



**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> CIAT CONFERENCE 2018	
<b>Solicitation No. - N° de l'invitation</b> EH713-171294/B	<b>Date</b> 2017-01-13
<b>Client Reference No. - N° de référence du client</b> 20171294	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-002-72229	
<b>File No. - N° de dossier</b> lp002.EH713-171294	<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 2017-01-31</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Asselin, Pierre	<b>Buyer Id - Id de l'acheteur</b> lp002
<b>Telephone No. - N° de téléphone</b> (819) 420-0347 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA WELLINGTON ST OTTAWA Ontario K1A0S5 Canada	

**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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	So1 B	EH713	EH713	1	LOT	\$	\$		See Herein	

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## REQUEST FOR PROPOSAL

**Provision for Commercial Accommodation, Meeting Space and Catering Services for Delegates of the 2018 General Assembly of the Inter-American Center of Tax Administrations (CIAT) to be held during four (4) consecutive days (Monday to Thursday) between May 14<sup>th</sup>– May 31, 2018 in Ottawa, Ontario.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Requirement**

The purpose of this procurement is to secure commercial accommodation and conference space and food and beverage for delegates attending the 2018 General Assembly of the Inter-American Center of Tax Administrations (CIAT) to be held during four (4) consecutive days (Monday to Thursday) between May 14<sup>th</sup> – May 31, 2018 in Ottawa, Ontario.

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA) and the Agreement of Internal Trade (AIT).

## **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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to

comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner. "pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

***By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.***

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

All enquiries must be submitted in writing to the Contracting Authority no later than than five (5) calendar 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.

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

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

If Annex E- 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**

In their technical bid, bidders should explain and demonstrate how they propose to meet the Requirement and how they will carry out the Work. Refers to Annex A – Requirement. Bidders must clearly demonstrate that they meet all of the mandatory criteria listed in the Mandatory Criteria Compliance Grid at Annex B – Bid Evaluation (Bid Evaluation Criteria and Selection). Failure to demonstrate this will result in the bid being declared non-responsive and no further consideration.

##### **4.1.1.2 Point Rated Technical Criteria**

In their technical bid, bidders should explain and demonstrate how they proposed to meet the rated criteria at Annex B – Bid Evaluation (Bid Evaluation Criteria and Selection).

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
2. Bids not meeting 1. (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
3. The responsive bid to be awarded a contract for the conference space described at section 2 of Annex A – Requirement will be used to determine the dates the event to occur. Only responsive bids for guest rooms for these dates will be evaluated.

## **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 Requirement**

The Contractor must provide all the services required for the 2018 General Assembly of the Inter-American Center of Tax Administrations (CIAT) in accordance with the Requirement at Annex "A".

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

All clauses and conditions identified in the Contract by number, date and title are set out in the (<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 date of Contract to \_\_\_\_\_ inclusive (*Following Saturday of the week chosen will be added at the time of the Contract*)

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Pierre Asselin  
Manager Supply  
Public Services and Procurement Canada  
Travel Procurement Services Division - LP  
11 Laurier Street, 6B3-37, Gatineau QC K1A 0S5

Telephone: 819-420-0347  
Facsimile: 819-956-4944  
E-mail address: pierre.asselin@tpsgc-pwgsc.gc.ca

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

## 6.5.2 Project Authority

*(To be filled at Contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 6.5.3 Contractor's Representative

*(To be filled 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 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 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);

#### **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 Ontario.

#### **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 Requirement;
- (d) annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance Requirements**

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

## **6.13 Construction**

The Contractor agrees to give a ninety (90) 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 REQUIREMENT**

### **2018 Inter-American Center for Tax Administrations Conference (CIAT)**

#### **OBJECTIVES:**

The purpose of this procurement is to secure commercial accommodation and conference space and food and beverage for delegates attending the 2018 General Assembly of the Inter-American Center of Tax Administrations (CIAT) to be held during four (4) consecutive days (Monday to Thursday) between May 14<sup>th</sup>– May 31<sup>st</sup>, 2018 in Ottawa, Ontario (as per requirement in Section 2).

#### **BACKGROUND:**

CIAT is a regional tax organization that supports the modernization and strengthening of tax administrations through a combination of conferences, workshops, and technical assistance activities. Founded in 1967, CIAT currently has 39 member and associate member countries from four continents: 31 countries from the Americas, 5 from Europe, 2 from Africa and 1 from Asia. Angola and India are Associate Members.

