



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Office of the Secretary to the Governor
General**

**Bureau du secrétaire du gouverneur
général**

OSGGContracts@gg.ca

Attn: Anik Devlin

**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRE À COMMANDES**

**Proposal To: Office of the Secretary to the
Governor General**

We hereby offer to sell to 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 thereof.

**Proposition aux: Bureau du secrétaire du
gouverneur général**

Nous offrons par la présente de vendre au 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Office of the Secretary to the Governor
General

Bureau du secrétaire du gouverneur général

Matériel Management | Gestion du matériel

1, promenade Sussex Drive

Ottawa, Ontario K1A 0A1

Title – Sujet	
Hotel Accommodations	
Solicitation No. – N° de l'invitation	Date
OSGG-BSGG-15-1473	October 21, 2015
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
02:00 PM	Eastern Daylight Time (EDT)
on – November 30, 2015	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
OSGGContracts@gg.ca	
Telephone No. – N° de téléphone :	
613-949-4820	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Office of the Procurement Ombudsman (OPO)
- 1.4 Debriefings

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Offers
- 2.3 Former Public Servant
- 2.4 Enquiries – Request for Standing Offer
- 2.5 Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Certifications Required with the Offer

PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 6.1 Offer
- 6.2 Security Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Standing Offer
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Identified Users
- 6.8 Call-Up Procedures
- 6.9 Call-Up Instrument
- 6.10 Limitation of Call-Ups
- 6.11 Priority of Documents
- 6.12 Certifications
- 6.13 Applicable Laws

B. RESULTING CONTRACT CLAUSES

- 6.1 Statement of Work
- 6.2 Standard Clauses and Conditions



- 6.3 Term of Contract
- 6.4 Proactive Disclosure of Contracts with Former Public Servants
- 6.5 Payment
- 6.6 Invoicing Instructions
- 6.7 Insurance
- 6.8 Dispute Resolution
- 6.9 Contract Administration

List of Annexes

- Annex A Statement of Work
- Annex B Basis of Payment

List of Appendices

- Appendix A 4km Radius Map



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes

1.2 Summary

The Office of the Secretary to the Governor General (OSGG) is seeking to establish multiple Standing Offers for Hotel Accommodations in the National Capital Region (NCR) of Canada, on an “as and when requested” basis as defined in Annex A, Statement of Work.

The period for making Call-ups against the Standing Offer will be from Effective Date of the Standing Offer to March 31, 2017.

The Offeror grants to Canada the irrevocable option to extend the term of the Standing Offer by three (3) additional periods of one (1) year.

The Standing Offers will be ranked on a cost per point basis of selection as detailed in Part 4 of the Request for Standing Offer (RFSO).

There is no security provisions associated with the requirement.

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).



1.3 Office of the Procurement Ombudsman (OPO)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by email at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca

1.4 Debriefings

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



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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.

2.2 Submission of Offers

Offers must be submitted only to the Office of the Secretary to the Governor General (OSGG) 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 to OSGG will not be accepted.

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum



payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** **NO**

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** **NO**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than five (5) 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 to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5. 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 Ontario.

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (one (1) electronic copy)

Section II: Financial Offer (one (1) electronic copy)

Section III: Certifications (one (1) electronic copy)

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

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers;
and
- c) page numbering must be used on the bottom right of each page of the proposal.

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

All offers must be completed in full and provide all of the information requested in the solicitation to enable full and complete evaluation.

4.1.1.1 Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by an Offeror to meet any one of the mandatory requirements will render the Offeror's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criterion	MET	NOT MET
MT1	<p>Venue property must be located within a 4 km radius from Rideau Hall, 1 Sussex Drive, Ottawa, Ontario K1A 0A1</p> <p>The Offeror must provide the venue property name, address, and radius distance of venue from Rideau Hall.</p> <p>The proposed Venue name:</p> <p>Address:</p> <p>Radius distance from the OSGG: _____ km</p> <p>The OSGG will validate the distance using an online map.</p>		
MT2	<p>The Offeror must demonstrate compliance to Section 3.1.3 of the Annex A, Statement of Work:</p> <p>The Offeror must complete the attached MT2 checklist provided below.</p> <p>The Offeror must provide substantiation to demonstrate that the Venue meets all requirements.</p>		
MT3	The Offeror must demonstrate their experience dealing with:		



