



**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**

**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 du Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> SRR-RRS - HOTEL SERVICES	
<b>Solicitation No. - N° de l'invitation</b> B8718-160663/A	<b>Date</b> 2016-02-06
<b>Client Reference No. - N° de référence du client</b> B8718-160663	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-002-69194	
<b>File No. - N° de dossier</b> lp002.B8718-160663	<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 2016-02-11</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> Asselin, Pierre	<b>Buyer Id - Id de l'acheteur</b> lp002
<b>Telephone No. - N° de téléphone</b> (819) 420-2985 ( )	<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> DEPARTMENT OF CITIZENSHIP AND IMMIGRATION 180 KENT STREET ATTN: JENNIFER VAN KOEVERINGE OTTAWA Ontario K1A1L1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM			
1	Hotel and Accommodation Services for Syria Refugees extended Stay in Toronto and Montreal	B8718	B8718	1	SER	\$	\$		See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

Canada requires hotel accommodations of approximately 600 rooms daily in the cities of Toronto, for a capacity to accommodate approximately 1,800 refugees per night; as follows:

Toronto area – within a 30km radius of Lester B. Pearson International Airport (distances measured using Google Maps);

Canada requires meals to be provided for each hotel guest, together with provisioning of associated support services to assist in providing the refugees with a comfortable and safe residential environment until they travel onwards to their final settlement destinations in Canada.

For more details, a detailed Statement of Work is available at Annex A – Statement of Work.

### **1.2 Debriefings**

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

### **1.3 National Security Exception**

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

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

## 2.3 Former Public Servant

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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than one (1) calendar day before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

As specified at Annex D – Evaluation Criteria – Mandatory Requirements

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. Bids not meeting all of the mandatory requirements will be considered non-responsive and given no further consideration. Multiple contracts will be awarded from this solicitation.
- (b) Bids received will be assessed separately. Responsive bids will be ranked in order of Total Bid Price, from lowest to highest. Canada will list against each Bidder, the number of rooms being offered per night. Canada will recommend for award of a contract as many bids as needed, starting with the bids with the lowest Total Bid Price, until total number of rooms per night being offered amongst bids is equal to or higher than the total number of rooms per night required for the region in question. The number of rooms required per night is 600.

Example:

Responsive bids ranked by lowest Total Bid Price	Number of Rooms offered by Bidder	Cumulative number of rooms
<b>Bidder 1</b>	<b>100</b>	<b>100</b>
<b>Bidder 2</b>	<b>150</b>	<b>250</b>
<b>Bidder 3</b>	<b>140</b>	<b>390</b>
<b>Bidder 4</b>	<b>130</b>	<b>520</b>
<b>Bidder 5</b>	<b>100</b>	<b>620</b>
Bidder 6	100	820

In the above scenario Bidders 1 to 5 would 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>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – List of Names**

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

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

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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

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

#### **6.3.1 General Conditions**

2010C (2015-09-03), 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 date of Contract to April 30, 2016 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Pierre Asselin  
Manager, Travel Procurement Services

Telephone: 819-420-2985 or 613-325-7342  
Facsimile: 819-956-4944  
E-mail address: pierre.asselin@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 added at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

**NOTE TO BIDDER:** Please fulfill "FORM 1 – BID SUBMISSION" included at the end of this document.

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid "firm unit prices, as specified in Annex "B" – Basis of Payment. 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.

### **6.7.3 Method of Payment – Weekly Payment**

Canada will pay the Contractor on a weekly basis for work performed during the week or previously incurred if not included on previous invoices, covered by the invoice 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 performed has been accepted by Canada.

## **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- b. a copy of the weekly report.

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 added 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 additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by

the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.10 Applicable Laws**

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

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) Services (Medium Complexity);
- (c) Annex A: Statement of Work;
- (d) Annex B: Basis of Payment;
- (e) Annex C: Information & Contacts;
- (f) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance**

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.

## **ANNEX A – STATEMENT OF WORK**

### **Syrian Refugee Medium to Long-term Hotel Accommodation Services in support of the Syrian Refugee Resettlement Process for the Government of Canada.**

#### **1. Requirement**

Canada requires hotel accommodations of approximately 600 rooms daily in the cities of Toronto, for a capacity to accommodate approximately 1,800 refugees per night; as follows:

Toronto area – within a 30km radius of Lester B. Pearson International Airport (distances measured using Google Maps);

Canada requires meals to be provided for each hotel guest, together with provisioning of associated support services to assist in providing the refugees with a comfortable and safe residential environment until they travel onwards to their final settlement destinations in Canada.

