



**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**

<b>Title - Sujet</b> FIVE NATIONS PASSPORT CONFERENCE	
<b>Solicitation No. - N° de l'invitation</b> EH713-161616/A	<b>Date</b> 2015-11-16
<b>Client Reference No. - N° de référence du client</b> 20161616	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-68384	
<b>File No. - N° de dossier</b> lp003.EH713-161616	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 420-2995 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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

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

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## REQUEST FOR PROPOSAL

### Provision for Commercial Accommodation, Meeting Space and catering services for Delegates of the 2016 Five Nations Passport Conference – May, 2016, Vancouver, British Columbia

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Requirement

Public Works and Government Services Canada has been requested to assist Citizenship and Immigration Canada in organizing logistics for an upcoming International conference, entitled the "Five Nations Passport Conference".

The 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.

The purpose of this procurement is to secure commercial accommodation, conference space and catering services for delegates attending the "2016 Five Nations Passport Conference" between May 2<sup>nd</sup> and 5<sup>th</sup>, 2016 OR May 9<sup>th</sup> and 12<sup>th</sup>, 2016 OR May 16<sup>th</sup> and 19<sup>th</sup>, 2016.

A courtesy block of rooms totaling 210 room nights for all delegates is estimated to be required from May 2<sup>nd</sup> to 5<sup>th</sup>, 2016 OR May 9<sup>th</sup> to 12<sup>th</sup>, 2016 OR May 16<sup>th</sup> to 19<sup>th</sup>, 2016.

Location: The location of the establishment providing the requirement must be in Vancouver on any of the following roads as they connect as follows, or inside the boundary of: Bute Street – Davie Street – Cambie Street – Harbour/Waterfront – back to Bute Street. Google map will be used to calculate location.

Statement of Requirement is detailed at Annex A.

### 1.2 Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## 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 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. Faxes are acceptable.**

## 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 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;
- 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 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.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 business 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

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such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

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 ( 1 copy )
- Section II: Financial Bid ( 1 copy )
- Section III: Certifications ( 1 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 (<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 s and how they will carry out the Work. Refers to Annex A – Statement of Requirement.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment stipulated at Annex B. The total amount of Applicable Taxes must be shown separately, if applicable.

## **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 bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

**M.1** The location of the establishment providing the requirement must be in Vancouver on any of the following roads as they connect as follows, or inside the boundary of: Bute Street – Davie Street – Cambie Street – Harbour/Waterfront – back to Bute Street. Google map will be used to calculate location.

**M.2** Hotel must provide all services required at Annex A – Statement of Requirement.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Good and Services Tax or the Harmonized Sales Tax excluded, as submitted in Annex B – Basis of Payment.

### **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 with the lowest evaluated price will be recommended for award of a contract.

## **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) (<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 to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### **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](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](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.

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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.

### **5.2.3 Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **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 Requirement**

There is no security requirement associated with the requirement.

### **6.2 Statement of Requirement**

The Contractor must provide the services described at Annex A - Statement of Requirement.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the (<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 (2015-09-03), 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 the issuance of contract until (will be update at award), inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay  
Supply Specialist  
Travel Procurement Services Division - LP  
11 Laurier Street, 6B3-37  
Gatineau QC K1A 0S5

Telephone: 819-420-2995  
Facsimile: 819-956-4944  
E-mail address: jacynthe.tremblay@tpsgc-pwgsc.gc.ca

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 inserted at Contract award.***

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 Procurement Authority

The Procurement Authority for the Contract is: ***To be inserted at Contract award.***

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.4 Contractor's Representative

***To be added 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.

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## 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 rates, as specified in Annex C - Basis of Payment, are taxes extra if applicable.

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.

### 6.7.2 Limitation of Price

SACC *Manual* clause [C6000C](#) (2011-05-16) Limitation of Price

### 6.7.4 Method of Payment - 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 Work delivered has been accepted by Canada.

