



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Jacynthe Tremblay  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
7B3-29  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 956-4944

**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> HOTEL SERVICES AUSTRALIA	
<b>Solicitation No. - N° de l'invitation</b> W3435-16H006/B	<b>Date</b> 2016-06-21
<b>Client Reference No. - N° de référence du client</b> W3435-16H006	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-71121	
<b>File No. - N° de dossier</b> lp003.W3435-16H006	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 10:00 AM</b> <b>on - le 2016-06-27</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 due Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

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

This bid solicitation cancels and supersedes previous bid solicitation number W3435-16H0006/A dated 2016-06-16 with a closing of 2016-06-21 at 10:00 EDT. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation

## **REQUEST FOR PROPOSAL**

### **ACCOMMODATIONS AND HOTEL AMENITIES IN KATHERINE, AUSTRALIA FOR THE DEPARTMENT OF NATIONAL DEFENSE (DND)**

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- Annex B Basis of Payment
- Annex C Information and Contacts
- Annex D Electronic Payment Instruments – Bid Solicitation
- Annex E Evaluation Criteria

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Tindal Air Base, Australia, in support of Exercise Pitch Black. The anticipated period of the operation is from 28 July to 20 Aug 2016 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations and hotel amenities.

The Contractor must ensure that accommodations are within 25km radius of RAAF base Tindal, Australia. Coordinates are 14°31'16"S 132°22'40"E. Google Map will be using to calculate distance.

Statement of Work is detailed at Annex A.

### **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.

## **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 2016-04-04 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 [jacynthe.tremblay@tpsgc-pwgsc.gc.ca](mailto:jacynthe.tremblay@tpsgc-pwgsc.gc.ca) 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.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than one (1) 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 Manitoba.

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 Work.

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

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

### **Exchange Rate Fluctuation**

C3010T (2014-11-27) Exchange Rate Fluctuation Risk Mitigation

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D- Electronic Payment Instruments, to identify which ones are accepted.

If Annex D- Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidders are required to comply with all the mandatory criteria below to be considered responsive; a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

Accommodations must include all services required at Annex A – Statement of Requirement.

#### **4.1.2 Financial Evaluation**

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

#### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the higher evaluated score will be recommended for award of contract. If there is no bidder able to provide all accommodations at one location, more than one contract may be awarded.

### **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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 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 Work

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

### 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 (2016-04-04), 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 2016-08-20 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

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

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

### 6.5.3 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, applicable taxes 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.

## 6.7.2 Limitation of Price

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

## 6.7.3 Method of Payment – Single Payment

Canada will pay the Contractor for services performed 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.

## 6.7.4 Exchange Rate Fluctuation Adjustment

SACC Manual clause C3015C (2014-11-27) Exchange Rate Fluctuation Adjustment

## 6.7.5 Electronic Payment of Invoices – Contract (to be updated at contract award)

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## 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***

One copy must be forwarded to Contracting Authority.

## 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 Manitoba.

## **6.11 Priority of Documents**

If there is a discrepancy between the wording 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 (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance Requirements**

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

## **6.13 Renovations**

The Contractor agrees to give a thirty (30) days' notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist Canada in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

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## ANNEX A

### STATEMENT OF WORK – ACCOMMODATIONS AND HOTEL AMENITIES

#### Overview and General Requirement

##### Background

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Tindal Air Base, Australia, in support of Exercise Pitch Black. The anticipated period of the operation is from 28 July to 20 Aug 2016 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations and hotel amenities.

##### Scope

The purpose of this contract is to obtain accommodations and hotel amenities for Exercise Pitch Black Canadian participants.

##### Technical Requirements

##### Hotel Accommodations and Amenities

The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers.

The Contractor must ensure that accommodations are within 25km radius of RAAF base Tindal, Australia. Coordinates are 14°31'16"S 132°22'40"E. Google Map will be using to calculate distance.

The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue, or unless it is requested by the CAF Technical Authority.

##### Room Requirements:

The Contractor must provide to the best of their abilities, rooms for nights as follows:

Date	Total Persons.	Single Occupancy Rooms	Double Occupancy Rooms	Number of Nights
28 July - 19 Aug 2016	24	4	10	23
25 July – 4 Aug 2016	1	1		11

The above dates and quantities are provided in good faith. Final requirements will be communicated as soon as possible.

Each room must have at a minimum:

- One single or one double bed in each single occupancy room and two single or two double beds in double occupancy rooms. Clean comfortable bedding and newer mattress are required. A sofa bed or cot will not be acceptable;
- Private full bath with a minimum of a toilet, sink and shower;
- One key to the room for each person;

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Telephone. If international call charges are incurred, personnel will pay phone charges at time of check out. The Department of National Defence will not be invoiced for personal calls made from rooms;

Either an alarm clock or easy access to reliable wake-up call services

Television

Fridge

microwave is preferred but not mandatory

Air conditioning unit

Minimum room dimension of 6 x5 m<sup>2</sup>

#### Hotel Services:

It is requested that the proposed hotel provide early check-in and late check-out services as required to accommodate flight changes. If not feasible, in lieu of early or late check-out, a secured luggage storage area can be provided.

