



**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

Title - Sujet Hotel rental	
Solicitation No. - N° de l'invitation G9292-188586/A	Date 2017-04-07
Client Reference No. - N° de référence du client G9292-188586	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-008-72806	
File No. - N° de dossier Ip008.G9292-188586	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-04	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Gravelle, Geneviève	Buyer Id - Id de l'acheteur Ip008
Telephone No. - N° de téléphone (819) 420-2988 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA NCR-RCN • Gatineau 140 PROMENADE DU PORTAGE GATINEAU Quebec J8X4B6 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

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



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
1	Hotel rental	G9292	I - 1	1	AU	\$		See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

Employment and Social Development Canada will host the "OECD Social Policy Ministerial". The two-day event will be taking place in Montreal, Quebec, the week of May 14, 2018.

Meeting space, catering services and accommodations are required during this period. Guests are to be accommodated in the same hotel, as well as the event space and all associated support space. 650 guestrooms over four (4) nights are required.

Preferred conference dates are Monday, May 14 and Tuesday, May 15, 2018 with a set-up day on May 13, 2018.

The 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.

1.3 Trade Agreements

The requirement is subject to the provisions of the Agreement on 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.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “X” 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.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur

lp008

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Section III: Certifications

Bidders must submit the certifications and additional information 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 stipulated at Annex B – Bid Evaluation (Bid Evaluation Criteria and Selection), item B3.

4.1.1.2 Point Rated Technical Criteria

Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria shown at Annex B – Bid Evaluation (Bid Evaluation Criteria and Selection), section B4, item 4.2. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the proposal to be declared compliant. Simply listing or stating that a qualification or experience exists will not suffice for the purposes demonstrated.

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

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, as submitted in Annex C – Basis of Payment.

The proposal offering the Highest Combined Rating of Technical Merit and Price will be the successful proposal.

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
2. Bids not meeting (a) and (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.

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5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work 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 *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (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 (***will be inserted at contract award***) inclusive

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Geneviève Gravelle
Acting Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Travel Procurement Services – LP
11 Laurier Street, 7B3-22, Gatineau (QC), K1A 0S5

Telephone: 819-420-2988
Facsimile: 819-956-4944
E-mail address: genevieve.gravelle@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 a firm price, as specified in Annex C – Basis of Payment. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work

6.7.2 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.3 Electronic Payment of Invoices – Contract

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 Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

To be inserted at contract award

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

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);
- (c) Annex A – Statement of Work;
- (d) Annex C – Basis of Payment;
- (e) the Contractor's bid dated _____ .

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6.12 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A – STATEMENT OF WORK

Provision for Commercial Accommodation, Meeting Space and Catering Services for the Organisation for Economic Co-operation and Development (OECD) Social Policy Ministerial, week of May 14, 2018, Montreal, Quebec

OBJECTIVES:

The purpose of this procurement is to secure commercial accommodation, meeting space, and food and beverage for the delegates attending the 2018 OECD Social Policy Ministerial, in Montreal, Quebec, the week of May 14, 2018.

BACKGROUND:

Employment and Social Development Canada will host the "OECD Social Policy Ministerial". The two-day event will be taking place in Montreal, Quebec, the week of May 14, 2018. It will bring together up to 450 participants from a wide range of backgrounds including Ministers, experts, stakeholders, and civil society from over 35 countries.

Guests are to be accommodated in the same hotel (in order to simplify the logistics for the transportation of delegates), as well as the event space and associated support space. Required is a total of 650 guestrooms over four (4) nights.

SCOPE:

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

1. Dates

- The preferred dates for the event are: Monday, May 14 and Tuesday, May 15, 2018 with a set-up day on May 13, 2018.
- While the Statement of Work is representative of the preferred dates, bids will be accepted for any two consecutive days the week of May 14, 2018 with a set-up day prior to the event.

