



**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> SARscene 2016 Edmonton AB	
<b>Solicitation No. - N° de l'invitation</b> EH713-162827/A	<b>Date</b> 2016-04-01
<b>Client Reference No. - N° de référence du client</b> 20162827	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-70748	
<b>File No. - N° de dossier</b> lp003.EH713-162827	<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 2016-04-19</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<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 du 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>

## **REQUEST FOR PROPOSAL**

**Canada's National Search and Rescue (SAR) Conference, SARscene 2016, Edmonton, AB.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Requirement**

The Government of Canada (Public Safety Canada - National Search and Rescue Secretariat) will be hosting the SARscene 2016 working conference in Edmonton, AB. SARscene 2016 will occur preferably in September or alternatively in October or November 2016, at the dates to be decided at contract award.

The Government of Canada is in need of meeting space and catering services and accommodations during this period.

The SARscene conference, to be held in the city of Edmonton, AB, will be up to 8 days in length, with up to 350 attendees. It typically runs from a Tuesday to the following Tuesday. The conference is not open to the public or media.

Preferred conference dates are:

- September 6 - 13, 2016
- September 27 – October 4, 2016
- October 11 – 18, 2016
- 26 October – 1 November, 2016
- November 2 – 8, 2016

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

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## 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** ( )

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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 10 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 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 C. 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 Rated Criteria**

Bidders are required to comply with all the mandatory criteria stipulated at Annex B, Bid Evaluation (Bid Evaluation Criteria and Selection), item B3.

##### **4.1.1.2 Rated Criteria**

Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria shown at Annex B , Bid Evaluation (Bid Evaluation Criteria and Selection), item 4.2. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the proposal to be declared compliant. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated.

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

#### **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 C – Basis of Payment.

Cost of the proposal calculation: The proposal offering Best Value will be the successful proposal and calculated as follows:

The Price-per-Point, taken to the second decimal, will be determined as follows:

$$\text{PRICE-PER-POINT} = \frac{\text{The Total Fixed Firm All-Inclusive Price Proposed}}{\text{Total Points Awarded for the Rated Criteria}}$$

Tie-break: When there are two or more responsive proposals achieving the identical lowest price-per-point as a result of the above, the proposal with the highest score in the Rated Criteria Section will be awarded a contract.

### **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.

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## 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.

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

## **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, taxes are 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

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#### **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 C, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

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File No. - N° du dossier  
Ip003EH713-162827

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

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## **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

Canada's National Search and Rescue (SAR) Conference, SARscene 2016, Edmonton, AB.

#### 1. Overview

Canada's National Search and Rescue (SAR) Conference, SARscene has been held every fall since 1992. SARscene brings federal, provincial and local SAR agencies together with volunteers representing ground, air, canine and marine SAR for up to six (6) days of events, including:

- Training sessions
- Business meetings
- Opening ceremony
- Plenary sessions
- Break-out sessions
- Trade show
- Meet and Greet
- Awards of Excellence Honour Banquet

#### Off-site events:

- SAR Tactical Field Training Day & Outreach/Media Day

#### 2. Requirement

The Government of Canada (Public Safety Canada - National Search and Rescue Secretariat) will be hosting the SARscene 2016 working conference in Edmonton, AB. SARscene 2016 will occur preferably in September or alternatively in October or November 2016, at the dates to be decided at contract award.

The Government of Canada is in need of meeting space and catering services during this period.

Accommodations with a minimum of three and one half (3.5) CAA/AAA Diamond or Canada Select Stars (or equivalent) rating for delegates must be onsite. Conference delegates will be paying for their own accommodations. The scope of this Statement of Requirements does not include guest accommodations due to Treasury Board of Canada restrictions on hospitality, but the event organizers will be promoting any courtesy guest room blocks that properties may wish to offer. In the 20+ year history of the SARscene conference, trends show that delegates have chosen guest accommodations that are either in the same location as the meeting venue or within close proximity if the cost is reasonable.

The SARscene conference, to be held in the city of Edmonton, AB, will be up to 8 days in length, with up to 350 attendees. It typically runs from a Tuesday to the following Tuesday. The conference is not open to the public or media.

The Conference organizing staff and contractors will require access to offices and meeting rooms for the setup of equipment starting on Day 1 (Tuesday) of the conference dates. Tear down will start on Day 7 (Monday) and should be completed by the end of Day 8 (Tuesday).

