



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

October 29, 2015

Office of the Secretary to the Governor General - Solicitation No.:OSGG-BSGG-15-1473

Request for Standing Offers (RFSO)

Hotel Accommodations

Questions and Answers

The following shall be read in conjunction with and shall form an integral part of the Request for Standing Offer (RFSO).

This document is to provide clarification on the intention of the RFSO issued on Wednesday October 21, 2015. Consequently, below you will find Questions and answers (Qs and As) that have been received.

The purpose of establishing multiple standing offers (more than one) is to pre-qualify suppliers who are compliant with the requirement. This will enable the OSGG to fulfil each individual requirement for hotel room accommodations in the NCR without having to issue an Request for Proposal (RFP) repeatedly for similar services.

KEY TERMS

Request for Standing Offer (RFSO): is a solicitation document used to solicit standing offers. The RFSO clearly states the requirement, the evaluation method and selection criteria, the call-up procedures, the ranking methodologies to be used for making call-ups against the standing offer(s), and all terms and conditions applicable to the contract that is brought into effect, as a result of any call-up.

Offeror: a supplier who has been assigned a Standing Offer.

Standing Offer: is an offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis. A separate contract is entered into each time a call-up is made against a standing offer. When a call-up is made, the terms and conditions are already in place and acceptance by Canada if the supplier's offer is unconditional. Canada's liability is limited to the actual value of the call-ups made within the period specified in the standing offer.

Call-up against a Standing Offer: is a contract that comes into effect when a call-up against a standing offer is made by Canada and the offeror.

Right of First Refusal: a method of allocation based on the "Right of First Refusal". For each requirement the offeror ranked in 1st place will be contacted to determine if they can satisfy the requirement. If the supplier ranked in 1st place is able to meet the requirement, a call-up will be made against its standing offer. If the offeror ranked in 1st place is unable to meet the requirement, the offeror next in rank will be contacted until the requirement can be met.

QUESTION 1:

A – Are you only looking for a hotel that can accommodate all the required dates? If we can only accommodate some of the dates, winter for example, are you open to a hotel bidding on just a portion.

B – We have a question from your grid on page 25 of 30.

For example:

Order of Canada,
Date of Events: February 12, 2016
Length of stay: 2 nights

Does it mean that the block of room is actually needed on February 11 and 12th because your guests would arrive the night prior to your event and the night of the event? So the block of rooms would be needed February 11 and 12th?

Answer 1:

A & B – As per section 1.2 of Part 1 of the solicitation document, the Office of the Secretary to the Governor General (OSGG) is wishing to establish multiples Standing Offers with pre-qualified hotels at an agreed rate. The identified dates found in the Statement of Work (Annex A) were provided as an overview of the potential requirement only. Exact requirement dates will be communicated closer to the event on a right of “first refusal” basis

For each requirement the OSGG will communicate with offerors on a “right of first refusal” basis. The offeror ranked in 1st place will be contact to determine if they can satisfy the requirement. If the supplier ranked in 1st place is able to fulfill the requirement, a call-up will be made against its standing offer.

Example 1

	Seasonal per Night Rate for Spring	Ranking	Result
Offeror 1	\$ 105.00	1	Can meet the requirement; a call-up is awarded.
Offeror 2	\$ 110.00	2	
Offeror 3	\$ 99.00	3	

If the offeror ranked in 1st is unable to meet the requirement, the OSGG will communicate with the offeror ranked in 2nd and so on until the requirement can be met.

Example 2

	Seasonal per Night Rate for Spring	Ranking	Result
Offeror 1	\$ 105.00	1	Unable to meet the requirement.
Offeror 2	\$ 110.00	2	Unable to meet the requirement
Offeror 3	\$ 99.00	3	Can meet the requirement; a call-up is awarded.

QUESTION 2:

Do your blocks usually take 1 king or 2 double beds?

Answer 2:

As per section 3.1.2.2 of the Statement of Work (Annex A), the OSGG Hotel Accommodation requirement is for standard rooms with one (1) bed and standard rooms with two (2) beds.

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