2. Property

- A. Location: The location of the establishment providing the requirement must be in the downtown area of Montreal, within the boundary of: De la Montagne Street, Sherbrooke Street, Saint-Laurent Boulevard and Notre-Dame West Street.
- B. Hotel Standard: The establishment must have at minimum, a *Corporation touristique du Québec* Hotel Star rating of four (4) or higher or a Canadian Automobile Association (CAA) Diamond rating of three (3) or higher. Website equivalent ratings will be accepted with proof provided by venue.
- C. Hotel Facilities: The facility of the bidder is suitable to host high-profile international events; service and amenities are refined and sophisticated combined with a high degree of hospitality, service and attention to detail; and an on-site business centre is accessible to international delegates. The establishment should inspect all rooms prior to arrival of guests to ensure the highest level of service.
- D. Management: Have proven experience in the management and planning of large scale high profile national and international conference and events with foreign distinguished guests or government officials.

-
- E. Security: The establishment must be able to provide and/or accommodate additional security for the events' guests if required. This will be done through a separate agreement between Canada and the establishment or a contract amendment.

3. Guest Rooms

A block of rooms totaling 650 room nights for all delegates is estimated to be required from Saturday May 12 to Tuesday May 15, 2018 (OR the equivalent should the bid be for other dates the week of May 14, 2018). The majority of rooms must be non-smoking.

- A. Rates: Guest rooms must be in single or double occupancy. Delegates will pay their own accommodations.
- B. Establishment Capacity: The establishment must be able to meet a minimum of 350 rooms per night.
- 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 be a separate agreement between the occupant and establishment.
- E. Food and Beverages (including liquor): All food and/or beverages, except conference-related events, will be a separate agreement between the occupant and establishment.
- F. Rooms to be guaranteed: Canada will guarantee and ensure payment for a certain number of guestrooms under this contract as follows;
- a. May 12: 10 guestrooms.
 - b. May 13: 50 guestrooms.
 - c. May 14: 50 guestrooms.
 - d. May 15: 25 guestrooms.

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. Rooms to be blocked:
- a. Saturday May 12: 25 guestrooms.
 - b. Sunday May 13: 300 guestrooms.
 - c. Monday May 14: 225 guestrooms.
 - d. Tuesday May 15: 100 guestrooms.
- H. Due to the transient nature of the delegates the block of rooms noted in "G" must be held as follows;
- a. Friday, March 30, 2018, 50% of unsold guestrooms may be released.
 - b. Monday, April 9, 2018, 25% of remaining unsold guestrooms may be released.
 - c. Monday, April 23, 2018, the remaining unsold guestrooms may be released.

-
- I. Room Cancellation Policy: In the event that travel plans are changed, delegates may cancel individual rooms up to 48 hours in advance without any cancellation fees. Canada will not be responsible to pay for any cancelled rooms.
 - J. Wi-Fi Connectivity: Room rates must have high speed Wi-Fi connectivity.
 - K. Room Type Definitions:
 - (i) Guest Room: A guest room is a room which has one queen size bed or two double size beds with a full bathroom as a minimum.
 - (ii) Executive Room: An executive room is a room which is larger than a guest room, has a King size bed, with a full bathroom.

4. Conference Space

For the purpose of this event, we will require conference/meeting space to facilitate presentations and discussions, support space for the logistical team, and areas for delegates to have meals or refreshments.

Due to the nature of talks for this event, and associated security requirements, the venue providing space must allow outside audio-visual technicians to provide certain technical equipment, setup, and operation of this equipment, without a penalty being imposed by the venue or their 'in-house'/'preferred' supplier. In addition, the majority of the space allocated for this event must be contained in an area that can allow for the establishment of a security perimeter if required.

All conference space must have Wi-Fi availability for 450 delegates.

Conference space will be required as follows for the first day of the event (Monday May 14 OR alternative date should the bid be for other dates during the week of May 14, 2018):

Main Plenary Room

- a. The plenary room must be large enough to accommodate 450 delegates in theatre style, a large stage with a podium and seats to accommodate a panel, two large screens, up to 6 translation booths (at the back of the room), equipment for live-streaming purposes, with a minimum ceiling height of 15'.
- b. Required from Sunday May 13 at 06:00 until 20:00 Monday May 14, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- c. Area outside of room large enough for coffee/snack service for up to 450 people.
- d. Room should be fit for high level dignitaries.