Preferred conference dates are:

- September 6 - 13, 2016
- September 27 – October 4, 2016
- October 11 – 18, 2016
- 26 October – 1 November, 2016
- November 2 – 8, 2016

Please note that multiple bids from the same bidder(s) will be accepted for the various preferred conference dates listed above.

## **2.1 Property:**

### **a. Location:**

The location of the establishment(s) providing the requirement must be within a 15 km radius from William Hawrelak Park.

### **b. Hotel Rating Standard:**

The establishment must have at minimum, a Canada Select Star rating of three and one half (3.5) or a Canadian Automobile Association (CAA) Diamond rating of three (3).

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.

Website ratings will be accepted with proof of equivalence being provided by the bidder.

### **c. Guest Rooms:**

There should be sufficient accommodations in the main facility for up to 200 rooms per night at a reasonable rate (government rate or better – see <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx> for information).

There is no master account for accommodations and delegates pay for their own accommodations and incidentals. At least half of the guest rooms should consist of rooms with two beds.

### **d. Parking:**

The property must be able to accommodate up to 35 large emergency response vehicles in an onsite outdoor parking lot (ex: oversized pickup trucks; ambulances; command posts; etc.). Underground parking or parking structures with height restrictions are not suitable.

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e. Management Experience:

Have proven experience in the management and planning of large scale high profile national conferences and events with distinguished guests.

**3. Meeting Space Requirements:**

**a. Space Specifications:**

Space specifications are detailed in the following table:

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Room	Day 2016	Function	From: To:	Minimum Capacity	Set-up and requirements
# 1	Day 1 (Tuesday) to Day 8 (Tuesday)	Conference Office	7:00 to 23:00	10 people	<ul style="list-style-type: none"> <li>- Working space for up to 10 ppl</li> <li>- Located close to the Plenary/Exhibit area on the same level; cannot be more than 2 levels away from the main conference</li> <li>- Conference table for 10 people or higher (for staff meetings)</li> <li>- space and sufficient power outlets for printers, large photocopier/printer and laptops</li> <li>- space for up to 5 laptops</li> <li>- internet access (wired and/or wireless)</li> <li>- outside telephone access</li> <li>- secure room</li> <li>- storage space if possible</li> </ul>
# 2	Day 2 (Wednesday) to Day 7 (Monday)	Participant Registration desk	8:00 to 18:00	2-3 people	<ul style="list-style-type: none"> <li>- For 2-3 ppl</li> <li>- Near power outlet for printer/laptop</li> <li>- Need some storage area for delegate bags</li> <li>- does not need to be close to the Conference Office</li> <li>- all day (i.e. 08:00-18:00)</li> </ul>
# 3	Day 2 (Wednesday) to Day 4 (Saturday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- <b>OPTIONAL</b></li> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 4	Day 2 (Wednesday) to Day 5 (Saturday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 5	Day 2 (Wednesday) to Day 5 (Saturday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>

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Room	Day 2016	Function	From: To:	Minimum Capacity	Set-up and requirements
# 6	Day 2 (Wednesday) to Day 5 (Saturday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 7	Day 2 (Wednesday) to Day 5 (Saturday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 8	Day 2 (Wednesday) to Day 6 (Sunday)	Training Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 9	Day 6 (Sunday) and Day 7 (Monday)	Breakout Room	8:00 to 18:00	75 people	<ul style="list-style-type: none"> <li>- Theatre style for 75 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 10	Day 6 (Sunday) and Day 7 (Monday)	Breakout Room	8:00 to 18:00	75 people	<ul style="list-style-type: none"> <li>- Theatre style for 75 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 11	Day 6 (Sunday) and Day 7 (Monday)	Breakout Room	8:00 to 18:00	75 people	<ul style="list-style-type: none"> <li>- Theatre style for 75 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 12	Day 6 (Sunday) and Day 7 (Monday)	Meeting Room	8:00 to 18:00	30 people	<ul style="list-style-type: none"> <li>- Classroom style for 30 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>