The CIAT General Assembly (GA) is CIAT's major annual event. Traditionally held in April or May, the GA brings together member and associate member countries and invited countries and international organizations - e.g. The World Bank, the Organisation for Economic Co-operation and Development (OECD), the International Monetary Fund (IMF), and the Inter-American Development Bank (IDB) to exchange experiences and discuss issues of common interest related to various tax administration themes.

Possible dates for the conference are:

- 1) May 14<sup>th</sup>– May 17<sup>th</sup>, 2018.
- 2) May 21<sup>st</sup>– May 24<sup>th</sup>, 2018
- 3) May 28<sup>th</sup> - May 31<sup>st</sup>, 2018

#### **SCOPE:**

The Government of Canada is in need of meeting space and catering services during this period, all to be located at one site or co-located with another site, which may be provided with affiliated venues. The Government of Canada will also consider a joint-bid/proposal from two non-affiliated venues.

Conference delegates will be paying for their own accommodations. The scope of this Requirement 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 as the delegates choose guest accommodations that are either in the same location as the meeting venue or within boundaries defined below.

The scope of work is outlined with specific needs as follows:

## 1. Property

- a. Location: The location of the establishment providing the Requirement must be in the core of downtown Ottawa, within the boundaries of Laurier Street to Dalhousie Street to York Street to Sussex Drive to Wellington Street to Bank Street.

Hotel Standard: The establishment must have at minimum, a Canada Select Star rating of four (4) or a Canadian Automobile Association (CAA) Diamond rating of three (3).

A block of rooms totalling 830 room nights (as listed below in section F) for all delegates is estimated to be required.

- A. Rates: Guest rooms must include a hot buffet breakfast or a served plated hot breakfast.
- B. Establishment Capacity: The provision of guest rooms must be in one facility.
- C. Accessibility for Persons with Disabilities: Level 2 – Basic Accessibility is required. A person with a disability can access and use the facility without assistance in dealing with steps, curbs, doors, elevators, guest rooms, washrooms, telephones, and hotel services.
- D. Parking: Parking will not be included in this requirement. Occupant must arrange their own parking should they require it.
- E. Food and Beverages including liquor: All food and/or beverages (except breakfast which is included with the guest room rate), except for conference-related events, will be a separate agreement between the occupant and establishment.
- F. Guest rooms to be guaranteed: Canada will guarantee and ensure payment for a certain number of guest rooms under this contract as follows:
  - a. Sunday prior to Conference start date: 45 guest rooms guaranteed
  - b. Monday: 85 guest rooms guaranteed
  - c. Tuesday: 85 guest rooms guaranteed
  - d. Wednesday: 85 guest rooms guaranteed

Rooms reserved by the Government of Canada and delegates must first go against the guaranteed room block before going against the courtesy block below.

- G. Guest rooms (courtesy block) to be blocked : Due to the transient nature of the delegates, a certain block of guest rooms must be held up until six (6) weeks prior to the conference start date as follows:
  - a. Saturday prior to Conference start date: 50 guest rooms.
  - b. Sunday prior to Conference start date: 55 guest rooms.
  - c. Monday: 115 guest rooms.
  - d. Tuesday: 115 guest rooms.
  - e. Wednesday: 115 guest rooms.

- f. Thursday: 50 guest rooms.
- g. Friday: 30 guest rooms.

H. Wi-Fi Connectivity: Room rates must include Wi-Fi connectivity.

## **2. Conference Space**

For the purpose of the Conference, Canada will require conference space to facilitate the discussions, support space for the logistical team, and areas for delegates to have lunches/refreshment breaks.

Due to the nature of talks for the Conference, the venue providing conference space must allow government audio-visual technicians to provide all technical equipment, setup, and operation of this equipment, without a penalty being imposed by the venue or their 'in-house'/'preferred' supplier.

Conference space will be required as follows;

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

- a. Sufficient size to allow for 250 delegates seated in a classroom style, with ceilings at minimum 15' height, as well as a 40' wide by 16' deep stage at front of room, with sufficient space for 4 interpretation booths at rear of room.
- b. Required from Sunday at 4:00 pm prior to conference date (for setup), until 10:00 pm on the Thursday of the conference.
- c. Area outside of room large enough for coffee/snack service for up to 250 people.
- d. Wi-Fi must be available.

### ***Welcome Reception***

- a. Sufficient size to allow for a stand-up reception for up to 200 people with food stations
- b. Sufficient space for musicians (quartet).
- c. Required from Monday of the conference from 7:00 pm – 10:00 pm.