#### **2. Background**

Canada has undertaken to settle 25,000 Syrian refugees. The process for refugee resettlement began in mid-December 2015, with 10,000 arriving in Canada before December 31, 2015, and the remaining anticipated to arrive in Canada between late February and early March, 2016. These individuals will all arrive at either Toronto's Lester B. Pearson International Airport, or Montreal's PE Trudeau International Airport; following which in-Canada air and ground transportation will assist individuals and families to relocate to their final settlement destinations.

For those who will be re-locating to other settlement destinations across Canada, refugees will require medium to longer-term accommodation from their arrival until accommodations arrangements are finalized at their final settlement destinations in Canada. This medium to longer-term accommodation will include a standard hotel room, as well as an appropriate number of meals for each person, and associated residential support services, depending on the length of stay. Time of arrival and departure will vary, with some guests arriving late at night and others leaving in the early hours of the morning for onward transportation (e.g. in Canada flights, train, etc.). It is anticipated that refugees will require at least three (3) to approximately 30 nights' accommodation (or more) before their continued travel.

Accommodation is required to be proximate to Canada's Service Provider Organizations (SPOs) in the Greater Toronto area as well as Lester B. Pearson International Airport to facilitate logistics and access to services.

## 2.1 Terms and Acronyms

The following list of terms and acronyms is meant to assist in interpretation of this Statement of Work.

Term / Acronym	Definition
<b>Contracting Authority</b>	The Contracting Authority will be the sole authority on behalf of Canada for the administration and management of this Contract
<b>Contractor</b>	A person or an organization who was awarded a contract by the Contracting Authority
<b>IRCC</b>	Immigration, Refugees and Citizenship Canada.
<b>Project Authority</b>	The officer or employee of Canada who is authorized by the Minister to perform any of the Project Authority's functions as described in the Articles of Agreement. The Project Authority or his/her delegate is responsible for all matters concerning the technical content of the work against the Contract.
<b>Refugee</b>	An individual arriving as a refugee to Canada. IRCC anticipates that most refugees will consist of family groups of approximately 3-4 persons.
<b>Representative</b>	Means the Project Authority or delegated employee of Canada, or, in Toronto, an IRCC authorized representative of one (1) of Canada's authorized Service Provider Organizations: Malton Neighbourhood Services.
<b>SPO</b>	Service Provider Organization – supporting Canada in the settlement of refugees in Canada.

## 3. Tasks and Scope of Work

### 3.1 Bookings and Volume of Rooms

The Contractor must reserve a block of rooms for Canada as indicated in Basis of Payment - Annex B (with the minimum being 100 rooms per night each available for a minimum of three (3) nights) on a continuing basis.

Canada will confirm how many rooms and the length of stay (number of nights/number of weeks) per room it anticipates requiring by at least 6 p.m. five (5) days ahead of the scheduled occupancy date of the refugees, at which point the Contractor may release any excess rooms for general booking. Rooms released from Canada's reserved block of rooms will be at no cost to Canada.

If Canada does not contact the Contractor to confirm how many rooms it anticipates requiring for a given night, by at least 6 p.m. five (5) days ahead of such night, the Contractor may release all the rooms that were in the reserved block for Canada for that night.

Due to unforeseen events (e.g. travel delays), it is possible that the number of refugees requiring accommodation in Toronto may vary; therefore Canada may require less than the number of rooms confirmed to the Contractor at the five (5) days prior to the occupancy date. In these circumstances, the following applies:

For block reservations:

Canada may notify the Contractor by at least 6 p.m. two (2) days in advance of the anticipated occupancy date of refugees of the need to reduce the number of confirmed rooms. Canada will pay 100% of the number of confirmed rooms cancelled for a maximum of three (3) nights.

Canada anticipates standard occupancy will be for up to four (4) people, which may include children of various ages. When confirming a block of rooms, Canada will inform the Contractor of specific requirements, such as accessible room requirements, crib requirements, or other special requirements such as cots. Canada will also inform the Contractor of the anticipated length of stay.

Example:

As part of its bid, supplier offered to reserve a block of 100 rooms per night.

Block of rooms secured for Canada, by the Contractor = 100 rooms per night.