Hot buffet breakfast is optional, if included in room cost, then it is to be provided as follows:

- available from 07.00 to 09.00 at a minimum
- hot beverages, including coffee
- assorted juices and milk
- assorted breads
- assorted pastries
- cereal
- condiments, including jams and spreads
- egg dishes or hard boiled eggs
- assorted hot and cold meats such as bacon and sausage

Cleaning requirements must be provided as follows:

- cleaned including bathrooms, daily
- hand-towels, bath towels, washcloths, and bath mat must be changed daily
- fresh towels, soap and shampoo sufficient for the number of personnel in each room provided daily
- at least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass per person.
- linen must be changed at least once a week

High speed internet must be available on-site. It is preferable that the internet be wireless and accessible throughout common areas, including guest rooms and conference rooms. If wireless connections are not available, wired connections are acceptable.

#### Amenities:

Contractor must provide access to all hotel amenities for the duration of the personnel's stay

8 X parking spaces

#### **On-Site Representative Requirements**

The Contractor must designate a representative for the duration of the Contract. The on-site representative must have the authority to liaise with authorized CAF personnel and facilitate the coordination and completion of the services.

The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries.

## **Quality Assurance**

### **Discrepancy in the Provision of Services**

The Contractor will ensure that all of the requirements outlined in this Statement of Requirement are met at all times. Discrepancies in the provision of services to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the Technical Authority and the DND Procurement Authority if the issue remains unsolved

### **Room Cancellation**

There is no penalty charge for 5 or less room cancellations if 24 hour notice is provided.

There is no penalty charge for 6 or more room cancellations if 14 days of notice is provided.

### **Termination**

CAF will advise contractor 7 days in advance of termination of service. CAF may extend service beyond 20 Aug 2016 by advising contractor 24 hour in advance and upon agreement by the Contractor.

**ANNEX B - BASIS OF PAYMENT**

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates.

Cost for all services stipulated at Annex A – Statement of Work **must be included in room price.**

Basis of payment will be firm daily rate per accommodation, applicable taxes are extra.

**SINGLE OCCUPANCY**

Check-In 2016	Check-Out 2016	Estimated number of rooms Single Occupancy	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b) / Currency	Resort Fees per room per night If applicable (c)	Total Estimated Value (a x(b+c))
28 July	20 Aug	4	23	92			
25 July	05 Aug	1	11	11			
<b>Total Estimated Value:</b>							

**DOUBLE OCCUPANCY**

Check-In 2016	Check-Out 2016	Estimated number of rooms Double Occupancy	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b) / Currency	Resort Fees per room per night If applicable (c)	Total Estimated Value (a x(b+c))
28 July	20 Aug	10	23	230			
<b>Total Estimated Value:</b>							

Applicable taxes: \_\_\_\_\_

## ANNEX C

### INFORMATION AND CONTACTS

#### 1. Bidder Information

Name: <input type="checkbox"/>	
Position/title: <input type="checkbox"/>	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

#### 2. Property Information

Property name: <input type="checkbox"/>	
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 issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWVjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

## ANNEX E – EVALUATION CRITERIA

A bid must comply with all requirements (refers to Annex A) of the bid solicitation to be declared responsive. Responsive bids will be evaluated as follows:

<b>Score</b>	<b>Accommodation cost 45% weight</b>
<b>45</b>	<b>&lt;\$120</b>
<b>36</b>	<b>\$121-140</b>
<b>27</b>	<b>\$141-160</b>
<b>18</b>	<b>\$161-180</b>
<b>9</b>	<b>\$181-200</b>
<b>0</b>	<b>\$201 or higher</b>
	<b>&lt;5 rooms cancellation cost(less than 24 hrs notice) 10% weight</b>
<b>10</b>	<b>\$0</b>
<b>8</b>	<b>1-15% total cost</b>
<b>6</b>	<b>16-30% total cost</b>
<b>4</b>	<b>31-45% total cost</b>
<b>2</b>	<b>46-60% total cost</b>
<b>0</b>	<b>&gt;61% total cost</b>
	<b>Block cancellation 6 or more cost (less than 14 days notice) 10% weight</b>
<b>10</b>	<b>\$0</b>
<b>8</b>	<b>1-15% total cost</b>
<b>6</b>	<b>16-30% total cost</b>
<b>4</b>	<b>31-45% total cost</b>
<b>2</b>	<b>46-60% total cost</b>
<b>0</b>	<b>&gt;61% total cost</b>
	<b>Vehicle travel distance from Tindal Air Base 35%</b>
<b>35</b>	<b>0-5 km</b>
<b>28</b>	<b>6-9 km</b>
<b>21</b>	<b>10-13 km</b>
<b>14</b>	<b>14-17 km</b>
<b>7</b>	<b>18-21 km</b>
<b>0</b>	<b>22-25 km</b>