

Solicitation No. - N° de l'invitation
W8484-188825/A
Client Ref. No. - N° de réf. du client
W8484-188825/A

Amd. No. - N° de la modif.
File No. - N° du dossier
W8484-188825/A

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

REQUEST FOR PROPOSAL (RFP)

HOTEL SERVICES DURING OP DISTINCTION 2017

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-188825/A

Submit Proposals by email to John Collins

Email to: john.collins@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to john.collins@forces.gc.ca

RFP Closing Time and Date: 11:00 EST on Monday, June 19, 2017

(All proposals must be received by DND by the RFP Closing Time and Date)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SECURITY REQUIREMENTS	3
1.3 STATEMENT OF WORK.....	3
1.4 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION.....	4
2.4 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	9
6.1 SECURITY REQUIREMENTS	9
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES	9
6.6 PAYMENT	10
6.7 INVOICING INSTRUCTIONS	11
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.9 INSURANCE	11
6.10 APPLICABLE LAWS.....	11
6.11 PRIORITY OF DOCUMENTS	11
6.12 DEFENCE CONTRACT	12
ANNEX "A" - STATEMENT OF WORK	ERROR! BOOKMARK NOT DEFINED.
ANNEX "B" - BASIS OF PAYMENT	17

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Security Requirements

This requirement is Unclassified and there is no security associated with this requirement.

1.3 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75th Anniversary of the Dieppe Raid in France in August 2017. The CAF will require accommodations and services for the duration of these events. These services will be required from 14 to 21 August 2017.

The Work to be performed is detailed under Annex A – Statement of Work.

1.4 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 or by telephone.

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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Bids – Subsection 3 is deleted.

Section 05, Submission of Bids – Subsection 4 is amended as follows:

Delete: 60 days

Insert: 90 days

Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

2.3 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.

2.4 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in sections as follows:

- Section I: Technical Bid, one (1) soft copy by email;
- Section II: Financial Bid, one (1) soft copy by email;
- Section III: Certifications, one (1) soft copy by email; and
- Section IV: Additional Information, one (1) soft copy by email

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders financial bid must include at a minimum the information requirements contained in the table below.

Unit Price: The firm unit price must be quoted in Euros.

The total amount of Applicable Taxes must be shown separately (for contractual purposes only)

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

- a. Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

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

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

Bids not meeting these mandatory technical criteria will be declared non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Evaluation of Price

The price of the bid will be evaluated in Euros.

Only the cost of the accommodations and meals will be evaluated. Parking, Meeting Room and Storage Room rates are not being evaluated.

Bidder must complete Annex B following the instructions provided within the Annex.

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause A0069T (2007-05-25), Basis of Selection.

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of 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 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.

5.1.1 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.

5.1.2 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.

5.1.3 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (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

Unclassified: This requirement is Unclassified and there is no security associated with this requirement.

6.2 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75th Anniversary of the Dieppe Raid in France in August 2017. The CAF will require accommodations and meal services for the duration of these events. These services will be required from 14 to 21 August 2017.

The Work to be performed is detailed under 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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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

The 2010C 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of the Contract to 21 September 2017, inclusive.

6.5 Authorities

To be inserted at Contract Award.

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Technical Authority named above 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 Technical Authority, however the Technical 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

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B - Basis of Payment, to a maximum of EUR _____ (amount to be inserted at contract award).

6.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed _____ EUR. Customs duties are included and Applicable Taxes are extra.

6.6.3 Monthly 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; and
- c. the Work delivered has been accepted by Canada.

6.7 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. One (1) copy of any invoice submitted must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Insurance

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.

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, Canada.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C 2016-04-04, General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-16, Defence Contract

ANNEX "A" - STATEMENT OF WORK

1. OVERVIEW AND GENERAL REQUIREMENTS

1.1 Background

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75th Anniversary of the Dieppe Raid in France in August 2017. The CAF will require accommodations and services for the duration of these events. These services will be required from 14 to 21 August 2017.

1.2 Objective

The objective of this Statement of Work (SOW) is to obtain accommodations and services in support of this CAF operation.