For night of Feb. 20, 2016: Number of rooms confirmed by Canada at least five (5) days ahead of arrival date (by at least 6:00 p.m. on Feb. 15, 2016) = 75 rooms.

**Scenario 1:** Two (2) days in advance of arrival date (by 6p.m. on Feb. 18, 2016), Canada notifies Contractor that the number of rooms required for night of Feb. 20, 2016 is now 50 rooms. In this scenario, Canada will pay contractor for the 50 rooms for the confirmed length of stay, plus 25 additional rooms for up to three (3) nights.

**Scenario 2:** Two (2) days in advance of arrival date (by 6p.m. on Feb. 18, 2016), Canada notifies Contractor that the number of rooms required for night of Feb. 20, 2016 is now 40 rooms. In this scenario, Canada will pay contractor for the 40 rooms for the confirmed length of stay, plus 35 additional rooms for up to three (3) nights.

### **3.2 Room Requirements**

Each room must have, at a minimum:

- A fully functioning standard washroom.
- Sufficient lighting for the entire room, including bathroom and any adjoining areas.
- A telephone.
- Sufficient linens such as bedding, towels, pillows, and other linens as required for the number of occupants.
- Any other furniture or other features in order to meet industry and/or the Contractor's standards such as chairs, a desk, etc.

Two thirds of the rooms must have at a minimum two (2) double beds.

Cribs may be required in one (1) or more rooms for each night a set of bookings is made. The Contractor must ensure that a sufficient number of cribs is available, as required.

Canada anticipates a requirement for a number of rooms located on the ground floor of the facility or that may be easily accessed by guests without requiring use of stairs. Canada also anticipates some requirement for fully accessible rooms for some individuals in wheelchairs or with other mobility difficulties. This includes, but is not limited to, accessible room entry, and fully accessible washroom facilities available in the guest's room. The Contractor must undertake best efforts to provide easily



accessed rooms and fully accessible rooms, as required, to comfortably and safely accommodate all confirmed guests.

The Contractor must ensure that additional room services or features typically available for rent, such as, but not necessarily limited to, in-room mini-bars, rental television channels, long-distance telephone service, or other such for-pay services, are not available in rooms rented by Canada, unless specifically authorized by IRCC.

The rooms, including standard room linens must be cleaned and maintained on a daily basis, in accordance with industry standards, at no additional cost.

### **3.2.1 Rooms for Representatives of Canada**

Canada anticipates having a minimum of two (2) Representatives on site 24 hours a day, 7 days a week, for the duration of refugee bookings by Canada. The Contractor must provide one (1) standard room (as described in 3.2, above) for each of the Representatives (for example, for two (2) Representatives, two (2) separate rooms will be required). At Canada's option, the Contractor must provide one (1) additional rooms per each additional Representative. Canada will confirm at time of booking how many Representatives will require accommodations and the length of stay.

The Contractor must have a business centre available for use by on-site Representatives from Canada, providing printing services and fax reception. Wi-Fi must be available to Canada's onsite Representatives. Such services must be included within the cost of the room(s) for Canada's Representatives.

Should no bookings be confirmed at the Contractor's facility for a given night, Canada reserves the right to cancel these rooms, following the procedure described in 3.1 above. In addition, Canada reserves the right to maintain booking of these rooms regardless of the number of refugees staying at the Contractor's facility.

### **3.3 Facility Requirements**

The Contractor's facility must:

- Be fully accessible for individuals with impaired mobility, with a working elevator available at all times, and some blocks of rooms not requiring access by stairs.
- Have a minimum of two (2) parking spots available for Canada's Representatives staying at the hotel overnight, with the ability to provide additional parking at Canada's option for additional Representatives staying at the hotel overnight.
- Have onsite parking available for daily (non-overnight) use by other IRCC employees and other Representatives for Canada, and visitors.
- Have a restaurant onsite for use by guests.
- Be cleaned and maintained on a regular basis.
- Have facility personnel available on a 24/7 basis (e.g. concierge / front desk).
- Provide 24/7 security services, as described herein.

#### **3.3.1 Meeting Rooms**

The Contractor must provide one (1) meeting rooms for use by Canada with a capacity to comfortably seat for 20-30 people or more.

Upon request by Canada and upon availability, the Contractor agrees to provide up to (2) additional meeting rooms, for use by Canada and its representatives to provide programming for adults and children

or other complementary uses, as determined by Canada. Additional meeting rooms must have the capacity for at least 20-30 people comfortably seated.