Number	Mandatory Technical Criterion	MET	NOT MET
	<ul style="list-style-type: none"> a. high profile individuals, b. individuals with mobility issues and c. other special requirements, such as dietary restrictions. <p>(as defined in section 3.0 of Annex A, Statement of Work)</p> <p>The Offerors must provide a total of three (3) references, one for each points mentioned above (a, b, and c).</p>		
MT4	The Offeror must provide substantiation to demonstrate that the Venue currently has a minimum of 200 in service Guest Rooms.		

4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
RT 1	<p>Distance between Rideau Hall and the Venue</p> <p>The Offeror should indicate the radius distance between the venue and the Rideau Hall, 1 Sussex Drive, Ottawa, Ontario.</p> <ul style="list-style-type: none"> a. Venue is location at or less than 2 km radius = 20 points b. Venue is located at or less than 3 km radius = 15 points c. Venue is located at or less than 4 km radius = 10 points d. Venue is located at 4 km or more radius = 0 points 	Maximum 20 points	
RT2	<p>The Offeror is to indicate the various educational, social & cultural activities within the venue's proximity (within 1 km).</p> <ul style="list-style-type: none"> a. Restaurants = 2 point b. Gallery and/or Museums= 1 point c. Shopping Centres= 1 point d. Bike paths, Parks and walking trails= 1 point <p>Note to Offeror: points will be assigned by category.</p>	Maximum 5 points	



Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
RT3	<p>The Offeror should provide substantiation to demonstrate the satisfactory hotel stay experience, such as copies of letters of recommendations from various types of individuals.</p> <ul style="list-style-type: none"> a. CEOs = 4 points b. Celebrities = 4 points c. Domestic government dignitaries = 4 points d. International government dignitaries = 4 points e. World-renowned researchers = 4 points f. Members of the Canadian Armed Forces = 4 points g. General public with sudden notoriety = 4 points h. Inexperienced travellers = 4 points i. Families = 4 points j. Travellers with mobility restrictions = 4 points 	Maximum 20 points	
RT4	<p>The Offeror should demonstrate the venues various arrival entrance/ exit points with sufficient space to accommodate motor coach arrivals and departures:</p> <ul style="list-style-type: none"> a. Curbside side = 1 point b. Motor coach layby = 3 points c. Entrance way = 5 points 	Maximum 5 points	
RT5	<p>The Offeror should demonstrate how the venues is accessible for persons with disabilities:</p> <ul style="list-style-type: none"> a. Wheelchair accessible elevator = 2.5 point b. Wheelchair accessible washroom in proximity to the lobby = 2.5 point 	Maximum 5 points	
RT6	<p>The Offeror should demonstrate the venue's capability in offering rooms with two (2) beds.</p> <ul style="list-style-type: none"> a. Minimum 150 rooms = 5 point b. 151 - 175 rooms = 10 points c. 176 - 200 rooms = 15 points d. 200+ rooms = 20 points 	Maximum 20 points	
RT7	<p>The Offeror should indicate the bed size in rooms with two (2) beds.</p> <ul style="list-style-type: none"> i. Two (2) Double Beds = 5 points 	Maximum 10 points	



Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
	ii. Two (2) Queen Beds = 10 points		
RT8	The Offeror should identify the minimum number of days required to receive the confirmed rooming list prior to the event. a. 10 to 8 days = 3 points b. 7 to 5 days = 5 points c. Less than 5 days = 10 points	Maximum 10 points	
RT 9	The Offeror should demonstrate the physical location of the hotel's telephone reservation system is located. a. Onsite at the hotel = 5 points b. External to the hotel, in the National Capital Region (NCR) = 3 points c. External to the hotel, outside the NCR = 1 point	Maximum 5 points	
Total Points: 100 points		Offers must obtain a minimum overall technical score of 60% to be compliant.	

4.1.1.3 Checklist

A venue visit will be performed by the OSGG representatives with Offerors who meet all Technical Criteria. Each qualified Offeror will be given 3 to 5 business days to organise a venue visit. The purpose of the venue visit is for validating the Offeror' answers.

