



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

Travel Procurement Services - Services
d'approvisionnement en voyage
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
7B3-14
Gatineau, Québec K1A 0S5
pierre.asselin@tpsgc-pwgsc.gc.ca
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

Title - Sujet Contract for accomodation	
Solicitation No. - N° de l'invitation W3435-165005/A	Date 2016-12-22
Client Reference No. - N° de référence du client W3435-165005	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-002-72156	
File No. - N° de dossier lp002.W3435-165005	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-03	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Asselin, Pierre	Buyer Id - Id de l'acheteur lp002
Telephone No. - N° de téléphone (819) 420-0347 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D-1	Tyndall, Florida, USA	W3435	DEPARTMENT OF NATIONAL DEFENCE Captain Jennifer Tackberry Squadron Logistica Officer 435 Sqn 17 Wing WINNIPEG Manitoba R3J3Y5 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Contract for accomodation	D - 1	W3435	1	Each	\$	\$	See Herein	

REQUEST FOR PROPOSAL

ACCOMMODATIONS IN PANAMA CITY AREA, FLORIDA (FL) FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Tyndall Air Force Base, Panama City, Florida, in support of Exercise Combat Archer 17.

The anticipated period of the operation is from 15 January to 29 January 2017 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations and hotel amenities.

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 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as 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.

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.

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 Work.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in US dollars, applicable taxes 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 lowest evaluated price will be recommended for award of 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. 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) 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.

6.3.1.1 The following term is added to 2010C 22 (2012-07-16) Termination for Convenience

Canada will advise the Contractor a minimum of seven (7) days in advance of termination of service or part of the service if it happens before the end of Period 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 2017-01-30, inclusive.

6.4.2 Option to extend the Contract

Canada may extend service beyond 30 January 2017 by advising the Contractor with a minimum of twenty-four (24) hours in advance and upon agreement by the Contractor if availability exists 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.

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, ing., M.G.P. | P.Eng., M.P.M.
Supply Manager
Telephone 819-420-0347 / 613-325-7342
Facsimile 819-956-4944

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 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 B - 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 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.

6.7.3 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 (2016-01-25) Insurance- No Specific Requirement

6.13 Construction

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

1. OVERVIEW AND GENERAL REQUIREMENTS

1.1. Background

The Canadian Armed Forces (CAF), 435 Squadron, will be deploying to Tyndall Air Force Base, Panama City, Florida, in support of Exercise Combat Archer 17.

The anticipated period of the operation is from 15 January to 29 January 2017 (inclusive). These dates and number of people could vary. The CAF will require contracted support for accommodations and hotel amenities.

1.2. Objective

The objective of this Statement of Work (SOW) is to obtain accommodations and hotel amenities for Ex Combat Archer 17 participants.

1.3. Scope

The Contractor is required to deliver the following services in support of the CAF's Exercise in Panama City, Florida, as follows;

- a. Hotel Services for 11 people as indicated in the matrix at sec 2.2.1.

The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1

- 1.3.3. In the event CAF is delayed during the redeployment phase hotel services may be additionally required and requested by the Technical Authority (TA), for 3-5 days.

1.4. CAF Responsibilities

The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.

The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least 48 hrs prior to the occupancy dates with the exception of unforeseen circumstances incurred at para 1.3.3.

2. DETAILED TECHNICAL REQUIREMENTS

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

2.1. Technical Requirement

- 2.1.1 All rooms must be non-smoking.
- 2.1.2 All amenities must be segregated from the basic room rate and incur no further cost against Canada than those costs established during contract award.

- 2.1.3 General room cleaning service, including bed making and bathroom, must be performed on a daily basis.
- 2.1.4 Hand-towels, bath towels, washcloths and bath mat must be changed daily.
- 2.1.5 Fresh towel service and shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis.
- 2.1.6 At least one (1) sanitized (clean or disinfected) glass drinking glass per person in the room must be provided.
- 2.1.7 Linens must be changed at least once a week.
- 2.1.8 Rooms must be equipped with one queen size or two double beds in each single occupancy room.
- 2.1.9 Each bed must have clean, comfortable bedding, a sofa bed or cot will not be acceptable.
- 2.1.10 Private full bath with minimum of a toilet, sink, and shower.
- 2.1.11 One key to the room for each person.
- 2.1.12 Serviceable television with remote and cable.
- 2.1.13 Alarm Clock or easy access to a reliable wake-up calls service.
- 2.1.14 High speed internet must be available on-site. It is preferable that the internet be wireless and accessible throughout the common areas, including guest rooms and conference rooms. If wireless connections are not available, wired connections are acceptable.
- 2.1.15 One mini fridge and telephone per room.
- 2.1.16 Functioning air conditioning unit.
- 2.1.17 Microwave is preferred.
- 2.1.18 Minimum room dimension of 6 x5 m².
- 2.1.19 Hotel facility must have the capability for occupants to do their own laundry on site or that the hotel is capable of providing access to a laundry service as required. A list of laundry prices is required.
- 2.1.20 Parking must be available for a minimum of 9 vehicles within the vicinity of the hotel.
- 2.1.21 1It is requested that a hot buffet breakfast to be provided, as follows:
 - a. available from 7:00am to 9:00am at a minimum
 - b. hot beverages, including coffee
 - c. assorted juices and milk
 - d. assorted fresh fruit
 - e. assorted breads
 - f. cereal
 - g. condiments, including jams and spreads
 - h. egg dishes or hard boiled eggs
 - i. assorted hot and cold meats such as bacon and sausage.

2.2. General Requirements

- 2.2.1. The CAF requires the provision of Hotel Services continuously for the dates indicated in the matrix below;

Date	Total Persons	Single Occupancy Rooms	Number of Nights
15 Jan – 29 Jan 17	11	11	15

-
- 2.2.2. The above dates and quantities are provided in good faith. Final requirements will be communicated as soon as possible.
- 2.2.3. The Hotel cannot be farther than fifteen (15) mile radius from the Tyndall AFB.
- 2.2.4. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue or unless requested by the CAF Technical Authority.
- 2.2.5. There is no penalty charge for 5 or less room cancellations if 24 hours' notice is provided with the exception of unforeseen circumstances incurred at para 1.3.3.
- 2.2.6. There is no penalty charge for more than 6 room cancellations if 14 days' notice is provided.
- 2.2.7. For other cancellations, cancellation fees must be provided to the Technical Authority.
- 2.2.8. The hotel that is awarded the contact must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a second luggage storage area must be provided on request.
- 2.2.9. All rooms must be within the same hotel.

2.3. Contractors Responsibilities

- 2.3.1. The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred).
- 2.3.2. Must be walking distance from more than six different sit down dining establishments (fast food does not qualify).
- 2.3.3. Contractor must provide access to all hotel amenities for the duration of the personnel's stay included but not limited to parking, restaurant(s) and any fitness facility.
- 2.3.4. The Contractor will ensure that all of the requirements outlined in this Statement of Work 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.
- 2.3.5. 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.
- 2.3.6. The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries. The designated representative must be able to answer the lead times for the duration of the Ex.

3. DELIVERABLES

- 3.1. Provide hotel service as indicated in section 2.1 and 2.2.

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 2017	Check-Out 2017	Estimated number of rooms	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate (b) / Currency USD	Total Estimated Value (a x b)
15 Jan	30 Jan	11	15	165		
Total estimated value before applicable taxes:						

Applicable taxes: _____

ANNEX C

INFORMATION AND CONTACTS

1. Bidder Information

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

2. Property Information

Property name:L	
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=ZnVzZWFiZGlvdj1yZWdpc3Rlci5pbmRybyZpZD0x&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);