## 6.8 Invoicing

### 6.8.1 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.

#### 6.8.1.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

***To be inserted at Contract award***

## 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 associated 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 associated 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 Ontario.

## 6.11 Priority of Documents

If there is a discrepancy between the wordings 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 (2015-09-03), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Requirement;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## 6.12 Insurance Requirements

SACC Manual Clause G1005C (2008-05-12) Insurance

## 6.13 Renovations

The Contractor agrees to give a thirty (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 Canada 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.

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**ANNEX A**  
**STATEMENT OF REQUIREMENT (SOR)**

**Provision for Commercial Accommodation, Meeting Space and Catering Services for Delegates of the 2016 Five Nations Passport Conference – May, 2016, Vancouver, British Columbia**

**BACKGROUND:**

Public Works and Government Services Canada has been requested to assist Citizenship and Immigration Canada in organizing logistics for an upcoming International conference, entitled the “Five Nations Passport 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 Vancouver, British Columbia, from May 2<sup>nd</sup> to 5<sup>th</sup>, 2016 OR May 9<sup>th</sup> to 12<sup>th</sup>, 2016 OR May 16<sup>th</sup> to 19<sup>th</sup>, 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:**

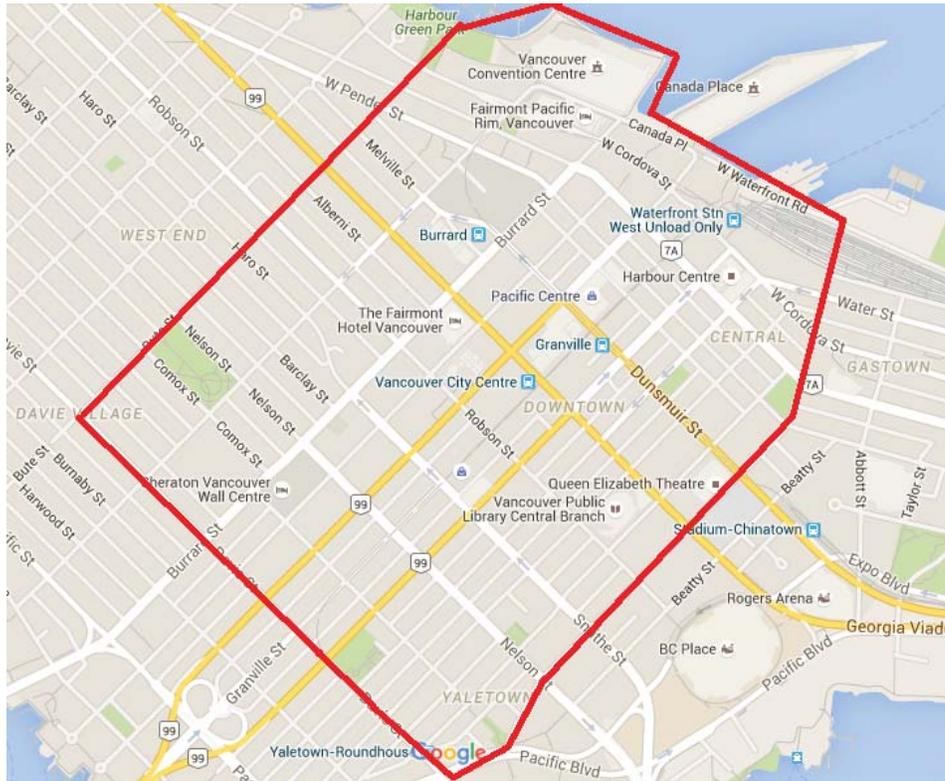
The purpose of this procurement is to secure commercial accommodation, conference space and catering services for delegates attending the “2016 Five Nations Passport Conference” between May 2<sup>nd</sup> and 5<sup>th</sup>, 2016 OR May 9<sup>th</sup> and 12<sup>th</sup>, 2016 OR May 16<sup>th</sup> and 19<sup>th</sup>, 2016.