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

- a. Required visible space within close proximity to Main Plenary Room, for delegates to pick-up conference material/identification.
- b. Registration area to be available starting at approximately 3:00 pm Sunday prior to the conference through 12:00 pm of the Tuesday of the conference.
- c. Two 6' tables will be sufficient.

### ***Delegates Dining Room***

- a. Required room for food service of up to 250 people at round tables, and food service space (for buffet with beverages/desserts/etc.)
- b. Required from the Monday to Thursday of the conference from approximately 11:00 am -2:00 pm
- c. Preferably in close proximity to Main Plenary Room.

### ***Operations Room***

- a. Sufficient space for boardroom setup for 15 people in centre of room, with additional tables/chairs along perimeter walls.
- b. Required from Saturday 8:00 am prior to conference start date, to the following Saturday 10:00 pm.
- c. Required to be in close proximity to Main Plenary room.
- d. Sufficient power for 1 multi-purpose photocopier, and several computers/printers.
- e. One telephone line, local calls only.
- f. Wi-Fi must be available.

### ***Secondary Operations Room***

- a. Sufficient space for boardroom setup for 15 people in centre of room, with additional tables/chairs along perimeter walls.
- b. Required from Saturday 8:00 am prior to conference start date, to the following Saturday 10:00 pm.
- c. Required to be in close proximity to Main Plenary room.
- d. Sufficient power for 1 photocopier, and several computers/printers.
- e. One telephone line, local calls only.
- f. Wi-Fi must be available.

### ***Conference Space for Institutional Meetings***

- a. Sufficient space for up to 50 people in a hollow-square format, with two (2) rows of observers all around the hollow square. Also, space for four (4) interpretation booths at rear of room.
- b. Required from Sunday 8:00 am prior to the conference (for setup), to Thursday at 6:00 pm.
- c. Wi-Fi must be available.

### 3. Food and Beverage

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

#### **Monday of Conference**

##### *Breaks*

- Morning break (beverages/assortment of muffins, cookies, etc) for up to 25 people, in area outside of Institutional Meetings room.
- Afternoon break beverages/assortment of muffins, cookies, etc.) for up to 100 people, in area outside of Institutional Meetings room.

##### *Lunch*

- Cold and hot buffet for up to 150 people in Delegates Dining Room.

##### *Welcome Reception*

- Stand-up reception for up to 200 people, from 7:00 pm – 1000 pm.
- Canapés to be passed.
- Cash Bar to serve assorted alcoholic (charged to participant) and non-alcoholic beverages (charged to master account).
- Sufficient space for musicians (quartet).

#### **Tuesday of Conference**

##### *Breaks*

- Morning break (beverages/assortment of muffins, cookies, etc.) for up to 225 people, in area outside of Main Plenary Room.
- Afternoon break (beverages/assortment of muffins, cookies, etc.) for up to 225 people, in area outside of Main Plenary Room.

##### *Lunch*

- Cold and hot buffet for up to 225 people in Delegates Dining Room.

##### *Delegates Dining Room*

- Food service of up to 250 people at round tables, and food service space (for buffet with beverages/desserts).
- Required from approximately 11:00 am - 2:00 pm
- Preferably in close proximity to Main Plenary Room.

### **Wednesday of Conference**

#### *Breaks*

- Morning break (beverages/assortment of muffins, cookies, etc). for up to 225 people, in area outside of Main Plenary Room.
- Afternoon break (beverages/assortment of muffins, cookies, etc.) for up to 225 people, in area outside of Main Plenary Room.

#### *Lunch*

- Cold and hot buffet for up to 225 people in Delegates Dining Room.

#### *Delegates Dining Room*

- Food service of up to 250 people at round tables, and food service space (for buffet with beverages/desserts).
- Required from approximately 11:00 am - 2:00 pm
- Preferably in close proximity to Main Plenary Room.

### **Thursday of Conference**

#### *Breaks*

- Morning break (beverages/assortment of fresh fruit, muffins, cookies, etc.) for up to 225 people, in area outside of Main Plenary Room.
- Afternoon break (beverages/assortment of fresh fruit, muffins, cookies, etc.) for up to 225 people, in area outside of Main Plenary Room.

#### *Lunch*

- Cold and hot buffet for up to 225 people in Delegates Dining Room.

#### *Delegates Dining Room*

- Food service of up to 250 people at round tables, and food service space (for buffet with beverages/desserts).
- Required from approximately 11:00 am - 2:00 pm
- Preferably in close proximity to Main Plenary Room.