Breakout Rooms

- e. Two breakout rooms are required. Each must be large enough to accommodate 225 delegates in theatre style, a stage with a podium and seats to accommodate a panel, two large screens, up to 6 translation booths (at the back of the room), equipment for live-streaming purposes, with minimum ceiling height of 9'.
- f. Required from Sunday May 13 at 06:00 until 20:00 Monday May 14, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- g. Breakout rooms must be in close proximity to plenary room.
- h. Room should be fit for high level dignitaries.

Rooms for Lunches

- i. Required room for delegate lunch for up to 390 delegates, buffet style and setting can be roundtables or standing with bistro tables.
- j. Required room for VIP lunch for up to 60 people in roundtable setting (max of 10 per table).
- k. Rooms should be fit for high level dignitaries.

Reception Area

- l. Required for standing reception for approximately 300 people in evening of May 14 (OR alternative dates should the bid be for other dates during the week of May 14, 2018) (~17:30-19:00).
- m. Room should be fit to host high level dignitaries.

Conference space will be required as follows for the second day of the event (Tuesday May 15, 2018 OR alternative date should the bid be for other dates during the week of May 14, 2018):

Main Plenary Room

- n. The plenary room must be large enough to accommodate a square table for 70 delegates, with seating for 120 additional delegates around the room, two large screens, up to 6 translation booths (at the back of the room), equipment for streaming purposes with minimum ceiling height of 15'.
- o. Required from Monday May 14 at 20:00 until 20:00 Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- p. Area outside of room large enough for coffee/snack service for up to 250 people.
- q. Room should be fit for high level dignitaries.

Breakout Rooms

- r. Three breakout rooms are required, each must be large enough to accommodate a square table for 24 delegates with 24 additional seats around the room, up to 6 translation booths (at the back of the room), equipment for streaming purposes, with minimum ceiling height of 9'.
- s. Required from Monday May 14 at 20:00 until 20:00 Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- t. Breakout rooms must be in close proximity to plenary room.
- u. Room should be fit for high level dignitaries.

Listening Room

- v. A listening room is required where delegates can view proceedings occurring in the plenary room and the breakout rooms; it must be large enough to accommodate 150 delegates in roundtables or theatre style and up to 4 screens as well as audiovisual equipment.
- w. Required from Monday May 14 at 20:00 until 20:00 Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

Rooms for Lunches

- x. Required room for delegate lunch for up to 180 delegates, buffet style and setting can be roundtables or standing with bistro tables.
- y. Required room for VIP Lunch for up to 70 participants in roundtable setting (max of 10 per table), with small stage with a Sound Amplification system, podium for remarks and 4 floating microphones.
- z. Rooms should be fit for high level dignitaries.

The following space will be required for the duration of the event:

Registration Desk/Area

- aa. Required visible space within main lobby of venue, for delegates to pick-up conference material/identification.
- bb. Two 6' tables will be sufficient.
- cc. Required from Monday May 14, 2018 until Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

Security Area

- dd. Required space where delegates can go through a security check-point (if required) before entering the space allocated for the event.

ee. Required from Monday May 14, 2018 until Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

Bilateral Meeting Rooms

- ff. Four (4) bilateral meeting rooms are required. Six (6) bilateral meeting rooms are preferred.
- gg. Each room to accommodate 20 delegates in boardroom style.
- hh. Required from Monday May 14, 2018 until Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- ii. Water for delegates and speakers.

VIP Room

- jj. Required room for VIP and guest speakers, totalling up to 40 people in soft seating with food service space for light refreshments (coffee, tea, water and soft drinks).
- kk. Must be in close proximity to plenary room.
- ll. Must be big enough to accommodate a screen and audio visual equipment to view proceedings occurring in plenary.
- mm. Requires power and internet hard wire and Wi-Fi access connections for two (2) computers and one (1) printer.
- nn. Preferably has windows and must be fit for high-level dignitaries.
- oo. Required from Monday May 14, 2018 until Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

Operations Room

- pp. Estimated minimum size of 600 sq. ft. (20'x30').
- qq. Required from Sunday May 13, 2018 until Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).
- rr. Required to be in close proximity to main Plenary.
- ss. Sufficient power for one photocopier, and several computers/printers.
- tt. One telephone line.
- uu. Hard-wired and Wi-Fi internet access.