Item No.	Description	Yes	No
1.	The Facility		
i.	Large reception area to handle approximately 100 people	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Various arrival entrance/exit points with sufficient space to accommodate motor coach (up to 55 passenger) arrivals and departures	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Accept all major credit cards	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Smoke free environment	<input type="checkbox"/>	<input type="checkbox"/>
v.	Accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Secure luggage holding area for arrivals and departures	<input type="checkbox"/>	<input type="checkbox"/>



Item No.	Description	Yes	No
vii.	Able to distribute information (i.e. briefing notes/invitations to the recipient rooms)	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Able to offer late check-out upon request	<input type="checkbox"/>	<input type="checkbox"/>
ix.	Superior Level of cleanliness throughout facilities and rooms	<input type="checkbox"/>	<input type="checkbox"/>
x.	The Facility is well maintained	<input type="checkbox"/>	<input type="checkbox"/>
2.	Rooms		
i.	One (1) or Two (2) beds	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Minimum of one (1) room wheelchair accessible	<input type="checkbox"/>	<input type="checkbox"/>
iii.	In room safes	<input type="checkbox"/>	<input type="checkbox"/>
iv.	In room hair dryers	<input type="checkbox"/>	<input type="checkbox"/>
v.	Alarm clocks/wake up calls	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Irons and ironing boards	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Free wireless high speed internet access	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Rooms are well maintained	<input type="checkbox"/>	<input type="checkbox"/>
3.	Amenities		
i.	Business centre with 24 hours access	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Restaurant onsite	<input type="checkbox"/>	<input type="checkbox"/>
iii.	24 hours front desk services	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Daily housekeeping	<input type="checkbox"/>	<input type="checkbox"/>
v.	Laundry and dry-cleaning services	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Taxi stand onsite or pick-up via concierge	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Availability of mini-fridges available on request	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Parking is available	<input type="checkbox"/>	<input type="checkbox"/>
ix.	Amenities are well maintained	<input type="checkbox"/>	<input type="checkbox"/>

4.1.2 Financial Evaluation

Only the offers that are technically responsive will be considered for financial evaluation.

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

For the purposes of bid evaluation, Annex B, Basis of Payment will be used. The Offeror must provide an all-inclusive seasonal per night rate **including the Destination Marketing Fee (DMF)**, for the initial offer period and option periods.



4.2 Basis of Selection

To be declared responsive, an offer must:

- a) comply with all the requirements of the Request for Standing Offers;
- b) meet all mandatory technical evaluation criteria including the validation site visit; and
- c) obtain the required minimum of seventy (60%) percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offers will be ranked in accordance with the lowest evaluated price per point and will be issued a standing offer.

The table below illustrates an example where all three (3) bids are responsive and the ranking of Offerors is determined by lowest evaluated price per point per season.

	Achieved Points	Proposed Seasonal Rate			
		Spring	Summer	Fall	Winter
Offeror 1	89	\$110	\$130	\$120	\$115
	Calculations	$110/89 = 1.24$	$130/89 = 1.46$	$120/89 = 1.35$	$115/89 = 1.29$
	Seasonal Ranking	2nd	1st	2nd	1st
Offeror 2	92	\$105	\$142	\$118	\$130
	Calculations	$105/92 = 1.14$	$142/92 = 1.54$	$118/92 = 1.28$	$130/92 = 1.41$
	Seasonal Ranking	1st	2nd	1st	2nd
Offeror 3	60	\$99	\$145	\$122	\$139
	Calculations	$99/60 = 1.65$	$145/60 = 2.42$	$122/60 = 2.03$	$139/60 = 2.32$
	Seasonal Ranking	3rd	3rd	3rd	3rd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

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

5.1.2 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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

6.A. STANDING OFFER

6.A.1 Offer

6.A.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6.A.2 Security Requirements

6.A.2.1 There is no security requirement applicable to this Standing Offer.

6.A.3 Standard Clauses and Conditions

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

6.A.3.1 General Conditions

[2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.A.4 Term of Standing Offer

6.A.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from Effective Date of the Standing Offer to March 31, 2017, inclusive.