**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 Vancouver on any of the following roads as they connect as follows, or inside the boundary of: Bute Street – Davie Street – Cambie Street – Harbour/Waterfront – back to Bute Street. Google map will be used to calculate location. See map below.
- b. Hotel Standard: The establishment must have at minimum, a Canada Select Star rating of four (4.0) or a Canadian Automobile Association (CAA) Diamond rating of three and a half (3.5). Website ratings will be accepted with proof of equivalence being provided by the bidder.
  - 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 courtesy block of rooms totaling 210 room nights for all delegates is estimated to be required from April 30<sup>th</sup> to May 5<sup>th</sup>, 2016 OR May 7<sup>th</sup> to 12<sup>th</sup>, 2016 OR May 14<sup>th</sup> to May 19<sup>th</sup>, 2016. 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 blocked: Due to the transient nature of the delegates, a certain block of rooms must be held up until 3 weeks prior to the first check-in date, as follows;

- a. Saturday April 30<sup>th</sup> OR May 7<sup>th</sup> OR May 14<sup>th</sup>, 2016: 10 guest rooms.
- b. Sunday May 1<sup>st</sup> OR 8<sup>th</sup> OR 15<sup>th</sup>, 2016: 40 guest rooms.
- c. Monday May 2<sup>nd</sup> OR 9<sup>th</sup> OR 16<sup>th</sup>, 2016: 40 guest rooms.
- d. Tuesday May 3<sup>rd</sup> OR 10<sup>th</sup> OR 17<sup>th</sup>, 2016: 40 guest rooms.
- e. Wednesday May 4<sup>th</sup> or 11<sup>th</sup> OR 18<sup>th</sup>, 2016: 40 guest rooms.
- f. Thursday May 5<sup>th</sup> OR 12<sup>th</sup> OR 19<sup>th</sup>, 2016: 40 guest rooms.

These rooms will be reserved directly by the guests and payment of rooms will be made by the guests. Canada will not be responsible for payment of these rooms.

G. Room Cancellation Policy: In the event that travel plans are changed, guests 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.

H. Wifi Connectivity: Room rates must be provided including 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 or double beds with a full bathroom.

### 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 the Government of Canada. Conference space will be required as follows;

#### ***Main Plenary Room***

- a. Estimated minimum size of 2000 sqft (50'x 40') with minimum ceiling height of 15'.
- b. Setup of U-shape for 20 people, with classroom seating for an additional 30 people around the U.
- c. Required from either; May 1<sup>st</sup> – 5<sup>th</sup>, 2016 OR May 8<sup>th</sup> – 12<sup>th</sup>, 2016 OR May 15<sup>th</sup> – 19<sup>th</sup>, 2016.
- d. Area outside of room large enough for coffee/snack service for up to 65 people.

#### ***Registration Desk/Area***

- e. Required visible space within main lobby of venue, for delegates to pick-up conference material/identification.
- f. Two 6' tables will be sufficient.
- g. Required on either: Sunday May 1<sup>st</sup>, 2016 OR Sunday May 8<sup>th</sup>, 2016 OR Sunday May 15<sup>th</sup>, 2016.

#### ***Dining Room for Banquet Dinner***

- h. Required room for food service of conference Delegates, totaling up to 60 people at round tables.
- i. Required on the evening of either Monday May 2<sup>nd</sup>, 2016 OR Monday May 9<sup>th</sup>, 2016 OR Monday May 16<sup>th</sup>, 2016.
- j. Windows/natural light required.

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### **Room for Lunches**

- k. Required room for food service of conference delegates, totaling up to 60 people at round tables, and food service space (for buffet).
- l. Required from either; May 2 - 5, 2016 OR May 9 - 12, 2016 OR May 16 – 19, 2016.
- m. Windows/natural light preferred, but not required.
- n. Preferably in close proximity to Main Plenary.