Storage

- vv. Estimated minimum size of 400 sq. ft.
- ww. Required from Sunday May 13, 2018 until end of day Wednesday May 16, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

Media Room

- xx. Estimated minimum size of 300 sq. ft.
- yy. Include mix of soft seating and a round table and chairs.
- zz. Requires power for up to 15 laptops, a copier and a fax machine.
- aaa. Required from Monday May 14 to Tuesday May 15 (OR alternative dates should the bid be for other dates during the week of May 14, 2018).

5. Food and Beverage

Below are the anticipated Food and Beverage requirements, subject to change based on confirmation of final number of attendees. Canada retains the right to amend these requirements throughout the planning process of this event, up until April 23, 2018.

The Bidder must provide sample menus and catering prices for plated lunches, buffet lunches and breaks that fall within the Treasury Board's Directive on Travel, Hospitality, Conference and Event Expenditures. Below are the stipulated maximums, which include all gratuities and taxes:

Day One (May 14, 2018 OR alternative dates should the bid be for other dates during the week of May 14, 2018)		
Two breaks	2 x \$12.75 x 450	\$11,475.00
Delegate Lunch	\$51.75 x 390	\$20,182.50
VIP Lunch	\$51.75 x 60	\$3,105.00
Reception	\$51 x 300	\$15,300.00
Day Two (May 15, 2018 OR alternative dates should the bid be for other dates during the week of May 14, 2018)		
Two breaks	2 x \$12.75 x 250	\$6,375.00
Delegate Lunch	\$51.75 x 180	\$9,315.00
VIP Lunch	\$51.75 x 70	\$3,622.50

The bidder must confirm that they can provide meals for special diets (such as religious or dietary requirements) at no extra costs when required.

Financial allotment for catering services will be included in the contract.

Note: The VIP Room is to be checked regularly to ensure beverages are replenished and the room is clean.

Monday May 14, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018)

Breaks (assortment of beverages and fresh fruit, muffins, cookies, etc.)

- Morning break for up to 450 people, in area outside of Main Plenary Room and in VIP room.
- Afternoon break for up to 450 people, in area outside of Main Plenary Room and in VIP room.

Lunch

- Delegate lunch - Hot and/or cold buffet for up to 390 people in room identified for lunch.
- VIP lunch - Plated lunch for up to 60 people in room identified for VIP lunch.

Reception

- Stand-up reception for 300 people in evening in location identified for reception (~17:30-19:00).
- Canapés to be served.
- Wine and non-alcoholic beverages to be served.

Tuesday May 15, 2018 (OR alternative dates should the bid be for other dates during the week of May 14, 2018)

Breaks (assortment of beverages and fresh fruit, muffins, cookies, etc.)

- Morning break for up to 250 people, multiple locations possible, outside Main Plenary and in VIP room.
- Afternoon break for up to 250 people, multiple locations possible, outside Main Plenary and in VIP room.

Lunch

- Delegate lunch - Hot and/or cold buffet for 180 in room identified for lunch.
- VIP lunch - Plated lunch for up to 70 people in room identified for VIP lunch.

6. Audio Visual

- Audio Visual will be a separate agreement between the occupant and the establishment provider. It could be added to the Contract to facilitate its management and payment.

7. Liaison and Client Support

- Liaison on an ongoing basis with the department and conference organizer and participate as needed in meetings with the Department.

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

B1 Acceptance of Request for Proposal Terms and Conditions

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

B2 Evaluation of Proposals

- 2.1 Proposals submitted for this requirement must clearly demonstrate that the Bidder meets all of the mandatory criteria listed in the Mandatory Criteria Compliance Grid. Failure to demonstrate this will result in the Proposal being declared NON-COMPLIANT and the Proposal will be given no further consideration.
- 2.2 The Proposal will be evaluated solely on its content and the documentation provided as part of the Bidder's Proposal, except as otherwise specifically provided in this solicitation.
- 2.3 Canada may, but has no obligations to, conduct an on-site inspection of the Bidders' facilities to determine if they are adequate to meet the requirements of the bid solicitation prior to contract award.

