block of rooms must be held up until fourteen (14) days prior to Sunday the room are requested as follows;
- | | |
|---------------|-----------------------------------|
| a. Sunday: | 39 guest rooms/6 executive rooms. |
| b. Monday: | 39 guest rooms/6 executive rooms. |
| c. Tuesday: | 39 guest rooms/6 executive rooms. |
| d. Wednesday: | 39 guest rooms/6 executive rooms. |
| e. Thursday: | 39 guest rooms/6 executive rooms. |
| f. Friday: | 19 guest rooms/6 executive rooms. |

These rooms will be reserved by Canada and payment of rooms will be made by Canada.

H. Room Cancellation Policy: In the event that travel plans are changed, Canada may cancel up to 5 days prior to their arrival date without any cancellation fees. Canada will not be responsible to pay for any cancelled rooms. Canada will be responsible for a maximum of two hundred and fifty (250) room nights as stipulated in F – Rooms to be guaranteed.

I. Wifi Connectivity: Room rates shall be provided including high speed wifi connectivity.

Room Type Definitions:

- (i) Guest Room: As a minimum, a guest room is a regular room normally offered for accommodation. It has one or two queen size beds with a full bathroom.
- (ii) Executive Room: An executive room is a room which is larger than a guest room, has a King size bed or two double beds, has upgraded furnishings and has a desirable view.

3. Conference Space

For the purpose of this conference, we will require conference/meeting space to facilitate the discussions, support space for the logistical team, and areas for delegates to have lunches/dinners. Rental costs for required conference/meeting rooms will be paid by Canada.

Due to the nature of talks for this Conference, and associated security requirements, the venue providing space must allow outside audio-visual technicians (PWGSC) to provide all technical equipment, setup, and operation of this equipment, without a penalty being imposed by the venue or their 'in-house'/'preferred' supplier.

Conference space will be required as follows:

Main Plenary Room

- a. Estimated minimum size of 5,000 sq ft (100'x50') with minimum ceiling height of 15'.
- b. Required from Saturday before the conference until end of day Friday, last day of conference.
- c. Area outside of room large enough for coffee/snack service for up to 150 people.

Registration Desk/Area

- a. Required visible space within main lobby of venue, for delegates to pick-up conference material/identification.
- b. Two 6' tables will be sufficient.
- c. Required on Sunday and Monday.

Delegates Dining Room

- a. Required room for food service of VIP's, totalling up to 42 people at round tables, and food service space (for buffet).
- b. Required from Sunday to Friday.
- c. Windows/natural light required.
- d. Preferably in close proximity to Main Plenary.

Staff Dining Room

- a. Required room for food service of conference delegates, totalling up to 93 people at round tables, and food service space (for buffet).
- b. Required from Sunday to Friday.
- c. Windows/natural light preferred, but not required.
- d. Preferably in close proximity to Main Plenary.

Operations Room

- a. Estimated minimum size of 600 sq ft (20'x30').
- b. Required from Saturday before the conference until Saturday after conference.
- c. Required to be in close proximity to Main Plenary.
- d. Sufficient power for 2 photocopiers, and several computers/printers.
- e. One telephone line.
- f. Hard-wired internet access.

Storage

- a. Estimated minimum size of 225 sq ft (15'x15').
- b. Required from Sunday until Friday.
- c. Needs to be in close proximity to bilateral meeting rooms.

Interpreters Lounge

- a. Estimated minimum size of 225 sq ft (15'x15').
- b. Required from Monday until Friday.
- c. Preferably on same level as Main Plenary.

3 Bilateral Meeting Rooms

- a. Each room to be a minimum size of 300 sq ft (15'x20').
- b. Required Tuesday and Wednesday.
- c. Preferably 2 access points for each room.
- d. Lounge area in close proximity to bilateral meeting rooms, for waiting dignitaries.
- e. Preferably in close proximity to storage area.

4. Food and Beverage

Below are the anticipated Food and Beverage requirements, subject to change and to maximums approved by DND for the Event.