### **Operations Room**

- o. Estimated minimum size of 300 sqft (15'x20').
- p. Meeting table for 6-10 in centre of room, with tables along the perimeter for workstations.
- q. Required from either; May 1 - 5, 2016 OR May 8 - 12, 2016 OR May 15 – 19, 2016.
- r. Required to be in close proximity to Main Plenary.

### **Room for Welcome Reception**

- s. Required for standing reception for an estimated 60 people, with sufficient space for cruiser tables, podium/stage area, and possible entertainment.
- t. Required on the evening of either Sunday May 1<sup>st</sup>, 2016 OR Sunday May 8<sup>th</sup>, 2016 OR Sunday May 15<sup>th</sup>, 2016.

## **4. Food and Beverage**

Below are the anticipated Food and Beverage requirements, subject to change.

Contractor must also provide sample options for a plated Dinner, Lunches, and Breaks, that fall within the Treasury Board's Directive on Travel, Hospitality, Conference, and Event Expenditures. Below are the stipulated maximums, which include all gratuities and taxes:

Refreshment Breaks	\$12.42/person
Lunch	\$50.40/person
Dinner	\$116.55/person
Reception	\$49.65/person

### **Sunday May 1<sup>st</sup> or 8<sup>th</sup> or 15<sup>th</sup>, 2016**

#### *Cocktail Reception*

- Reception for up to 60 people, with passed canapés and cash-bar.

### **Monday May 2<sup>nd</sup> or 9<sup>th</sup> or 16<sup>th</sup>, 2016**

#### *Breaks*

- Morning break for up to 60 people, in area outside of Main Plenary Room.
- Afternoon break for up to 60 people, in area outside of Main Plenary Room.

#### *Lunch*

- Buffet for up to 60 people in Room identified for lunches.

#### *Banquet Dinner*

- Plated dinner for up to 60 people, and cash bar.

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**Tuesday May 3<sup>rd</sup> or 10<sup>th</sup> or 17<sup>th</sup>, 2016**

*Breaks*

- Morning break for up to 60 people, in area outside of Main Plenary Room.
- Afternoon break for up to 60 people, in area outside of Main Plenary Room.

*Lunch*

- Buffet for up to 60 people in Room identified for lunches.

**Wednesday May 4<sup>th</sup> or 11<sup>th</sup> or 18<sup>th</sup>, 2016**

*Breaks*

- Morning break for up to 60 people, in area outside of Main Plenary Room.
- Afternoon break for up to 60 people, in area outside of Main Plenary Room.

*Lunch*

- Buffet for up to 60 people in Room identified for lunches.

**Thursday May 5<sup>th</sup> or 12<sup>th</sup> or 19<sup>th</sup>, 2016**

*Breaks*

- Morning break for up to 60 people, in area outside of Main Plenary Room.
- Afternoon break for up to 60 people, in area outside of Main Plenary Room.

*Lunch*

- Buffet for up to 60 people in Room identified for lunches.

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. The Government of Canada retains the right to amend these requirements throughout the planning process of this conference.

All Food and Beverage requirements listed above (Section 4), will be paid by the Government of Canada

**5. Constraints**

(a) Events paid by Canada

All meeting/conference space requirements as described in Section 3.

All Food & Beverage as described in Section 4.

(b) Paid by Delegates or third parties

These elements will not be part of the contract. The elements may or may not be contracted / utilized by delegates.

Cash bar at the Cocktail Reception and at the Banquet Dinner.

(c) Other Considerations

Canada reserves the right to reduce the meal, and health breaks downward no later than 7 days prior to Day 1 of Conference (Sunday), without incurring any cancellation charges and/or liquidated damages.