When reserved by Canada, these additional meeting rooms must be for Canada's use on a continuous basis between the hours of 06:00 to 22:00 (inclusive) for all days that they are booked.

When the meeting rooms are booked for more than one day, the Contractor must provide its regular daily cleaning service for the meeting rooms when the rooms are not in use by Canada (outside of the hours of 06:00 to 22:00).

The Contractor must confirm any room set-up requirements (e.g. to provide any tables and chairs, if required etc.) with IRCC's representatives (being IRCC personnel and authorized representatives of IRCC's SPOs) and, if required by IRCC, must ensure the room(s) is/are set-up with the required tables and chairs prior to the next day of Canada's use of the room(s).

The Contractor must ensure that, upon request by Canada:

- Standard tables are set-up on which Canada may place material.
- Where required by Canada, signage space is provided in order for Canada to place signs and/or other information for direction of guests. This may include provision of an easel on which to place a sign, or similar arrangement.
- Where required by Canada, there is sufficient seating in the meeting room(s). It is anticipated that the room arrangement shall be auditorium style, with chairs facing the front of the room and space at the front for a speaker/presenter. The seating in the room should provide for the maximum seating capacity for this configuration.
- Where required by Canada, water must be available for guests and Canada's Representatives. This may be bottled water, from a water cooler, or in water pitchers, with sufficient glasses for all guests. Note that if water is provided in a pitcher, it must be replaced with fresh water prior to each meeting held.

It would be beneficial to Canada, for the Contractor to make a phone available in each meeting room provided at no additional cost to Canada.

Canada anticipates that one (1) or more of the meeting rooms may be used as a temporary medical clinic. Canada's service provider(s) will deliver, set-up, tear down and remove all equipment and medical supplies and waste associated with such usage.

### **3.3.2 Other Requirements**

Should the Contractor have standard facilities available to guests at no additional costs, such as areas for children's activities, a pool, fitness centre, Wi-Fi (in rooms or at hotspots) etc., these should be made available to all refugees at no additional cost to Canada.

### **3.4 Meals**

The Contractor must provide meals for all refugees booked by Canada at their facility. The Contractor must provide an appropriate number of meals for the length of stay of the refugees. This must include up to three (3) meals a day (as consumed at the guest's option) with access to appropriate meals between 6am and 10pm. The Contractor must provide an appropriate (cold) boxed meal in the event of flight delays, or arrivals after 10 pm. Consequently, it is expected that the Contractor will make available, to refugees staying at its hotel, each type of meal within the following timelines:

- Breakfast, between 6am and 11am;
- Lunch, between 11am and 4pm; and
- Dinner, between 4pm and 10pm; and, as required,
- Boxed meal between 10pm and 6am (on day of arrival, for late arrivals)

The Contractor must make available its full menu to refugees for each meal, in accordance with its standard practice for all guests. Buffet style meals are acceptable for breakfast, lunch and dinner.

Notwithstanding the above, Canada will reimburse the Contractor per person per meal as described in Annex B Basis of Payment.

Note that it would be beneficial to Canada, for the Contractor to have halal meal options available for refugees. The Contractor should support any specific meal requirements of refugees as much as possible. For refugees with extended stays at the Contractor's facility, the Contractor is encouraged to diversify its menu, at no additional cost.

### **3.5 Other Services**

The Contractor must make available the following services for all refugees booked and staying at their facility:

- Late check-in service for refugees arriving overnight or at 'non-standard' times.
- Late check-out service, subject to room availability, for refugees departing on a later flight. If late check-out is not an option due to lack of room availability, the Contractor must make available a waiting area for refugees.

The Contractor should make available the following services for all refugees booked and staying at their facility, in accordance with their available services at no additional cost to Canada:

- The Contractor's standard shuttle services for use by Canada to arrange refugees to have transportation to a point of departure, such as the airport or train station, as required.
- Arabic speakers or interpreters, if available.

In support of the above, Canada will confirm departure and arrival times for flights, trains, or other transportation as required for refugees checking in and checking out of the Contractor's facility.

#### **3.5.1 Porter Services**

To assist in the timely arrival at and departure from the Contractor's facilities by Canada's guests, the Contractor must provide the services of an adequate number of porters to assist in loading and unloading baggage to/from Canada's shuttle buses / ground transportation and the lobby / front desk area of the Contractor's facility.