6.A.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

1. Pricing Adjustments

Upon notification of extension, Offerors will submit seasonal rates to the Standing Offer Authority for consideration. Prices must not be increased or decreased by more than the rate established in the Consumer Price Index (CPI). The CPI is widely used as an indicator of the change in the general level of consumer prices or the rate inflation.



For the purpose of this Standing Offer, CPI shall be the percentage change over one year, Core CPI, as posted at the Bank of Canada website, and will be used. (link below)

<http://www.bankofcanada.ca/rates/price-indexes/cpi/>

2. Validation and Acceptance of Changes

Proposed changes to the Standing Offer will be subject to pricing validation and may be accepted or declined at Canada’s sole discretion. If the changes are accepted the Standing Offer will be revised to reflect any increases or decreases in rates.

Upon acceptance of the proposed rates, the Standing Offer will be re-rank in accordance with the cost per point method of selection.

6.A.5. Authorities

6.A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mélanie Vézina
Title: Manager
Office of the Secretary to the Governor General
Materiel Management
Address: 1 Sussex Drive
Ottawa, Ontario K1A 0A1
Telephone: 613-991-9351
E-mail: melanie.vezina@gg.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.A.5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority will be identified at Standing Offer award

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.A.5.3 Offeror's Representative

To be completed by Offeror

Name: _____

Telephone: _____ - _____ - _____

E-mail address: _____



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

If not applicable this clause will be removed at Standing Offer award

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.A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Office of the Secretary to the Governor General.

6.A.8 Call-up Procedures

Right of First Refusal

The call-ups will be made based on the “right of first refusal” basis. The authorized call-up authority shall approach the offeror ranked 1st place to determine if the requirement can be satisfied by that offeror. If the offeror ranked 1st is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror ranked in 2nd.

6.A.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

6.A.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.A.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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2015-09-09), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;



- g) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

6.A.12 Certifications

6.A.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.A.13 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 _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).



6.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.B.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.B.2 Standard Clauses and Conditions

6.B.2.1 General Conditions

[2010C](#) (2015-09-09), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.B.2.2 SACC Manual Clauses

The following SACC Manual Clauses are incorporated by reference and form part of this Contract.

ID	Date	Title
A9117C	2007-11-30	T1204 – Direct Request by Customer Department

6.B.3 Term of Contract

6.B.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.B.4 Proactive Disclosure of Contracts with Former Public Servants

If not applicable this clause will be removed at Standing Offer award

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.B.5 Payment

6.B.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B. Customs duties are included 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 Work.



6.B.5.2 Method of 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 Work delivered has been accepted by Canada.

6.B.6 Invoicing Instructions

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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.

Invoices must be distributed as follows:

- a. The original copy must be forwarded to the address shown on page 1 of the Contract or by email at OSGGContracts@gg.ca for certification and payment.

6.B.7 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.B.8 Dispute Resolution

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at opo-boa@opa-boa.gc.ca.

6.B.9 Contract administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15



and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are **not** in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at opo-boa@opa-boa.gc.ca.



ANNEX "A"

STATEMENT OF WORK

FOR THE PROVISION OF HOTEL ACCOMMODATION SERVICES IN SUPPORT TO THE OFFICE OF THE SECRETARY TO THE GOVERNOR GENERAL (OSGG)

1.0 GENERAL

1.1 The purpose of this Statement of Work (SOW) is to define the scope, the deliverables that apply to the work and responsibilities required to provide hotel accommodation services in support to the Office of the Secretary to the Governor General.

2.0 SCOPE

2.1 Objective

2.1.1 The objective is to identify a hotel accommodations service provider that is clean, safe, professionally managed, bilingual, friendly, and has flexible staff to assist the recipients and guests of the Governor General of Canada on an "as and when required" basis.

2.2 Background

2.2.1 The Governor General of Canada presides over 15 honours events throughout a year. Each honours event requires hotel accommodation as recipients and guests of recipients travel from across Canada to attend ceremony held at Rideau Hall.