B3 Mandatory Criteria

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

Mandatory Criteria Compliance Grid		
Item	Description	Proposal Reference
Dates and Property		
M1	Availability Bidders must provide a statement confirming that they are capable of providing the services described in Annex A – Statement of Work . The statement must also identify which two-days the week of May 14, 2018 can be accommodated as per Section 1 - Dates of the Statement of Work.	
M2	Location The proposed establishment must be in the downtown area of Montreal. The selected location must be inside the boundary of: de la Montagne Street, Sherbrooke Street, Saint-Laurent Boulevard and Notre-Dame West Street.	
M3	Hotel Rating The establishment must have at minimum of <i>Corporation touristique du Québec</i> Hotel Star rating of four (4) or higher or a Canadian Automobile Association (CAA) Diamond Star Rating of three (3.0) or higher. Website ratings will be accepted with proof of equivalence being provided by the bidder.	
Guest Rooms		

M4	Establishment Capacity The establishment must be able to meet a minimum of 350 rooms per night for event delegates, as per section 3, item B of the Statement of Work.	
M5	Room Accessibility Bidder must demonstrate that there are accessible rooms for mobility impaired participants as per section 3, item C of the Statement of Work	
M6	Guest Room Block Bidder must demonstrate they can hold a block of guestrooms as per section 3, item G of the Statement of Work.	
M7	Cancellations Bidder must certify that cancellations of individual reservations can be done up to 48 hours prior to arrival date without penalty as per section 3, item I of the Statement of Work.	
M8	Wi-Fi Bidder must agree to include Wi-Fi internet connection in guestrooms as per section 3, item J of the Statement of Work.	
M9	Non-Smoking Bidder must certify that at least 80% of guest rooms are non-smoking.	
Conference Space		
M10	Conference Rooms Bidder must demonstrate the conference space as stipulated in the Section 4 of the Statement of Work. <ul style="list-style-type: none"> • Plenary room with different requirements for day 1 and day 2 • Two (2) break out rooms for day 1 • Three (3) break out rooms for day 2 • Lunch locations with different requirements for day 1 and day 2 • Reception Area for day 1 • Listening room for day 2 • Registration area • Security area • Four (4) Bilateral meeting rooms • VIP room • Operations room • Media room 	
M11	Wi-Fi Bidder must have high speed Wi-Fi available for 450 delegates within conference space area.	
M12	Ceiling Height The ceiling height in the main plenary room must be a minimum of 15 feet.	
Food and Beverage		
M13	Food and Beverage Costs Bidder must confirm that the total costs for food and beverage do not exceed the estimated maximum allotted costs of \$69,375.00 service and taxes included, as calculated using the maximum Federal Government rate. As per Section 5 of the Statement of Work, this includes: <ul style="list-style-type: none"> • 2 breaks for 450 people each break 	

	<ul style="list-style-type: none"> • VIP Lunch for 60 people • Delegate Lunch for 390 people • Reception for 300 people • 2 breaks for 250 people each break • VIP Lunch for 70 people • Delegate Lunch for 180 people <p>Bidders must provide sample menus and provide its catering prices for the different menus.</p>	
M14	<p>Special Meals The hotel must confirm that they can provide meals for special diets (such as religious or dietary requirements) at no extra costs when required.</p>	
M15	<p>Changes to Food and Beverage Bidder must confirm that Canada retains the right to amend the food and beverage requirements throughout the planning process of this event, up until April 23, 2018.</p>	