1.3 Scope

The Contractor shall provide accommodations, services and amenities for up to 136 CAF members during the period 14 to 21 August 2017.

The Contractor must provide the relevant accommodations, services and amenities to the CAF in accordance with this document.

1.4 CAF Responsibilities

The CAF Technical Authority will be responsible to provide a list of the names of the personnel utilizing the accommodation at least five days prior to the occupancy dates.

1.5 Contractor Responsibilities

The Contractor must designate an on-site Point of Contact (POC), proficient in English or French, for the entire period identified in the contract that will be responsible for coordinating accommodations and amenities and assisting CAF staff during their stay in all matters relating to accommodations and related services.

The POC must be available from 08:00-18:00 daily. Outside these hours, a contact person and telephone number must be provided if different than the POC.

2. DETAILED TECHNICAL REQUIREMENTS

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

2.1 General Accommodations Requirements

2.1.1 All contracted facilities must be located within 30 minutes' drive (without traffic), according to Google Maps (www.google.ca/maps) directions, from the Square du Canada, [76200 Dieppe, France](#).

2.1.2 In order to be eligible for consideration, the facility must be able to accommodate the entire requirement as detailed in the table at para 2.1.4 below.

2.1.3 Rooms provided must be available for the entire duration of the requirement.

2.1.4 The minimum room requirement is detailed in the table below:

Dates: Check-in and Check-out	Total Persons	Number of Nights
MAIN PARTY 14 to 21 August 2017	136	7

2.2 Room Requirements

2.2.1 A multiple occupancy room means up to four separate beds (single or larger). A sofa bed or cot will not be accepted.

2.3 Accommodations Services

2.3.1 Meal Service -. The contractor must deliver a hot breakfast, lunch (hot or portable) and, hot dinner to all CAF personnel in accordance with the following:

- a. Meals must be provided to guests at their accommodations;
- b. Lunches may be required in a portable format. Dates required for portable lunches will be provided at least 14 days in advance;
- c. Breakfast must be available between 06:30-08:00 daily, 15 to 21 August;
- d. Hot lunches must be available between 11:30-13:00 daily, 15 to 20 August. If in portable format, lunches must be ready to be picked up by 11:30;
- e. Dinners must be available between 18:30-20:00 daily, 15 to 20 August;
- f. Meal facilities must be able to serve all the contracted guests of that facility within the above timeframes;
- g. Meals must be provided in accordance with the local industry standards. The specifications are to be used as a reference to maintain the administration of food services and a minimum level of food service quality, safety and quantity. The specifications are not intended to prescribe how the Contractor will carry out the work, or exactly what selection of meals are to be provided, but only the desired level of service;
- h. Hot breakfast contents must include:
 - (1) Juice, coffee, and tea;
 - (2) Hot breakfast entrée;
 - (3) Hot breakfast meat or alternative;
 - (4) Cheese or yogurt;
 - (5) Two fruit options;
 - (6) Breakfast starch;
 - (7) Breakfast vegetable;
 - (8) Bread product; and
 - (9) Condiments/preserves.

- i. Hot lunch contents must include:
- (1) Three beverages;
 - (2) Choice of main entrée:
 - (a) freshly prepared protein dish;
 - (b) pasta; or
 - (c) sandwich.
 - (3) Starch;
 - (4) Cooked vegetable;
 - (5) Salad bar;
 - (6) Fruit;
 - (7) Dessert;
 - (8) Bread product; and
 - (9) Condiments/Preserves.
- j. Portable lunch contents must include:
- (1) Two sandwiches:
 - (a) 1 of sliced solid meat (90 g) and 1 with a mixed filling (110 g); or
 - (b) 1 sandwich with a mixed filling and 1 solid meat item with a roll; or
 - (c) 1 cold plate with sliced meats and a solid meat item with two rolls.
 (Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.)
 - (2) Side salad or raw vegetables;
 - (3) Condiments appropriate for sandwiches and salad;
 - (4) Fresh or canned fruit;
 - (5) One prepared or baked dessert;
 - (6) One bottle of water, at least 250 ml;
 - (7) One juice or milk, at least 250 ml; and
 - (8) One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)
- k. Hot dinner contents must include:
- (1) Three beverages;
 - (2) Choice of main entrée:
 - (a) freshly prepared protein dish; or
 - (b) pasta.
 - (3) Starch;
 - (4) Cooked vegetable;
 - (5) Salad bar;
 - (6) Fruit;
 - (7) Dessert;
 - (8) Bread product; and
 - (9) Condiments/Preserves.