2.2.2 See link below for a description of Honours and Orders events hosted at Rideau Hall:
<http://www.gg.ca/document.aspx?id=5&lan=eng>

2.2.3 Currently, each honours event is dealt with on an individual basis, approximately (3) months prior to the event. Securing a hotel is important for the Events Coordinators as they develop information packages which are transmitted to each recipient providing logistics details on where they will stay and how they can provide their rooming preferences.

3.0 REQUIREMENT

The Office of the Secretary to the Governor General is seeking hotel accommodation services from a local Hotel with a minimum designation of 3-star Hotel ratings or 3 diamonds with AAA Five Diamond Award, located within a 4 km radius of Rideau Hall, 1 Sussex Drive, Ottawa, Ontario, K1A 0A1. The Contractor and its employees will have to deal with business leaders, dignitaries, celebrities, and recipients from all walks of life. A typical honours event has between 45 and 50 recipients from across the country.

The table below represents the OSGG's approximate yearly requirement for Hotel Accommodation. This information is not to be considered as a guarantee.



Name of Events	No. of Ceremony per Year	Time of the year	# of recipient rooms	# of friends and family rooms	Length of stay
Meritorious Service Decorations	2 per year	February, June, December	Up to 50	Up to 50	1 night
Order of Military Merit	2 per year	March, June, November	Up to 50	Up to 50	Up to 2 nights
Order of Canada	3 per year	February, May, September, November	Up to 45	Up to 45	Up to 2 nights
Decorations for Bravery	2 per year	May, December	Up to 50	Up to 50	Up to 2 nights
Caring Canadian Award	1 per year	April	Up to 50	Up to 50	Up to 2 nights

Notes:

1. Estimated length of stay required may vary depending on the recipients with limited flight availability and time zone constraints for their return home.

The initial fifteen (15) months of the contract anticipates the following requirement.

Name of Events	Date of Events	# of recipient rooms	# of friends and family rooms	Length of stay
Order of Canada	February 12, 2016	Up to 50	Up to 50	2 nights
Meritorious Service (Military)	February 19, 2016	Up to 50	Up to 50	1 night
Decorations for Bravery	February 26, 2016	Up to 50	Up to 50	Up to 2 nights
Inaugural Presentation of the Sovereign's Volunteer Medal	April 12, 2016	Up to 50	Up to 50	1 night
Order of Canada	May 13, 2016	Up to 50	Up to 50	2 nights
Order of Military Merit	June 3, 2016	Up to 50	Up to 50	Up to 2 nights
Meritorious Service Decoration (Civil)	June 23, 2016	Up to 50	Up to 50	1 night
Order of Canada	September 16, 2016	Up to 50	Up to 50	2 nights
Decorations for Bravery	October 21, 2016	Up to 50	Up to 50	Up to 2 nights
Order of Canada	November 18, 2016	Up to 50	Up to 50	2 nights
Meritorious Service Decorations (Military)	December 8, 2016	Up to 50	Up to 50	1 night
Order of Military Merit	February 10, 2017	Up to 50	Up to 50	Up to 2 nights
Order of Canada	February 22, 2017	Up to 50	Up to 50	2 nights
Decorations for Bravery	March 6, 2017	Up to 50	Up to 50	Up to 2 nights



3.1 Accommodations

3.1.1 The OSGG requires a venue that can provide guest room accommodation for every recipient.

3.1.2 The Contractor's venue must provide the following:

3.1.2.1 The facility must have:

- a. Large reception area to handle approximately 100 people;
- b. Various arrival entrance / exit points with sufficient space to accommodate motor coach (up to 53 passenger) arrivals and departures;
- c. Accept all major credit cards;
- d. Smoke free environment;
- e. Accessibility for persons with disabilities;
- f. Secure luggage holding area for arrivals and departures;
- g. Able to distribute information i.e. Briefing Notes/invitations to the recipients rooms;
- h. Able to offer late check-out upon request;
- i. Superior level of cleanliness throughout facilities and rooms (for example - hair not found on the linen and bathroom surfaces, public spaces outside the room are tidy, the pool and gym area are tidy, stains on water glasses and coffee machine are not found, carpets are routinely cleaned, dust is not present on surfaces (i.e. TV screens, furniture etc.)