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Room	Day 2016	Function	From: To:	Minimum Capacity	Set-up and requirements
#13	Day 5 (Saturday) to Day 6 (Sunday)	Set-up and registration Area for Exhibitors (Trade Show)	8:00 to 18:00 (Day 4 set-up) (Day 5 Trade Show) (Day 5 after 18:00 teardown)	300 people	<ul style="list-style-type: none"> <li>- Exhibitor: Trade Show Area (Note: Space in the Trade Show Area for Meet and Greet reception Day 4 evening, see # 14</li> <li>- Near meeting/training rooms</li> <li>- Must have internet (wifi)</li> <li>- Accommodate at least 25 exhibit spaces (8 x10). The Exhibit space can overflow into the main corridor or another co-located room to meet the minimum booth space requirement</li> <li>- Each booth must have access to an electrical outlet</li> <li>- Space for food purchase (TBC)</li> <li>- On main level with access to a hard surface to demonstrate land vehicles (TBC)</li> <li>- Tear down of exhibits on Day 5 Preference is for the Trade Show area to be co-located with the plenary room because the F&amp;B (other than the Banquet) will be served in Exhibit area</li> </ul>
#14	Day 5 (Saturday)	Space for F&B service during Welcome Reception	Evening	200 people	<ul style="list-style-type: none"> <li>- Meet and Greet to occur in the Trade Show area above in #13</li> <li>- Stage/podium; Stage, ideally 12 to 20 feet wide by 8 feet in depth</li> <li>- 2 large front or rear projection screens</li> <li>- Stand-up microphones in aisles including an area at the rear of the room for a translation booth and AV technician table</li> <li>- One (1) cash bar</li> </ul>

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Room	Day 2016	Function	From: To:	Minimum Capacity	Set-up and requirements
# 15	Day 5 (Saturday) to Day 7 (Monday)	Plenary	8:00 to 18:00 (Day 5 set-up would accept 13:00-18:00)  (Day 6-7 – Plenary)	350 people	<ul style="list-style-type: none"> <li>- Theatre style</li> <li>- Interpretation booths (TBC)</li> <li>- Stage, ideally 12 to 20 feet wide by 8 feet in depth</li> <li>- 2 large front or rear projection screens</li> <li>- Stand-up microphones in aisles including an area at the rear of the room for a interpretation booth and AV technician table</li> <li>- Podium on stage at front of room</li> <li>- Sufficient electrical outlets and Internet access for AV and multimedia equipment</li> <li>- All provincial/territorial flags including Canadian flag, city flag, and SARscene flag (flags provided by Canada)</li> </ul>
# 16	Day 6 (Sunday)	Space for SAR Awards Banquet	Evening	250 people	<ul style="list-style-type: none"> <li>- Cash bar and dinner for evening event.</li> <li>- Space for F&amp;B service during Banquet Dinner (with cash bar) for seating 250 people on round skirted tables for 8 to 10 persons</li> <li>- Stage/podium; Stage, ideally 12 to 20 feet wide by 8 feet in depth</li> <li>- All provincial/territorial flags including Canadian flag, city flag, and SARscene flag (flags provided by Canada)</li> <li>- 2 large front or rear projection screens</li> <li>- area at the rear of the room for AV technician table</li> <li>- One (1) cash bar</li> </ul>

#### 4. Catering Requirements:

a. Morning Health Breaks for up to 350 people each day with food and beverages. Afternoon Health Breaks for up to 350 people each day with beverages and cookies.

b. Light buffet lunch on Day 6 (Sunday) for up to 350 people.

NOTE: Lunch on Day 7 (Monday) may NOT be part of this contract. A separate contract between a third-party co-host may be arranged at a later date.

Date 2016	Meal	From –To	Estimated Quantities
Day 6 (Sunday) and Day 7 (Monday)	Morning Health Break	10:30 - 10:45	Up to 700 (up to 350 per day)
Day 6 (Sunday) and Day 7 (Monday)	Light Buffet (Day 6) Possibility of a light buffet lunch with seating on Day 7 that may be arranged with a third-party co-host	12:00 – 13:30	Up to 700 (up to 350 per day)
Day 6 (Sunday) and Day 7 (Monday)	Afternoon Health Break	15:30 - 15:45	Up to 700 (up to 350 per day)

#### Suggested menus:

##### Day 6 (Sunday) and Day 7 (Monday)

###### Morning Health Break

- Coffee/tea/jugs of ice water
- Selection of muffins

###### Afternoon Health Break

- Coffee/tea/jugs of ice water
- Cookies

##### Meet and Greet Reception - Day 5 (Saturday)

One Meet and Greet reception for approximately 350 people to take place on Day 5 (Saturday)