### ANNEX B - BASIS OF PAYMENT

- a) The Guest Room Prices will be paid by Five Nations Passport Conference participants who reserve the rooms.
- b) Canada will not be responsible for the reservation and payment of guest rooms for **(will be inserted at award based on dates chosen)**; these rooms must be reserved and paid by the participants.
- c) Prices for Meeting Space Rental and Catering Services will be paid by Canada as per terms and conditions in this request for proposal.
- d) All prices below are before taxes.

#### **Guest Room Rate:**

Please provide the daily room rate before taxes in single/double occupancy.

\$ \_\_\_\_\_ per night single occupancy

\$ \_\_\_\_\_ per night double occupancy.

#### **Meeting Space Rental Rates:**

Please provide the Meeting Space Rental Rate before taxes for each location including its requirements. If one or more spaces including its requirements are offered on a complimentary basis, please indicate **"At No Cost"** in the Rental Rate Total column.

**MOVE-IN: Will be inserted at award      MOVE-OUT: Will be inserted at award**

Room	Date 2016	Function	From: To:	(a) Number of days	(b) Daily Rental Rate	Rental Rate Total in CDN\$ (a x b)
1	May 1-5, 8-12, or 15-9	Main Plenary Room	12:00 (Sun for setup) 17:00 (Thurs)	4.5		
2	May 1, 8, or 15	Registration Desk Area	12:00 (Sun) 20:00 (Sun)	1		
3	May 2, 9, or 16	Dining Room for Banquet Dinner	16:00 (Mon) 22:00 (Mon)	1		
4	May 2-5, 9-12, or 16-19	Room for lunches	10:00 (Mon) 14:00 (Thurs)	4		
5	May 1-5, 8-12, or 15-19	Operations Room	08:00 (Sun) 21:00 (Thurs)	5		
6	May 1, 8, or 15	Room for Welcome Reception	16:00 (Sun) 22:00 (Sun)	1		
<b>TOTAL PRICE FOR MEETING SPACE RENTAL:</b>						

Solicitation No. - N° de l'invitation  
EH713-161616/A  
Client Ref. No. - N° de réf. du client  
EH713-161616

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003EH713-161616

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

**Catering Services Rates:**

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit prices, all inclusive but before applicable taxes.

**Submitted unit price must not exceed the following unit cost including gratuity and taxes allotted (refer to the column (c) in the below table):**

**Refreshment Break: \$ 12.42**

**Lunch: \$ 50.40**  
**Dinner: \$116.55**  
**Welcome Reception: \$49.65**

Date	Function	From: To:	(a) Estimated Quantities	Unit Price \$CDN before gratuity and taxes:	(b) Unit Price \$CDN including gratuity:	(c) Unit Price \$CDN including gratuity and taxes:	(d) Total Prices \$CDN including gratuity = (a x b)
2016							
Sunday May 1, 8, or 15	Cocktail Reception	18:30– 20:00	50				
Monday, Tuesday, Wednesday, Thursday May 2-5, 9-12, or 16-19	Morning Break	10:00- 10:20	50/day = 200				
Monday, Tuesday, Wednesday, Thursday May 2-5, 9-12, or 16-19	Delegates Luncheon	12:00- 13:00	50/day = 200				
Monday, Tuesday, Wednesday, Thursday May 2-5, 9-12, or 16-19	Afternoon Break	15:00- 15:20	50/day = 200				
Monday May 2, 9, or 16	Banquet Dinner	18:00– 20:30	50				
<b>TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, BEFORE TAXES (d):</b>							

**Applicable Gratuity: \_\_\_\_\_%**      **Applicable Taxes: \_\_\_\_\_%**

**Cash bar Charges: \_\_\_\_\_**

Solicitation No. - N° de l'invitation  
EH713-161616/A  
Client Ref. No. - N° de réf. du client  
EH713-161616

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip003EH713-161616

Buyer ID - Id de l'acheteur  
Ip003  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX C**  
**INFORMATION AND CONTACTS**

**1. Bidder Information**

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

**2. Property Information**

Property name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

**Note: Procurement Business Number (PBN) for Canadians Bidders only**

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.