Day 1: Sunday*Dinner*

- Buffet OR Plated Dinner for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Welcome Reception (Space to be Identified)

- Stand-up reception for 120 people, from 19:00 – 21:00.
- Canapés to be passed.
- Bar to serve assorted alcoholic and non-alcoholic beverages.
- Sufficient space for musicians (quartet).

Day 2: Monday*Breakfast*

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Breaks

- Morning break for up to 150 people, in area outside of Main Plenary Room.
- Afternoon break for up to 150 people, in area outside of Main Plenary Room.

Lunch

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Dinner

- Buffet OR Plated Dinner for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Day 3: Tuesday*Breakfast*

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Breaks

- Morning break for up to 150 people, in area outside of Main Plenary Room.
- Afternoon break for up to 150 people, in area outside of Main Plenary Room.

Lunch

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Dinner

- Buffet for up to 93 people in Staff Dining Room.

Day 4: Wednesday*Breakfast*

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Breaks

- Morning break for up to 150 people, in area outside of Main Plenary Room.

Lunch

- Buffet for up to 80 people in Staff Dining Room.

Dinner

- Buffet for up to 80 people in Staff Dining Room.

Day 5: Thursday*Breakfast*

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Breaks

- Morning break for up to 150 people, in area outside of Main Plenary Room.
- Afternoon break for up to 150 people, in area outside of Main Plenary Room.

Lunch

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Day 6: Friday*Breakfast*

- Buffet for up to 42 people in Delegates Dining Room.
- Buffet for up to 93 people in Staff Dining Room.

Breaks

- Morning break for up to 150 people, in area outside of Main Plenary Room.

Please note that the Food and Beverage requirements list above is anticipated, but could change based on availability of off-site events and confirmation of final number of attendees. Canada retains the right to amend these requirements throughout the planning process of this conference. The Contractor will be informed of exact Food and Beverage requirements a minimum of fourteen (14) days before the event.

All Food and Beverage requirements listed above (Section 4) will be paid by Canada.

ANNEX B - BASIS OF PAYMENT

1) The Guest Room/ Executive Room: Provide prices for weeks that you bid on conference space only.

Prices will be paid by Canada as per terms and conditions in this request for proposal.

Room rate (single/double occupancy) Week a.: May 29 - June 3	Daily rate (\$)	Number of room-nights (for evaluation purpose only)	Total (\$)
1) <i>Guest Room Rate:</i>		x 385	
2) <i>Executive Room Rate:</i>		x115	
<i>Total "1"</i> <i>(Before taxes)</i>			

Room rate (single/double occupancy) Week b: June 5 – June 10	Daily rate (\$)	Number of room-nights (for evaluation purpose only)	Total (\$)
1) <i>Guest Room Rate:</i>		x 385	
2) <i>Executive Room Rate:</i>		x115	
<i>Total "1"</i> <i>(Before taxes)</i>			

Room rate (single/double occupancy) Week c: June 12 – June 17	Daily rate (\$)	Number of room-nights (for evaluation purpose only)	Total (\$)
1) <i>Guest Room Rate:</i>		x 385	
2) <i>Executive Room Rate:</i>		x115	
<i>Total "1"</i> <i>(Before taxes)</i>			

Room rate (single/double occupancy) Week d: June 19 – June 24	Daily rate (\$)	Number of room-nights (for evaluation purpose only)	Total (\$)
1) <i>Guest Room Rate:</i>		x 385	
2) <i>Executive Room Rate:</i>		x115	
<i>Total "1"</i> <i>(Before taxes)</i>			

2) Conference Space: Provide prices only for weeks that you have availability; do not forget to bid for guest/executive rooms for these weeks

Prices for Meeting Space Rental will be paid by Canada as per terms and conditions in this request for proposal.