###### Space Requirements

See table above

###### Catering Requirements

A cocktail reception for approximately 350 people, with canapés and cash bar (Cash bar with beer, wine and basic spirits, plus non-alcoholic beverages (e.g. mineral-water, coffee, tea, juices, soft drinks))

### **Lunch – Day 6 (Sunday) and possibly Day 7 (Monday)**

One light buffet lunch for approximately 350 people to take place on Day 6 (Sunday) and possibly a light buffet lunch with seating on Day 7 (Monday)

#### Space Requirements

See table above

#### Catering Requirements

A light buffet lunch for approximately 350 people, with water, coffee, tea, juices, soft drinks.

### **Awards Banquet Dinner – Day 6 (Sunday)**

A sit-down formal 4-course dinner for approximately 250 people to take place on Day 6 (Sunday).

#### Space Requirements

One large room for approximately 250 people is required for a formal dinner to take place on the evening of Day 6 (Sunday), see table above. The room format should be round skirted tables for 8 to 10 persons.

#### Catering Requirements

A formal sit-down 4-course dinner for approximately 250 people with cash bar.

Suggested menu:

#### Dinner (plated)

- Soup (choice of vegetarian)
- Salad (choice of vegetarian)
- Choice of Entrée (meat, fish, vegetarian)
- Breads
- Dessert (e.g. pastries, cake, etc.)
- Coffee, tea and herbal tea
- Cash bar with beer, wine and basic spirits, plus non-alcoholic beverages (e.g. Mineral-water, coffee, tea, juices, soft drinks)

c. Other specifications:

- Menu options must fall within these rates:
  - Breaks \$ 8.27/person standard, **including all fees.**
  - Lunch \$33.60/person standard, **including all fees.**
  - Reception \$25.00/person standard, **including all fees.**
  - Dinner \$75.00/person standard, **including all fees.**

Anticipated food and beverage amounts to be paid by the Government of Canada:

▫ Morning breaks for Days 6 (Sunday) and 7 (Monday)	\$ 5,789.00
▫ Afternoon break for Day 6 (Sunday)	\$ 2,895.00
▫ Afternoon break for Day 7 (Monday)	\$ 2,480.00
▫ Lunch on Day 6 (Sunday)	\$ 11,550.00
▫ Meet and Greet Reception on Day 5 (Saturday)	\$ 8,750.00
▫ Award Banquet on Day 6 (Sunday)	\$ 18,750.00

**5. Liaison:**

Liaise on an on-going basis with the department and conference organizer, and participate as needed in meetings with the Department.

**6. Constraints:**

(a) Events paid by Canada

Meet and Greet Reception – canapés for approximately 350 people  
Awards banquet – seated four-course dinner for approximately 250 people – fixed menu.  
Three (3) coffee breaks for approx. 350 delegates and one (1) coffee break for approx. 300 delegates; food and beverages in the morning; beverages and cookies in the afternoon  
One (1) buffet lunch for approx. 350 delegates

(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 the co-host and/or delegates.

Cash bar at the Meet and Greet and at the Awards of Excellence Honour Banquet  
Light buffet lunch(es) for up to 350 people – TBD (as a separate contract between the Contractor and a third party co-host)

(c) Public Restaurants

The meeting venue should be located in close walking proximity to restaurants.

(d) Other Considerations

Canada reserves the right to reduce meals, and health breaks downward no later than 30 days prior Day 2 Wednesday) without incurring any cancellation charges and/or liquidated damages.

The conference facility must permit working (Police & SAR) dogs, caged when left unattended) in meeting rooms and on the premises (leashed).

Support services - The following services must be located in or in close proximity to the meeting venue:

- Trade show/exhibition services, including rental of equipment, electrical services, shipping services, etc.
- Local transportation (rental cars, taxis, buses, etc.)
- Accommodations (varying quality/prices), restaurants and bars

(e) Additional Requirements

In addition to the above, any resultant contract will identify potential additional requirements that may be exercised at Canada's discretion. These additions, if exercised, will be negotiated by the technical authority identified in the contract and who will be on-site during the conference. The technical authority will refer to the contracting authority to ensure additional requirements are in accordance with the contract and obtain approval. The contractor must make best efforts to respond to these needs based upon mutually agreed costs. The additional requirements may include, but are not limited to:

- Additional food and beverage needs;
- Additional meeting rooms;
- Additional IT requirements;
- Transportation needs;
- Communication needs (i.e. photocopies; Wifi; telephone lines: etc.); and
- Office supplies.