If required, for guests without other personal assistance needing support in taking their bag to/from their assigned room, the Contractor must assist them in doing so.

The Contractor must provide the following services:

- a) A minimum of two (2) porters must be available upon arrival / departure of refugees when the number of arrivals or departures for rooms confirmed / retained by Canada, by at least 6pm two (2) days in advance of the anticipated arrival date of refugees, is 25 or more.
- b) A minimum of one (1) porter must be available upon arrival / departure of refugees when the number of arrivals or departures rooms confirmed / retained by Canada for any given night, by at least 6pm two (2) days in advance of the anticipated arrival date of refugees, is less than 25.
- c) A minimum of one (1) porter must be available to assist

The cost of any such services shall be included within the cost per room.

### 3.5.2 Carts

Generally, refugees will bring their luggage to their room, particularly where carts are at their disposal. The Contractor is encouraged to make the maximum number of carts available towards this.

### 3.5.3 Optional Laundry Services

Where offered by the Contractor, the Contractor's facility should provide laundry facilities (e.g. coin/card operated) and adequate supplies (soap, softener, etc.) for use by guests.

Where offered by the Contractor, and the Contractor's facility is not equipped with a laundry facility for use by guests, at Canada's option and subject to authorization by Canada's Representative, for refugees with a hotel guest room stay of five (5) nights or more, and no more frequently than once every five (5) night stay period thereafter, the Contractor must provide access to a laundry cleaning service; either on a per pound (dry) weight basis or on a per item basis.

Where this service is offered on a per item basis, Laundry Service must be provided for up to a maximum of three (3) items per type of clothing (e.g. shirt, pants, etc.), to an overall maximum of five (5) items per guest.

Where offered by the Contractor, and if authorized by Canada's Representative, the Contractor must provide the following commercial services, in accordance with its standard practices, policies and procedures:

- Providing laundry bags with tags/labels on which the guest may indicate the number of each type of item to be laundered;
- Laundry bagged by the guest and pickup from the guest rooms;
- Washing according to manufacturers' instructions;
- Drying according to manufacturers' instructions;
- Folding/ hanging of clean clothing (as applicable);
- Maintenance of inventory control to accurately record and ensure the same item(s) picked-up are returned;
- Return of clean clothing to the same guest(s) from whom the clothing was picked-up; and
- Providing laundry carts for transporting clothing to/from guest rooms, if requested.

The Contractor must pick-up any laundry at its scheduled pick-up times, and **must ensure that all clothing items are cleaned and returned to the guest(s) from whom they are picked up no later than the guest's registered check-out time on the following day.**

For any and all requests for laundry service, the Contractor must obtain approval from IRCC's authorized Representative prior to providing this service.

### **3.5.4 Optional Security Services**

Subject to IRCC's authorization, in addition to any existing hotel staff that provide this service, the Contractor may request and provide the services of a minimum of one (1) trained and licensed security officer on-site at the Contractor's facility up to 24 hours/day x seven (7) days / week. The Contractor must determine the appropriate length of shift(s) and number of trained and licensed persons required to fulfil this requirement.

Depending on the size of the facility and number of occupied rooms, the Contractor may request approval from IRCC to provide additional security officer personnel. Any request for additional security officer personnel is subject to IRCC approval.

The Contractor's security officer personnel must provide a presence within the hotel that supports maintaining the overall safety, security and quiet enjoyment of the Contractor's facilities by refugees and other hotel guests, and must support the reinforcement of the hotel's existing policies in a calm and courteous manner, respectful of persons and property.

In so doing, the Contractor's security officer personnel must perform periodic scheduled walking patrols and spot checks of the facility's exterior and interior common areas to record and report any unsafe conditions while patrolling hotel property; to support ensuring any violations to law or hotel policy are investigated and reported; and to ensure protection and preservation of refugee, hotel, other guest and employee property.

The Contractor's security officer personnel must report to Canada's Representative at the beginning of each shift to receive a briefing and at the end of each shift to debrief on any incidents, repetitive issues, or other findings and requirements; and must report any serious incidents to Canada's Representative as soon as practicable. Canada's Representative will be responsible for any follow-up required.