Move-In: To be confirmed at Contract Award

Move-Out: To be confirmed at Contract Award

Week a.: May 29 - June 3

Room Refers to Annex A, 3.	REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	ESTIMATED QUANTITIES	FREQUENCY	TOTAL COST (TAXES EXTRA)
#1	Main Plenary Room (Saturday to Friday)	Days 0 to 6	\$	x 1	x 7	\$
#2	Registration Desk/Area (Sunday and Monday)	Days 1 to 2	\$	x 1	x 2	\$
#3	Delegates Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#4	Staff Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#5	Operations Room (Saturday to Saturday)	Days 0 to 7	\$	x 1	x 8	\$
#6	Storage (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#7	Interpreters Lounge (Monday to Friday)	Days 2 to 3	\$	x 1	x 5	\$
#8	Bilateral Meeting Rooms (Tuesday and Wednesday)	Days 3 to 4	\$	x 3	x 2	\$
TOTAL:						

Week b.: June 5 - June 10

Room Refers to Annex A, 3.	REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	ESTIMATED QUANTITIES	FREQUENCY	TOTAL COST (TAXES EXTRA)
#1	Main Plenary Room (Saturday to Friday)	Days 0 to 6	\$	x 1	x 7	\$
#2	Registration Desk/Area (Sunday and Monday)	Days 1 to 2	\$	x 1	x 2	\$
#3	Delegates Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#4	Staff Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#5	Operations Room (Saturday to Saturday)	Days 0 to 7	\$	x 1	x 8	\$
#6	Storage (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#7	Interpreters Lounge (Monday to Friday)	Days 2 to 3	\$	x 1	x 5	\$
#8	Bilateral Meeting Rooms (Tuesday and Wednesday)	Days 3 to 4	\$	x 3	x 2	\$
					TOTAL:	

Week c.: June 12 - June 17

Room Refers to Annex A, 3.	REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	ESTIMATED QUANTITIES	FREQUENCY	TOTAL COST (TAXES EXTRA)
#1	Main Plenary Room (Saturday to Friday)	Days 0 to 6	\$	x 1	x 7	\$
#2	Registration Desk/Area (Sunday and Monday)	Days 1 to 2	\$	x 1	x 2	\$
#3	Delegates Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#4	Staff Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#5	Operations Room (Saturday to Saturday)	Days 0 to 7	\$	x 1	x 8	\$
#6	Storage (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#7	Interpreters Lounge (Monday to Friday)	Days 2 to 3	\$	x 1	x 5	\$
#8	Bilateral Meeting Rooms (Tuesday and Wednesday)	Days 3 to 4	\$	x 3	x 2	\$
					TOTAL:	

Week d.: June 19 - June 24

Room Refers to Annex A, 3.	REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	ESTIMATED QUANTITIES	FREQUENCY	TOTAL COST (TAXES EXTRA)
#1	Main Plenary Room (Saturday to Friday)	Days 0 to 6	\$	x 1	x 7	\$
#2	Registration Desk/Area (Sunday and Monday)	Days 1 to 2	\$	x 1	x 2	\$
#3	Delegates Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#4	Staff Dining Room (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#5	Operations Room (Saturday to Saturday)	Days 0 to 7	\$	x 1	x 8	\$
#6	Storage (Sunday to Friday)	Days 1 to 6	\$	x 1	x 6	\$
#7	Interpreters Lounge (Monday to Friday)	Days 2 to 3	\$	x 1	x 5	\$
#8	Bilateral Meeting Rooms (Tuesday and Wednesday)	Days 3 to 4	\$	x 3	x 2	\$
TOTAL:						

3) Catering Services Rates:

The Bidder must provide its catering prices for the different menus. They will not be used for bid evaluation. Catering services will be estimated at contract award and will be added to the Contract.

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Buyer ID - Id de l'acheteur

Ip002

Client Ref. No. - N° de réf. du client

20160698

File No. - N° du dossier

Ip002EH713-160698

CCC No./N° CCC - FMS No/ N° VME

ANNEX C - INFORMATION and CONTACTS

1. Bidder Information	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
2. Property Information	
Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

Note: 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 contract Award. Suppliers may register for a PBN in the Supplier Registration Information system (SRI) on line at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>. For non-Internet registration, suppliers may contact SRI InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX D - INSURANCE REQUIREMENT

1. COMMERCIAL GENERAL LIABILITY INSURANCE

The Contractor must comply with the insurance requirements specified in this annex. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

(o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(p) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.