



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

Jason.Amyot@tpsgc-pwgsc.gc.ca
Bid Fax: (819) 956-4944

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Hotel Rooms Puerto Varas	
Solicitation No. - N° de l'invitation W6511-17JM02/A	Date 2017-07-05
Client Reference No. - N° de référence du client W6511-17JM02	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-73080	
File No. - N° de dossier lp003.W6511-17JM02	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-21	
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: Amyot, Jason J.	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 420-7133 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place du 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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Canadian Armed Forces (CAF) requires the provision of services in Puerto Varas, Chile, for accommodations and amenities. These services are required when the CAF deploys to Puerto Varas, Chile for the period of 24 September to 7 October 2017 to participate in the exercise.

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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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 (2017-04-27) 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: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) – Attn: Jason Amyot, jason.amyot@tpsgc-pwgsc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable

the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later 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 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 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 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

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>). 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.

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

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

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

4.2 Basis of Selection

A bid must comply with all the requirements of the bid solicitation to be declared responsive. Distance from the Banco Credichile (Del Salvador 201, Puerto Varas, X Región, Chile) and availability of single occupancy rooms for the 14 members from 24 September to 07 October will take precedence over the price as follow:

- a) To establish the distance score, each responsive bid will be prorated against the closest distance between the accommodation and the Banco Credichile, and the ratio to be used is 50%
- b) To establish the availability score, each responsive bid will be prorated against the accommodation who can provide the highest number of single occupancy rooms for the duration and the ratio to be used is 20%
- c) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio to be used is 30%.

The responsive bid with the highest score will be recommended for contract award. If the bidder ranking in the first place is not able to provide all rooms in one location, more than one contract may be awarded. If two responsive bidders obtain the same score, the bidder offering the lowest "total estimated value" (as proposed in Annex B) will be recommended for contract award.

The table below illustrates an example where all four bids are responsive and the selection of the contractor is determined by a 50/20/30 ratio of distance, availability and price, respectively. The closest distance is 500 meters, the highest availability is 14 rooms and the lowest evaluated price is \$50,000 (50K).

The maximum allotted is \$260 CAD per night for single occupancy or double occupancy, applicable taxes included.

The maximum radius is 2km from Banco Credichile (Del Salvador 201, Puerto Varas, X Región, Chile). Distances will be determined with Google Maps.

Unit Price in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum price per night.

		Bidder 1	Bidder 2	Bidder 3	Bidder 4
Distance from preferred location		500 meters	2000 meters	900 meters	1500 meters
Number of rooms available		6	8	14	11
Bid evaluated price		100,000 (100)	50,000 (50)	75,000 (75)	60,000 (60)
Calculations	Distance	$500/500 \times 50 = 50$	$500/2000 \times 50 = 12.5$	$500/900 \times 50 = 27.8$	$500/1500 \times 50 = 16.7$
	Availability	$6/14 \times 20 = 8.6$	$8/14 \times 20 = 11.4$	$14/14 \times 20 = 20$	$11/14 \times 20 = 15.7$
	Price	$50/100 \times 30 = 15$	$50/50 \times 30 = 30$	$50/75 \times 30 = 20$	$50/60 \times 30 = 25$
Combined Rating		73.6	53.9	67.8	57.4

Overall Rating	1st	4th	2nd	3rd
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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](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).

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lp003. W6511-17JM02

Buyer ID - Id de l'acheteur
lp003
CCC No./N° CCC - FMS No./N° VME

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

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.

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

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the issuance of the contract until October 14th 2017 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jason Amyot
Title: Supply Specialist
Public Service and Procurement Canada
Acquisitions Branch
Directorate: Travel Procurement Services Division - LP
Address: 11 Laurier Street, 7B3 – 12, Gatineau QC, K1A 0S5

Telephone: 819-420-7133
Facsimile: 819-956-4944
E-mail address: jason.amyot@tpsgc-pwgsc.gc.ca

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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 added at Contract award**

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 added at Contract award

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – 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 Limitation of Price

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.

6.7.3 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.

6.7.4 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

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.

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 Ontario.

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Buyer ID - Id de l'acheteur
lp003
CCC No./N° CCC - FMS No./N° VME

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 B, Basis of Payment;
- (e) the Contractor's bid dated _____

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

Statement of Work

EXERCISE COOPERACION 2017 Accommodation Services in Puerto Varas, Chile

1. SCOPE

- 1.1 The Canadian Armed Forces (CAF) requires the provision of services in Puerto Varas, Chile, for accommodations and amenities.
- 1.2 These services are required when the CAF deploys to Puerto Varas, Chile, for the period of 24 September to 7 October 2017 to participate in the exercise.

2. GENERAL REQUIREMENTS

- 2.1 Hotel Accommodations: The CAF will require single and double occupancy rooms, as per the table below:

Dates	Single Rooms	Double Rooms	Total
24 Sept to 7 Oct 2017	14	0	14

Note: Check out will take place the morning of the date listed above.

- 2.2 Parking: Temporary parking must be available for 15 PAX bus for the duration of the contract. Parking spaces must be within the vicinity of the accommodation(s) and no more than a five (5) minute walk from the front entrance of the accommodation. Parking spaces must be large enough to accommodate a variety of rental vehicles including but not limited to, mini-vans and mid-sized vehicles. Occasionally, parking may be required for larger cube trucks which will be required for transporting luggage for CAF personnel. This requirement will be clearly communicated to hotel staff by the CAF Technical Authority (TA).