The Contractor's security officer personnel must work closely with Canada's Representatives and the hotel's front office management team to ensure services do not unduly disturb refugees and other guests. The Contractor's security officer personnel must act appropriately to address any incidents that are an immediate and real concern to the safety of refugees or other hotel guests, by acting as a member of the emergency response team, responding in cases of fire, accident, safety concerns and calls for medical assistance; responding to all emergency situations and providing First Aid and C.P.R. as required; and correcting and reporting any fire hazards or health and safety hazards observed.

The Contractor must ensure its security officer personnel maintain a professional appearance, with appropriate badging on outer clothing clearly identifying their role as a security officer.

The Contractor must ensure its security officer personnel at all times:

- Act with integrity and honesty;
- Interact with refugees, other hotel guests, and Canada's Representative in a calm and courteous manner and respectful of persons and property;
- Comply with federal, provincial and municipal laws, including Employment Standards, Human Rights and Occupational Health & Safety laws;
- Follows all hotel policies, procedures, service standards and all safety policies; and
- Refrain from discrimination and the excessive use of force.

The Contractor's security officer personnel must possess the following qualifications:

- Valid security guard license within the province in which the security officer is providing services (a valid Agent license in Québec, or a valid Security Guard license in Ontario);
- Valid CPR and First Aid certification; and
- Previous experience in a security role.

The Contractor must provide any radio or other communications equipment required for its security officer personnel to perform their duties.

### **3.5.5 Optional Ancillary Services**

Where offered by the Contractor and as authorized by Canada's Representative, the Contractor may make available other ancillary services to refugees as are normally provided for and on behalf of other hotel guests, as may be necessary to provide for the health and safety of refugees. Any such services must be provided at the lesser of: the Contractor's published price(s) or at cost.

For emergency requirements (e.g. arranging for local transportation to the emergency unit of the nearest local hospital), the Contractor must use its professional judgement and provide a report of the service provided to Canada's Representative as soon as reasonably possible.

### **3.6 Communication and Coordination**

The Contractor must provide a dedicated management team for Canada's requirement such that a member of the dedicated team will be available to make arrangements, adjustments, or address any other concerns from Canada for the duration of the contract, available 24 hours a day, 7 days a week. In addition, the Contractor's management team must communicate any issues or concerns to Canada, ensuring regular communication, with regard to their facility, any and all refugees staying at their facility, or other issues or concerns, and work with Canada, as required, to resolve any concerns.

### **3.7 Service Delivery Standards**

All work must be undertaken in a professional manner. All refugees must be treated by all Contractor Resources with respect, dignity, and understanding at all times, in all circumstances.

The Contractor and all its employees and sub-contractors must ensure the privacy of all refugees at all times. The Contractor must restrict access by media to its facilities and the refugees as much as possible. The Contractor's personnel must not discuss this contract or related service delivery with the media without express prior permission of an authorized Representative of Canada. The Contractor must ensure the security and privacy of all guests, as well as the Contractor's facility, in accordance with industry standard practices.

### **3.8 Hours of Work**

The Contractor must ensure that all required resources are available when necessary to support the work. This may require resources to be available at any time of day, 24 hours a day, 7 days a week.

## **4. Deliverables**

Aside from the provision of work as described in section 3. Tasks and Scope of Work, above, and the Reports described in section 5 Reporting, below, no additional Deliverables are required from the Contractor.

## 5. Reporting

The Contractor must provide the following reports to the following IRCC contacts in the format(s) and at the frequencies identified in the table below:

[Benoit.Sabourin@cic.gc.ca](mailto:Benoit.Sabourin@cic.gc.ca)  
[ps.ncc-ccn.sp@canada.ca](mailto:ps.ncc-ccn.sp@canada.ca)  
[Paul.Desautels@cic.gc.ca](mailto:Paul.Desautels@cic.gc.ca)  
[Bruce.Grundison@cic.gc.ca](mailto:Bruce.Grundison@cic.gc.ca)