2.4 Incidental Charges

2.4.1 Incidental charges incurred by personnel must be dealt with separately from the Contract.

Examples of incidental charges that would not be covered by this Contract include but are not limited to:

- a. Telephone charges;
- b. Food and beverage charges;
- c. Minibar charges;
- d. Charges for Damages; and
- e. Other incidentals.

3. ADDITIONAL REQUIREMENTS

The following amenities are required:

Dates:	Requirement	Capacity	Number of Days
14 to 21 Aug 17	Parking	<ul style="list-style-type: none"> • 2 x 60 passenger buses • 1 x cargo truck • 3 x 9 passenger van • 5 x sedans 	8
15 to 20 Aug 17	Small Meeting Room	20 people	6
14 to 21 Aug 17	Storage Room	7 metres x 7 metres	8

3.1 Parking. The CAF will require parking facilities. The parking facilities must meet the following criteria:

- a. Be located within five hundred (500) metres of the accommodations; and
- b. Accommodate the following vehicles:
 - i) Main Party – 14 to 21 August 2017:
 - i. up to two (2) x 60 passenger buses;
 - ii. 1 x cargo truck;
 - iii. 3 x 9 passenger vans;
 - iv. 5 x sedans.

3.2 Small Meeting Room. The CAF will require the use of one (1) small meeting room. The small meeting room must meet the following criteria:

- a. Be available for the exclusive use of the CAF from 15 to 20 August 2017;
- b. Accommodate up to 20 personnel; and
- c. Have boardroom seating.

3.3 Storage Room. The CAF will require the use of one (1) storage room for musical instruments. The storage room must meet the following criteria:

- a. Be available for the exclusive use of the CAF from 14 to 21 August 2017;
- b. Have a total cleared floor space of at least 7m x 7m;
- c. Have a secure access; and
- d. Is dry and climate controlled.

ANNEX "B" - BASIS OF PAYMENT

The Bidder must provide accommodations services in accordance with Annex A – Statement of Work. The Bidder must provide food services in accordance with Annex A Statement of Work Section 2.3.1

Basis of payment will be firm fixed rate for the duration of the contract. Applicable taxes are extra. All prices are in Euros.

ACCOMMODATIONS

Daily Price for bed space without VAT _____

Daily Price for bed space with VAT _____

Dates	Number of Bed Spaces (A)	Number of Nights (B)	Rate per Bed Space (C)	Food Services Rate per day per person (D)	Total Cost Accommodations (E) A*B*C	Total Cost Food Services (F) A*B*D	Total Cost (G) E+F
14-21 August 2017	136	7					

Total Cost Accommodations: _____

Rates for Parking/Storage Room/Meeting rooms below will not be used for evaluation of proposal but will be applicable

PARKING

Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
14-21 August 2017	Parking – 60 passenger bus		2	8	
14-21 August 2017	Parking – Cargo truck		1	8	
14-21 August 2017	Parking – Sedan		5	8	
14-21 August 2017	Parking –9 passenger van		3	8	

Total Cost Parking: _____

MEETING ROOM

Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
15-20 Aug 2017	Small Meeting Room (20 people)		1	6	

Total Cost Meeting Room(s): _____

STORAGE ROOM

Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for storage (A*B*C)
14-21 August 2017	Storage Room 7 metres x 7 metres		1	8	

Total Cost Storage: _____

Parking, Meeting and Storage Rooms Total Estimated Taxes : _____

Parking, Meeting and Storage Rooms Total Cost: _____

Total Cost: _____