



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

November 11, 2015

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

**Request for Standing Offers (RFSO)**

Hotel Accommodations

**Addendum 1**

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

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**At Section 4.1.1.1, Mandatory Technical Criteria of Part 4 – Evaluation Procedures and Basis of Selection**

**Delete:** In its entirety.

**Insert:**

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	Venue property must be located within a 4 km radius from Rideau Hall, 1 Sussex Drive, Ottawa, Ontario K1A 0A1  The Offeror must provide the venue property name, address, and radius distance of venue from Rideau Hall.  The proposed Venue name:  Address:		

Number	Mandatory Technical Criterion	MET	NOT MET
	Radius distance from the OSGG: _____km  The OSGG will validate the distance using an online map.		
<b>MT2</b>	The Offeror must demonstrate compliance to Section 3.1.3 of the Annex A, Statement of Work:  The Offeror must complete the attached MT2 checklist provided below.  The Offeror must provide substantiation to demonstrate that the Venue meets all requirements.		
<b>MT3</b>	The Offeror must demonstrate their experience dealing with: <ul style="list-style-type: none"> <li>a. high profile individuals,</li> <li>b. individuals with mobility issues and</li> <li>c. other special requirements, such as dietary restrictions.</li> </ul> (as defined in section 3.0 of Annex A, Statement of Work)  <b>The Offerors must provide a total of three (3) references, one for each points mentioned above (a, b, and c).</b>		
<b>MT4</b>	The Offeror must provide substantiation to demonstrate that the Venue currently has a minimum of 150 in service Guest Rooms.		

At **Annex B, Basis of Payment**

**Delete:** In its entirety.

**Insert:**

**RANKED # \_\_\_\_\_**

**The following rates/prices shown below are for the Offeror Ranked # \_\_\_\_ for Hotel Accommodations and are valid 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.

<b>Initial Period</b> SO Award to March 31, 2017	
<b>Type of Accommodation</b>	<b>Rate per Night</b> (including the Destination Marketing Fee (DMF))
<b>Spring – (May 1 to June 30)</b>	
Standard Room	\$
<b>Summer – (July 1 to August 30)</b>	
Standard Room	\$
<b>Fall – (September 1 to November 30)</b>	
Standard Room	\$
<b>Winter – (December 1 to April 30)</b>	
Standard Room	\$

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