Report	Frequency of Report to Canada
<b>Booking and Occupancy Forecast:</b> As recorded in the Contractor's reservation and booking management system, a record of hotel guest room vacancies, bookings and occupancy for the Contractor's identified block of rooms for Canada, for each day for the next thirty (30) days of the date of report; including the name(s) of Canada's guests in each reserved or occupied room.	<b>Daily report</b> in .xls or compatible format to the IRCC Project Authority, <b>by 10 a.m. each day.</b>
<b>Vacancy Report:</b> Identifying availability of additional rooms in the Contractor's facility (in excess of any reservations made by Canada) for each day within the next thirty (30) days of the date of report.	<b>Daily report</b> in .xls or compatible format to the IRCC Project Authority, <b>by 10 a.m. each day.</b>
<b>Occupancy Record:</b> Per Room record of number and name(s) of guests (individuals and families) checked in and checked out on a daily basis, together with the total number of rooms booked and occupied by Canada's guests on a daily basis, clearly identifying bookings as "individual" rooms or "block" bookings (for extended stays) and the duration of each booking.	<b>Daily report by 4 p.m. each day</b> , in .xls or compatible format to the IRCC Project Authority at the addresses above, and a monthly roll-up to accompany invoices.
<b>Cancellation Record:</b> Per week, the number of rooms broken out on a daily basis, which Canada is paying for but not occupying due to reduction in number of required rooms, as notified by Canada, two (2) days prior to anticipated occupancy date. (as described in 3.1 Bookings and Volume of Rooms).	<b>Weekly report</b> by the end of each week, in .xls or compatible format to the IRCC Project Authority at the addresses above, and a monthly roll-up to accompany invoices.
<b>Meal Service Record:</b> Per Room record of the number and type of meals (breakfast, lunch, dinner, boxed meal) served on a daily basis per person.	<b>Daily report</b> for the previous day <b>by 4 p.m. each day</b> , in .xls or compatible format to the IRCC Project Authority at the addresses above, and a monthly roll-up to accompany invoices.

<p><b>Laundry Service Record:</b> If and when the Service is authorized by Canada, as applicable to the Contractor's Service delivery either:</p> <p>a) a record of the (dry) weight of laundry item(s) picked-up, and (dry) weight of laundered item(s) returned, per day, together with the Room numbers of guests using the service, date of pick-up and date of return of all item(s). For any laundry services provided, this must include identification of the authorizing IRCC representative; OR</p> <p>b) a Per Room record, identifying per guest, the number and type of laundry item(s) picked-up, and number and type of laundered item(s) returned, per day, together with the date of pick-up and date of return of all item(s). For any laundry services provided, this must include identification of the authorizing IRCC representative.</p>	<p><b>Daily report</b> for the previous day <b>by 4 p.m. each day</b>, in .xls or compatible format to the IRCC Project Authority at the addresses above, and a monthly roll-up to accompany invoices.</p>
<p><b>Security Services Record:</b> If and when the Service is authorized by Canada, timesheet for all services provided by the Contractor's security officer personnel, identifying name of security officer, clock in and clock out time.</p>	<p><b>Weekly report</b> by the end of each week, in .xls or compatible format to the IRCC Project Authority at the addresses above, and a monthly roll-up to accompany invoices.</p>
<p><b>Security Incident Report:</b> Written record of any safety or security issues or incidents reported by the Contractor's security officer personnel, including, at a minimum:</p> <ul style="list-style-type: none"><li>- Date and time of issue / incident;</li><li>- Location;</li><li>- Nature of issue / incident;</li><li>- Description of any action(s) taken by the security officer (if applicable).</li></ul>	<p>For emergency issues, an immediate verbal report to the IRCC Representative, followed up by a written record as soon as possible. For all other reports, a <b>Weekly report</b> by the end of each week, to the IRCC Project Authority at the address above.</p>
<p><b>Ancillary Services Record:</b> Record of any Ancillary Services provided by service, by guest, by day; including identification of authorizing IRCC representative (or for emergency services rendered, identification of the IRCC representative to whom the service was reported).</p>	<p><b>Weekly report</b> by the end of each week, in .xls or compatible format to the IRCC Project Authority at the addresses indicated in the contract, and a monthly roll-up to accompany invoices.</p>

The Contractor's reports, as described in the table above, must be reviewed/approved by Canada's on-site Representative on a daily or weekly basis (as applicable per Report).

## 6. Limitations and Constraints

Not applicable.

## 7. Languages

Contractors in the Toronto area must provide services in English, at a minimum.

The Contractor may provide services to refugees in Arabic, should it have the capacity. Notwithstanding, the language requirements above must be met.



Contract No. - N de l'invitation  
B8718-160663/A

Amd. No. - N de la modif.

Buyer ID - Id de l'acheteur

LP002

Client Ref. No. - N de rf. du client

File No. - N du dossier

B8718-160663

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## **8. Availability of Personnel**

The Contractor certifies that he/she, its employees and sub-Contractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.