B4 Rated Criteria

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

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

	Criteria	Rating	Maximum Points	Proposal Reference
Dates and Property				
1	Preferred Event Dates	<ul style="list-style-type: none"> • May 14-15, 2018 with set-up on May 13, 2018 – 10 pts • Other dates – 0 pt 	10	
2	Suitable for High-Profile International Event	<p>The facility of the bidder must be suitable to host high-profile international events; service and amenities should be refined and sophisticated combined with a high degree of hospitality, service and attention to detail. The bidder should demonstrate that it offers a number of features for guests:</p> <ul style="list-style-type: none"> • On-Site Restaurant and Lounge (1 pt) • Health Club / Fitness Centre (1 pt) • Indoor Swimming Pool (1 pt) • Concierge Services (1 pt) • Laundry Services (0.5 pt) • 24-hr Access to Business Centre with printing capacities (2 pt) 	10	

		<ul style="list-style-type: none"> • High-end meeting rooms (2 pts) • High-end AV equipment in meeting rooms (1 pt) • Other (0.5 pt) 		
3	Management	<p>The bidder should provide a list of examples of its experience in the management and planning of large scale high profile national and international conferences and events with foreign distinguished guest or government officials.</p> <ul style="list-style-type: none"> • Experience planning and managing large scale conferences and/or events (200 guests or more) – 5 pts • Experience providing services to Government officials and/or Foreign distinguished guests – 5 pts 	10	
Guest Rooms				
4	Guest Room Amenities	<p>The facility of the bidder must be suitable to host high-profile international events; service and amenities must be refined and sophisticated combined with a high degree of hospitality, service and attention to detail. The bidder should demonstrate that it offers a number of guest room amenities:</p> <ul style="list-style-type: none"> • Possibility of early check-in (2 pts) • Bathrobes (1 pt) • Iron and ironing boards (1 pt) • Mini-bar / Refrigerator (1 pt) • Hairdryer (1 pt) • Coffee/tea maker (1 pt) • Superior beddings (1 pt) • Guest room service available at least 16 hours per day (2 pts) 	10	
Conference Space				
5	Proximity of Meeting Rooms and Conference Facilities	<p>The plenary, breakout and listening rooms, the breaks and lunch locations as well as the security area, four bilateral rooms, VIP and operation rooms must be as close together as possible in a contained area that can allow for the establishment of a security perimeter if required.</p> <ul style="list-style-type: none"> • All rooms are located in close proximity and can easily be cordoned off to limit access – 10 pts • 75% of the rooms are located in close proximity and can easily be cordoned off to limit access – 6 	10	

		<p>pts</p> <ul style="list-style-type: none"> 50% or less of the rooms are located in close proximity and can be cordoned off to limit access – 0 pt 		
6	Security Details	<p>Hotel must demonstrate it is able to provide security features to minimize public access to conference room areas such as: closed circuit cameras, key operated doors, security guards on duty 24/7, additional security guards if required.</p> <ul style="list-style-type: none"> All four of the above – 4 pts Three of the above – 3 pts Two of the above – 2 pts One or less of the above – 0 pts 	4	
7	Ceiling Height	<p>The ceiling height in the main plenary room is :</p> <ul style="list-style-type: none"> More than 18 feet – 5 pts Between 15-18 feet – 2 pts 	5	
8	Wireless Internet	<p>Free high-speed Wireless internet access for delegates is provided within conference areas.</p> <ul style="list-style-type: none"> Yes – 5 pts No – 0 pt 	5	
9	Extra Bilateral Meeting Room	<p>The hotel can provide two additional bilateral rooms, for a total of six bilateral rooms</p> <ul style="list-style-type: none"> Yes – 5 pts No – 0 pt 	5	
10	Storage Room	<p>A separate storage room is provided.</p> <ul style="list-style-type: none"> Yes – 3 pts No, but sufficient space is available in operations room for storage – 2 pts No – 0 pt 	3	
Food and Beverage				
11	Final guarantee numbers for all meals	<p>The bidder must demonstrate that once the April 23rd deadline identified in M15 has passed, it will accommodate changes of up to 10% in final numbers with no penalty:</p> <ul style="list-style-type: none"> 48 hours or less prior to each day – 5 pts 49-72 hours prior to each day – 2 pts Greater than 72 hours prior to each day – 0 pt 	5	
Total Points Awarded				

B5 Selection Methodology

The winning proposal will be the one that meets all of the mandatory criteria and offers the highest combined rating of technical merit and price.