3. TECHNICAL REQUIREMENTS

-
- 3.1 Due to instabilities in military flights schedules, the CAF must have the option of decreasing the total number of booked nights by up to two (2) nights up to 48 hours prior to check-in.
- 3.2 The CAF must have the option of decreasing the number of rooms by up to 20% up to 48 hours prior to check-in, without incurring any penalties. Should the exercise be cancelled, 100% of the booking can be cancelled prior to 16 Sept 2017, without incurring any penalties.
- 3.3 Although it is not currently anticipated, there may be a requirement to add Single and Double rooms, up to an additional 10%, over the already identified requirement in paragraph 2.1, subject to availability.
- 3.4 The contractor will be advised no later than 48 hours prior to increasing the allocation, subject to availability, subject to availability.
- 3.5 Additional Room Charges: The Canadian Government will not pay for personal phone call charges, room service, or movie rentals/pay per view. All fees of those types will be charged to the individual(s) in those rooms and will not form part of this contract.
- 3.6 Room Damages: Any damage to rooms will be reported to an identified CAF accommodations officer for investigation. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of this contract, and will be settled outside of this contract.
- 3.7 Single Occupancy Rooms: Single Occupancy Rooms must have at a minimum:
- a. A double or single bed with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
 - b. A private full bathroom with a minimum of a toilet, sink, and shower;
 - c. A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
 - d. Two (2) available electrical outlets;
 - e. A mini-fridge (note, not mini bar), microwave and coffee machine;
 - f. Blackout curtains; and
 - g. Air-conditioning.
 - h. Should tap water not be potable, each room requires 1x 1L bottle of water per day.

- 3.8 It is desirable that the Contractor accommodate CAF personnel in one (1) accommodations facility. If it is not feasible to accommodate all personnel in one accommodations building or camp ground, preference will be given to the Contractor that provide accommodation in the fewest amount of hotel as possible located in the shortest distance from one another. All hotels must meet the requirements outlined in this document. Additionally, it is preferable that the rooms/lodging are block booked in a group that is close to one another, rather than being spread throughout the building or camp ground.
- 3.9 Room Access: Access to all rooms occupied by CAF personnel may be required throughout the duration of the contract by designated CAF personnel. These designated personnel will be identified via a list to be provided to the Accommodations Liaison Representative(s).
- 3.10 The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by an identified point of contact of the CAF.

4. MANDATORY REQUIREMENTS

- 4.1 The following are mandatory technical criteria for accommodation services:
- 4.2 The Contractor must provide the services outlined in the Statement of Work.
- 4.3 Location Requirements: The accommodation(s) must be located in a safe neighbourhood of Puerto Varas, Chile. While it is not a limitation in itself, preference will be given to the Contractor that are located within a five hundred (500) metres driving radius of Banco Credichile, Del Salvador 201, Puerto Varas. Google Maps will be used to calculate distances.
- 4.4 Point of Contact: The Contractor must provide local staff member(s) as the primary point of contact for all matters relating to accommodation services. The individual(s) must be available from 0800 to 1800 local time daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual(s). The individual(s) must be able to communicate effectively in English or French.
- 4.5 Hotel Facilities Requirements: The Contractor must provide the following facilities: Single Occupancy rooms as outlined in paragraph 2.1 and further described in paragraph 3.6.

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- 4.6 Rooms allocated as per the contract must not be changed unless it becomes necessary to do so as a result of maintenance issues or as requested and coordinated by the CAF TA.
- 4.7 The proposed hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, a secured luggage storage area must be provided.
- 4.8 Amenities: The Contractor must provide access to all hotel amenities for the duration of the personnel's stay including but not limited to: parking, BBQ, swimming pool, restaurant(s) and on-site fitness facility.
- 4.9 Parking: Parking spaces must be provided as described in paragraph 2.2.
- 4.10 There must be one (1) or more restaurants within five (10) minutes' walk of the hotel(s). CAF personnel will be responsible to pay for their own purchases.
- 4.11 Laundry Services: The hotel(s) must be capable of providing access to a laundry service or facilities as required. Individual CAF personnel will be responsible to pay for their own laundry and laundry services will not form part of this contract.
- 4.12 Access to Internet: The internet must be available via Wi-Fi throughout all common areas, guest rooms and conference rooms.
- 4.13 Cleaning: Every week (at a minimum) accommodation must be:
- a. Cleaned including bathrooms (toilet paper added as required);
 - b. Beds made up;
 - c. Fresh towels, soap and shampoo (based on single or double occupancy) provided; and
 - d. At least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass (based on single or double occupancy).

5. CONSTRAINTS:

- 5.1 The Contractor will be given forty-eight (48) hours' notice of when service dates may need to be amended due to flight delays;
- 5.2 Cancellation Policy: The Cancellation Policy for individual room shall be 48 hours' notice before check-in with one night per room penalty.

6. CLIENT SUPPORT:

- 6.1 Department of National Defence will ensure that contractor is fully compensated for all work performed as per contracted amount.
- 6.2 The contractor may be required to provide additional support and services not specifically identified within the contract. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.
- 6.3 The Technical Authority for directions and acceptance of this statement of work is Maj Francois Hachez, Ex Cooperacion Logistics Officer.

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File No. - N° du dossier
lp003. W6511-17JM02

Buyer ID - Id de l'acheteur
lp003
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ANNEX "B" - BASIS OF PAYMENT

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

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

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

SINGLE OCCUPANCY

Check-in 2017	Check-out 2017	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in \$) (c)	Total estimated value (in \$) (a*b*c)
24 Sept	07 Oct	14	13		
Total estimated value before applicable taxes (in CAD \$):					

Applicable taxes: _____

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ANNEX "C" 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);