**7. Client Support**

A conference organizer will facilitate all aspects of the conference organization, with guidance from the Department.

## ANNEX B

### BID EVALUATION (BID EVALUATION CRITERIA AND SELECTION)

#### B1 Acceptance of Request for Proposal Terms and Conditions

1.1 By submitting a Proposal(s) in response to this Request for Proposal, the Bidder agrees that it has read, understood and accepted all of the terms and conditions of the Request for Proposal, including the Statement of Work, Evaluation Criteria and Selection Methodology and any appendices.

#### B2 Evaluation of Proposals

2.1 Proposals submitted for this requirement must clearly demonstrate that the Bidder meets all of the mandatory criteria listed in the Mandatory Criteria Compliance Grid. Failure to demonstrate this will result in the Proposal being declared NON-COMPLIANT and the Proposal will be given no further consideration.

2.2 The Proposal will be evaluated solely on its content and the documentation provided as part of the Bidder's Proposal, except as otherwise specifically provided in this solicitation.

#### B3 Mandatory Criteria

The Proposal must clearly demonstrate that the Bidder meets the each of the following Mandatory Criteria.

Mandatory Criteria Compliance Grid		
Item	Description	Proposal Reference
1	Bidders must <u>provide a statement confirming that they are capable of providing the services described in Annex A – Statement of Requirement</u> . The statement must also identify which of the timeframes listed in Section 2 - Requirement of the Annex A – Statement of Requirement can be accommodated.	
2	Bidders must <u>ensure that the catering costs do not exceed the maximum allowed costs indicated in Section 4 – Catering Requirement of the Annex A – Statement of Work or in the pricing grid in B5 – Financial Proposal</u>	

#### B4 Rated Criteria

4.1 Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria shown below. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the proposal to be declared compliant. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated.

4.2 The following are the RATED CRITERIA. Points will be allocated for each Rated Criteria as shown.

	Criteria	Rating	Maximum Points	Proposal Reference
1	Preferred conference dates	<ul style="list-style-type: none"> <li>• September 6 - 13, 2016 – 10 pts</li> <li>• September 27 – October 4, 2016 – 7 pts</li> <li>• October 11– 18, 2016 – 5 pts</li> <li>• October 26 – 1 November, 2016 – 3 pts</li> <li>• November 2 – 8, 2016 – 1 pt</li> </ul>	20	
2	Meeting room space availability that exceeds minimum requirements	Plenary and Exhibit Hall in close proximity – 2 pts Office on same floor (level) but away from Plenary/Exhibit area – 2 pts Registration Desk close to Plenary/Exhibit area – 2 pts Break-out and meeting rooms in same area as Plenary/Exhibit area – 2 pts Free Wireless Internet access for delegates within conference area – 2 pts	10	
3	Number of trade show booths (8'x10') that can be accommodated	25 - 30 8'x10' booths – 4 pts 31+ 8'x10' booths – 6 pts	6	
4	Complimentary pencils/pens and small pads provided to plenary room and meeting room attendees	Yes – 2 pts No – 0 pts	2	

5	Complimentary pitchers of ice water provided in plenary room, meeting rooms, and conference office	Yes – 2 pts No – 0 pt	2	
7	Proximity of guest accommodations to the meeting space	Within the meeting facility – 15 pts At least 2 within 1 km – 8 pts	15	
8	Proximity of restaurants or food outlets to the meeting space	Within the meeting facility – 10 pts At least 1 within 0.5 km – 4 pts At least 1 within 1 km – 2 pts	10	
9	Permit working police and search and rescue dogs in meeting areas	Yes – 5 pts No – 0 pt	5	
10	Delegate Parking	Free onsite outdoor parking for delegates at the conference facility – 10 pts Pay-per-use onsite outdoor parking for delegates at the conference facility – 5 pts No onsite outdoor parking – 0 pt	10	
<b>Total Points Awarded</b>				

4.3 Cost of the proposal calculation: The proposal offering Best Value will be the successful proposal and calculated as follows:

The Cost-per-Point, taken to the second decimal, will be determined as follows:

PRICE-PER-POINT = The Total Fixed Firm All-Inclusive Price Proposed  
DIVIDED BY  
Total Points Awarded for the Rated Criteria

Tie-break: When there are two or more responsive proposals achieving the identical lowest price-per-point as a result of the above, the proposal with the highest score in the Rated Criteria Section will be awarded a contract.