Please note that the Food and Beverage requirements listed above is anticipated, but could change based on final number of delegates. Canada retains the right to amend these requirements through the planning process of this conference until 15 days prior the Conference.

Menu options must fall within Treasury Board Guidelines on Hospitality:

Maximum allotted according to Government guidelines are at the time of this RFP and will be used for bid evaluation:

Monday

One break	25 x \$12.75 =	\$318.75
One break	100 x \$12.75 =	\$1,275.00
Lunch	150 x \$51.75 =	\$7,762.50
Welcome reception	200 x \$51.00 =	\$10,200.00

Tuesday

Two breaks	2 x 225 x \$12.75 =	\$5,737.50
Lunch	225 x \$51.75 =	\$11,643.75

Wednesday

Two breaks	2 x 225 x \$12.75 =	\$5,737.50
Lunch	225 x \$51.75 =	\$11,643.75

Thursday

Two breaks	2 x 225 x \$12.75 =	\$5,737.50
Lunch	225 x \$51.75 =	\$11,643.75

## ANNEX B - BID EVALUATION (BID EVALUATION CRITERIA AND SELECTION)

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

1.1 By submitting a bid 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 Requirement, Evaluation Criteria and Selection Methodology and any annexes.

### B2 Evaluation of Bids

2.1 Bids 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 bid being declared non-responsive and no further consideration.

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

### B3 Mandatory Criteria

Mandatory Criteria Compliance Grid		
Item	Description	Proposal Reference
1	<p><b>Availability</b> Bidders must provide a statement confirming that they are capable of providing the services described in Annex A – Requirement for availability of 4 consecutive work days (Monday to Thursday) between May 14 to May 31, 2018 (as per requirements in Section 2; to be evaluated only if conference space is offered)</p>	
2	<p><b>Conference rooms</b> Bidders must provide the following conference space as stipulated in Section 2 of Annex A – Requirement (to be evaluated only if conference space is offered):</p> <ul style="list-style-type: none"> <li>- Main Plenary Room to accommodate 250 delegates</li> <li>- Registration Desk/Area</li> <li>- Delegates Dining Room</li> <li>- Operations Room</li> <li>- Secondary Operations Room</li> <li>- Conference Space for Institutional Meetings</li> <li>- Coffee break space</li> <li>- Wi-Fi</li> </ul>	
3	<p><b>Guest Room block</b> Bidder must hold a block of guestrooms as per Section 1 item F of Annex A – Requirement: (to be evaluated only if guest rooms are offered)</p>	
4	<p><b>Guest Room block</b> Club floor/executive rooms available for delegates (to be evaluated only if guest rooms are offered)</p>	
5	<p><b>Rate inclusion</b> The guest room rate must include Wi-Fi connectivity and full breakfast (to be evaluated only if guest rooms are offered)</p>	
6	<p><b>Room accessibility</b></p>	

	The proposed establishment must have rooms accessible for mobility impaired participants.	
7	<b>Food and beverage costs</b> Bidders must ensure that the catering costs do not exceed the maximum allowed costs indicated in Section 3 – Food and Beverage of the Annex A – Requirement (to be evaluated only if conference space is offered)	
8	<b>Hotel Rating Standard</b> The establishment must have at minimum, a Canada Select Star rating of four (4.0) or a Canadian Automobile Association (CAA) Diamond rating of three and a half (3). Website ratings will be accepted with proof of equivalence being provided by the Bidder.	

#### B4 Rated Criteria

4.1 Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria shown below.

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

Rated Criteria Compliance Grid			
Item	Criterion	Rating	Maximum Points
1	Preferred dates (excluding set-up)	4 consecutive days between May 14-17, 2018 – 8 points 4 consecutive days between May 21-24, 2018 – 4 points 4 consecutive days between May 28-31, 2018 – 2 points	8
2	Proximity of meeting rooms and meal rooms (close proximity means rooms to be on the same floor or nearby to others)	The hotel should provide meeting/conference rooms that are close together wherever possible <ul style="list-style-type: none"> <li>▪ Main conference room and Lunch/Breaks rooms in close proximity – 2 points</li> <li>▪ Offices (2) in close proximity to main conference room – 2 points</li> <li>▪ Registration Desk in close proximity to main conference room – 2 points</li> <li>▪ Institutional meeting rooms and meeting rooms in the same area as main conference room – 2 points</li> </ul> Wireless Internet access for delegates within conference area – 2 points	10
3	Proximity of meeting facility to accommodations	Guest rooms are within the same facility or within the boundaries of the meeting facility	10