Tie-break: When there are two or more responsive bids achieving the identical combined rating of technical merit and price, the bid with the highest score in the Rated Criteria Section will be awarded a contract.

ANNEX C – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates, applicable taxes are extra.

a) The Guest Room Prices will be paid by OECD Conference participants, who will reserve the rooms. Canada will not be responsible for the reservation and payment of guest rooms *to be updated at award*

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

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

Guest Room Rate: refers to Annex A, section 3

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

\$ _____ per night single occupancy

\$ _____ per night double occupancy

Catering Services Rates:

The Bidder must provide its catering prices as per identified menu mentioned in Annex A, section 5. Proposed Prices must be Unit Prices. Use table below.

- Maximum allotted according to Government guidelines including services and taxes:
 - Two breaks on Day 1 \$ 11,475.00
 - Delegate lunch on Day 1 \$ 20,182.50
 - VIP lunch on Day 1 \$ 3,105.00
 - Reception on Day 1 \$ 15,300.00
 - Two breaks on Day 2 \$ 6,375.00
 - Delegate lunch on Day 2 \$ 9,315.00
 - VIP lunch on Day 2 \$ 3,622.50

Day	Function	From: To:	Estimated Quantities (a)	Unit Price \$ before service and taxes	Unit Price \$ including service (b)	Unit Price \$ including service and taxes (c)	Total Price \$ including service before taxes (a*b)
Day 1	Morning Break	To be confirmed	450				
Day 1	Delegate Lunch	To be confirmed	390				
Day 1	VIP Lunch	To be confirmed	60				
Day 1	Afternoon Break	To be confirmed	450				
Day 1	Reception	17:30 – 19:00	300				
Day 2	Morning Break	To be confirmed	250				
Day 2	Delegate Lunch	To be confirmed	180				
Day 2	VIP Lunch	To be confirmed	70				
Day 2	Afternoon Break	To be confirmed	250				
TOTAL ESTIMATED PRICE FOR CATERING SERVICES INCLUDING SERVICE, BEFORE TAXES							

Applicable Gratuity: _____ %

Applicable Taxes: _____ %

Meeting facilities

Please provide the Meeting Space Rental Rate before taxes for each location including its requirements. If one or more spaces included in this requirement are offered on a complimentary basis, please indicate “at no cost” in the Rental Rate Total column.

Requirement	Timeline	Cost per unit \$ (taxes extra)	Quantity required	Frequency required	Total cost \$ (taxes extra)
1st Day of Event					
Main plenary room	From 06:00 the day before to 20:00 on Day 1		X 1	X 2	
Breakout rooms	From 06:00 the day before to 20:00 on Day 1		X 2	X 2	
Lunch rooms	Day 1		X 2	X 1	
Reception area	Evening of Day 1		X 1	X 1	
2nd Day of Event					
Main plenary room	From 20:00 on day 1 to 20:00 on day 2		X 1	X 1	
Breakout rooms	From 20:00 on day 1 to 20:00 on day 2		X 3	X 2	
Listening room	From 20:00 on Day 1 to 20:00 on Day 2		X1	X 1	
Lunch rooms	Day 2		X 2	X 1	
Duration of event					
Registration desk	Day 1 and 2		X 1	X 2	
Security area	Day 1 and 2		X 1	X 2	
Bilateral meeting rooms	Day 1 and 2		X 4	X 2	
VIP room	Day 1 and 2		X 1	X 2	
Operations room	Day before event to day 2		X 1	X 3	
Storage room	Day before event to day after		X 1	X 4	
Media room	Day 1 and 2		X 1	X 2	

Applicable Taxes: _____ %

ANNEX D – INFORMATION AND CONTACTS

a) Bidder information

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

b) Property information

Property name:	
Street address:	
City:	
Province / State:	
Postal/Zip or area code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation email address:	
Website address:	

Note: Procurement Business Number (PBN) for Canadian 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 online at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

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);
- Wire Transfer (International Only);