## **B5 Financial Proposal AT ANNEX C – BASIS OF PAYMENT**

### **B6 Selection Methodology**

6.1 The winning proposal will be the one that meets all of the mandatory criteria and offers the lowest cost per rated point proposal.

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### ANNEX C - 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, taxes are extra if applicable.

a) The Guest Room Prices will be paid by SARscene 2016 Conference participants who reserve the rooms.

Canada will not be responsible for the reservation and payment of guest rooms for to be updated at award

b) Prices for Meeting Space Rental and Catering Services will be paid by Canada as per terms and conditions in this request for proposal.

c) The estimated numbers below are only for budgeting and evaluation purposes and will be confirmed by Canada 7 days prior to event.

d) All prices below are before taxes.

#### **Guest Room Rate: refers to Annex A 2.1 c)**

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

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

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

#### **Catering Services Rates:**

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit Prices. Use table below.

- **Maximum allotted according to Government guidelines including service and taxes:**

□ Morning breaks for Days 6 (Sunday) and 7 (Monday)	\$ 5,789.00
□ Afternoon break for Day 6 (Sunday)	\$ 2,895.00
□ Afternoon break for Day 7 (Monday)	\$ 2,480.00
□ Lunch on Day 6 (Sunday)	\$ 11,550.00
□ Meet and Greet Reception on Day 5 (Saturday)	\$ 8,750.00
□ Award Banquet on Day 6 (Sunday)	\$ 18,750.00

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Day	Function	From: To:	(a) Estimated Quantities.	Unit Price \$ before service and taxes:	(b) Unit Price\$ including service:	(c) Unit Price\$ including service and taxes:	(d) <b>Total Prices \$ including service before taxes = (a x b)</b>
Days 6 (Sunday) and 7 (Monday)	Morning Break	10:30 - 10:45	350/day = 700				
Day 6 (Sunday)	Afternoon Break	15:30 - 15:45	350				
Day 7 (Monday)	Afternoon Break	15:30 - 15:45	300				
Day 5 (Saturday)	Meet and Greet Reception	17:30 – 22:00	350				
Day 6 (Sunday)	Award Banquet Sit-down dinner	18:30 – 21:30	250				
<b>TOTAL ESTIMATED PRICE FOR CATERING SERVICES INCLUDING SERVICE, BEFORE TAXES (d):</b>							

Applicable Gratuity: \_\_\_\_\_ %

Applicable Taxes: \_\_\_\_\_ %

**MEETING FACILITIES**

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: To be confirmed at Contract Award

Move-Out: To be confirmed at Contract Award

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REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	QUANTITY REQUIRED	FREQUENCY REQUIRED	TOTAL COST (TAXES EXTRA)
Conference Office for all eight days	Days 1 (Tues) to 8 (Tues)	\$	x 1	x 8	\$
Participant Registration Desk	Days 2 (Wed) to 7 (Mon)	\$	x 1	x 6	\$
<b>OPTIONAL</b> Training room	Days 2 (Wed) to 5 (Sat)		x 1	X4	\$
Training room	Days 2 (Wed) to 5 (Sat)	\$	x 5	x4	\$
Breakout room	Days 6 (Sun) to 7 (Mon)	\$	x 3	x 2	\$
Meeting Room	Days 5 (Sat) to 7 (Mon)	\$	x 1	x 3	\$
Tradeshaw space	Days 5 (Sat) to 6 (Sun)	\$	x 1	x 2	\$
Space for F&B Welcome Reception	Day 5 (Sat)	\$	x 1	x 1	\$
Plenary Room	Days 5 (Sat) to 7 (Mon)	\$	x 1	x 3	\$
Banquet Room	Day 6 (Sun)	\$	x 1	x 1	\$
<b>Total Estimated value before taxes:</b>					

Indicate applicable taxes: \_\_\_\_\_%

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**ANNEX D**  
**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.