		<ul style="list-style-type: none"> <li>▪ Yes – 10 points</li> <li>▪ No – 0 points</li> </ul>	
4	Guest Room Block	<p>The hotel should hold the requested block of guest rooms for a period of time before the conference</p> <ul style="list-style-type: none"> <li>▪ Up to 1 week prior to day 1 – 10 points</li> <li>▪ Up to 2 weeks prior to day 1 – 5 points</li> <li>▪ Up to 3-4 weeks prior to day 1 – 3 points</li> </ul>	10
5	Club floor/executive rooms	<p>The hotel should have club floor/executive rooms available for guests</p> <ul style="list-style-type: none"> <li>▪ Yes – 10 points</li> <li>▪ No – 0 points</li> </ul>	10
6	Appropriate space for opening reception (200 people)	<p>Another room within the meeting facility – 10 points</p> <p>Foyer/Anti-room outside of main conference room – 5 points</p> <p>Within main conference room – 2 points</p>	10
7	Ceiling height in ballroom/conference room for flags (minimum is 8 feet)	<p>The ceiling height in the main plenary room should allow for flags:</p> <ul style="list-style-type: none"> <li>▪ Ceiling 15 feet high or more – 10 points</li> <li>▪ Ceiling between 12-15 feet high – 5 points</li> <li>▪ Ceiling under 12 feet – 0 points</li> </ul>	10
<b>Total Points Awarded</b>			

4.3 Cost of the bid calculation: The bid offering Best Value will be awarded a contract. Calculation is 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 bids achieving the identical lowest price-per-point as a result of the above, the bid with the highest score in the Rated Criteria Section will be awarded a contract.

## **B5 Selection Methodology**

The winning proposal will be the one that meets all of the mandatory criteria and offers the lowest cost per rated point proposal. Canada intends to award up to two contracts based on the winning proposal; one contract may be awarded to the conference facility bidder and a separate contract may be awarded to the accommodations bidder.

**ANNEX C**  
**BASIS OF PAYMENT**

- a) Canada will not be responsible for the reservation and payment of guest rooms; these rooms must be reserved and paid by the participants.
- 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) Basis of payment will be firm daily rate, applicable taxes are extra.

**Guest Room Rate:**

Please provide the daily room rate before taxes

\$ \_\_\_\_\_ Guest Room

\$ \_\_\_\_\_ Guest Room on Club Floor

\$ \_\_\_\_\_ Executive Room

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

**Meeting Space Rental Rates:**

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

Room	Date May 2018	Function	From: To:	(a) Number of days	(b) Daily Rental Rate	Rental Rate Total in CDN\$ (a x b)
1	From Sunday prior to conference to Thursday	Main Plenary Room	16:00 to 22:00	5		
2	Monday	Welcome Reception	19:00 to 22:00	1		
3	From Sunday prior to conference to Tuesday	Conference Registration Desk	15:00 to 12:00	3		
4	From Monday to Thursday	Delegates Dining Room	11:00 to 14:00	4		
5	From Saturday prior to conference to next Saturday	Operations Room	08:00 to 22:00	8		
6	From Saturday prior to conference to next Saturday	Secondary Operations Room	08:00 to 22:00	8		
7	From Sunday prior to conference to Thursday	Conference Space for Institutional Meetings	08:00 to 18:00	5		
<b>TOTAL PRICE FOR MEETING SPACE RENTAL:</b>						

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

**Catering Services Rates:**

**Price for Food and Beverage will not be evaluated at this time but menu options must fall within actual allowances.**

The Bidder must provide its catering prices. Proposed Prices must be unit Prices, **all inclusive but before applicable taxes.**

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

**Lunch:                         \$ 51.75**  
**Break:                         \$ 12.75**  
**Reception:                   \$ 51.00**

Date	Function	(a) Estimated Quantities	Unit Price \$CDN before gratuity and taxes:	(b) Unit Price \$CDN including gratuity:	(c) Unit Price \$CDN including gratuity and taxes*:	(d) Total Prices \$CDN including gratuity = (a x b) (For evaluation purpose)
May 2018						
Monday	Morning Break	25				
Monday	Afternoon Break	100				
Monday	Lunch	150				
Monday	Welcome Reception	200				
Tuesday, Wednesday, Thursday	Morning and Afternoon Breaks	6 x 225 Total of 1,350				
Tuesday, Wednesday, Thursday	Lunch	3 x 225 Total of 675				
Total Estimated Value including gratuity:						

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

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

## ANNEX D

### 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=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0x&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 E 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);