### ANNEX B - Basis of payment

1. The Contractor must provide accommodation services in accordance with Annex A – Statement of Work at the following rates. Cost for all services described in Annex A- Statement of Work must be included in room price, excluding meeting room and meals. Rates are firm daily rates, applicable taxes are extra.

Single Occupancy room rate per night (\$CDN)	Double Occupancy room rate per night (\$CDN)	Cot rate per night (\$CDN)

Minimum Number of Rooms per night Contractor will reserve for Canada is:

2. For meals Canada will reimburse the Contractor per person, per meal, up to the maximum prices listed below. Service charges (15%) and applicable taxes are extra.

Meal (Maximum Prices to be paid)	Maximum Adult Price Per Meal	Maximum Price per Child under 12 years
Breakfast (\$15.00)		
Lunch (\$16.00)		
Dinner (\$30.00)		

3. Prices for optional additional meeting rooms required. Applicable taxes are extra.

Additional meeting Rooms	Description of the Room	Daily Price Before Taxes
Room #1 (Mandatory)		
Room #2 (Optional)		
Room #3 (Optional)		

4. Price for the security guard. Applicable taxes are extra: Rate: \$\_\_\_\_\_per hour

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**ANNEX C - INFORMATION AND CONTACTS****1. Contractor 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:	

## ANNEX D - EVALUATION CRITERIA - MANDATORY REQUIREMENTS

**Bidders must meet all Mandatory Requirements (M1-M7). Failure on the part of the Bidder to meet any one (1) of the Mandatory Requirements will result in their proposal being deemed non-responsive, and their proposal will be given no further consideration.**

**M1. Hotel property must be located no more than 30 km from Pearson International Airport in Toronto, Ontario. Distances will be measured using Google Maps.**

Confirm your compliance: Yes\_\_\_\_\_

**M2. Hotel property must be willing to reserve at a minimum a block of 100 rooms per night from for the period of Contract**

Confirm your compliance: Yes\_\_\_\_\_

Bidders to specify number of rooms being offered per night: \_\_\_\_\_ rooms

**M3. Hotel property must have on-site restaurant and be capable of serving hot breakfast, lunch and dinner as described in Annex A- Statement of Work**

Confirm your compliance: Yes\_\_\_\_\_

**M4. Hotel property must have on-site meeting room facilities as described in Annex A - Statement of Work set aside for Government of Canada logistical team to facilitate discussions with guests.**

Confirm your compliance: Yes\_\_\_\_\_

**M5. Hotel property must have elevator(s) to allow any disabled guests to access floors above the ground floor, if applicable and have accessible rooms for people with disabilities or mobility difficulties.**

Confirm your compliance: Yes\_\_\_\_\_

Bidder to specify how many rooms in property are considered fully accessible rooms (e.g. accessible room entry, and fully accessible washroom facilities available in the guest's room, for individuals in wheel chair or with other mobility difficulties): \_\_\_\_\_ rooms

**M6. Hotel Property must allow for early check-in and late check-out as required to accommodate flight changes.**

Confirm your compliance: Yes\_\_\_\_\_

**M7. Hotel property must include all services required at Annex A – Statement of Work**

Confirm your compliance: Yes\_\_\_\_\_

**FORM 1 - BID SUBMISSION**

<b>Bidder's full legal name</b>		
<b>Bidder's Address</b>		
<b>Bidder's Procurement Business Number (PBN)</b> <b>Note: Procurement Business Number (PBN) for Canadians Bidders only</b> 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: <a href="https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier">https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier</a>  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.		
<b>Province in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting Contract (if other than as specified in solicitation)</b>		
<b>Contractor Representative – General enquiries</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Telephone #</b>	
	<b>Facsimile #</b>	
	<b>E-mail</b>	
<b>Contractor's Bid Dated</b>		
<b>FORM 1 - BID SUBMISSION</b>		
<b>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, including those bidding as a joint venture, must provide the name of the owner.</b>		<div></div> <div></div> <div></div> <div></div> <div></div>
On behalf of the Bidder, by signing below, I further confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and: <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its Products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This Bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> </ol>		

Solicitation No. - N° de l'invitation

XXXXXX-XXXXXX/X

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

XXXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

XXXXX.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

4. If the Bidder is issued a Contract, it will accept all the terms and conditions set out in the resulting contract included in the bid solicitation.

**Signature of Authorized Representative of Bidder**