3.1.2.2 Each Room must have:

- a. One (1) or Two (2) beds;
- b. Minimum of one (1) room wheelchair accessible;
- c. In room safes;
- d. In-room hair dryers;
- e. Alarm clocks / Wake up calls;
- f. Irons and ironing boards;
- g. Free wireless high speed internet access.

3.1.2.3 Amenities available to recipients and their guests:

- a. Business Centre with 24 hour access;
- b. Restaurant onsite;
- c. 24 hour front desk services;
- d. Daily housekeeping;
- e. Laundry and dry-cleaning services;
- f. Taxi stand onsite or pick-up via concierge;
- g. Parking; and
- h. Availability of mini-fridges available on request.

4.0 Friends and Family Block

4.1. An additional block of rooms for friends and family (ideally the same block size) of the recipient must be offered at the same rate as the original block, reserved on a first come first serve basis.



- 4.2. These rooms are to be booked directly by the guests and at the expense of the individual. Friends and family of the recipients are to call the hotel reservation telephone line and use reservation code provided by the Hotel in advance.
- 4.3. Hotel must provide Friends and Family booking code three (3) months prior to the event date.
- 4.4. The friends and family block of rooms should remain available up until two (2) weeks prior to the event date.

5.0 CONSTRAINTS

- 5.1 OSGG is responsible to pay for room, DMF and taxes only - All other fees such as incidentals, hotel expenses (mini-bar, room service, movies, cots, calls, dry cleaning, etc.) are to be paid by the guest.
- 5.2 Check-in for all rooms from 3 p.m.
- 5.3 The contractor must not relocate recipients to other properties without the written consent of OSGG.
- 5.4 Bilingual staff must be on duty 24 hours.
- 5.5 Reservations made by both recipients and friends and family must be made by telephone and not via online systems.

6.0 RESPONSIBILITIES

6.1 OSGG (client)

- 6.1.1 The OSGG will provide the Contractor with a rooming list within a maximum of ten (10) calendar days prior to each event. The rooming lists will confirm the OSGG's exact number of rooms required. Any changes, cancellation of rooms after the rooming list confirmation will be charged to the OSGG.

6.2 Contractor

- 6.2.1 The Contractor must provide the services of a Coordinator to be available during offices hours. The Coordinator will be responsible for acting on behalf of the Contractor, ensuring the smooth coordination of recipients and friends and family rooming allocation and compliance with all contract related issues, problem resolution, deadlines and liaising with the OSGG Project Authority (PA). The Contractor's coordinator must be available at all times during an event, either via cell phone or by e-mail.
- 6.2.2 The Contractor's coordinator must provide the OSGG Event Coordinators with a reservation code and toll free number three (3) months prior to the event date.
- 6.2.3 The Contractor's coordinator or backup must be available after hours to receive and return urgent requests, via phone or email, within three (3) hours of notification receipt from the OSGG.



- 6.2.4 The coordinator or backup must provide to OSGG Events Coordinator two (2) check-in status reports lists, one at 8 p.m., and, one at midnight the night prior to the event date.



ANNEX "B"

BASIS OF PAYMENT

RANKED # _____

THE FOLLOWING RATES/PRICES SHOWN BELOW ARE FOR THE OFFEROR RANKED # _____ FOR HOTEL ACCOMMODATIONS AND ARE VALIDE FOR THE DURATION OF THE STANDING OFFER PERIOD.

1. Accommodation Fees

- 1.1 The Offeror will be paid the following all-inclusive **per night rates** for accommodation services. The rates must be all inclusive of any expenditure required to fulfill the work including, but not limited to, *Destination Marketing Fee* (DMF). All applicable taxes are extra.

2. Cancellation Fee

- 2.1 Any changes made to reduce to the rooming listing within less than _____ days **(To be completed by Offeror as per RT8)** prior to the scheduled event, the Contractor will be entitled to full payment by Canada.

Initial Period SO Award to March 31, 2017	
Type of Accommodation	Rate per Night (including the Destination Marketing Fee (DMF))
Spring – (March to May)	
Standard Room	\$
Summer – (June to August)	
Standard Room	\$
Fall – (September to November)	
Standard Room	\$
Winter – (December to February)	
Standard Room	\$



APPENDIX A

4KM RADIUS MAP

