

REQUEST FOR PROPOSAL (RFP)

ACCOMMODATION SERVICES IN SUPPORT OF CANADIAN ARMED FORCES

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-189065

Submit Proposals by email to Amber Tower

Email to: amber.tower@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to amber.tower@forces.gc.ca

RFP Closing Time and Date: 31 October 2017 @ 1100 EDT

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

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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) requires accommodation services for the period of 08 November 2017 – 17 November 2017.

The Work to be performed is detailed under Annex A.

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, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) 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 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 two (2) 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, as defined in Annex A, Statement of Work.

Section II: Financial Bid

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

a. Unit Price

The firm unit price must be quoted in CAN.

If the cost of the mandatory hot breakfast is listed as a separate cost, it will be added to the Room Rate for both evaluation purposes and contractual purposes.

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

For each hotel offered, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Double Occupancy Rooms (2 beds)			Total cost for Single rooms (A*B*C)	Total cost for Double rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
08 Nov – 17 Nov 2017	9								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									
Meeting Rooms (if applicable)									
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)				
08 Nov – 14 2017	Large Conference Room		1	7					
08 Nov – 17 Nov 2017	Small Meeting Room		1	9					

Tax Rate Accommodations: _____

Tax Rate Meeting Rooms: _____

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

- Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- An evaluation team composed of representatives of Canada will evaluate the bids.
- Each bidder may bid to accommodate the requirement in whole or in part and may offer more than one hotel as part of their bid.

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

Only the cost of the accommodations (including breakfast) will be evaluated. Meeting Room rates are not being evaluated.

If the cost of the mandatory hot breakfast is listed as a separate cost, it will be added to the Room Rate for both evaluation purposes and contractual purposes.

For each hotel offered, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Double Occupancy Rooms (2 beds)			Total cost for Single rooms (A*B*C)	Total cost for Double rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
08 Nov - 17 Nov 2017	9								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									

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.

In order to determine lowest evaluated price, each bid will be broken down into a per person cost.

Breakdown of per person cost = (Single Occupancy Room Cost x Number of Single Occupancy Rooms) + (Double Occupancy Room Cost x Number of Double Occupancy Room) / (Number of Single Occupancy Guests + Number of Double Occupancy Guests)

For example:

Bidder A:

HOTEL A

12 Single Occupancy Rooms at 80 CAN/night (12 Guests)

60 Double Occupancy Rooms at 95 CAN/night (120 Guests)

HOTEL B

20 Single Occupancy Rooms at 85 CAN/night (20 Guests)

15 Double Occupancy Rooms at 105 CAN/night (30 Guests)

Per Person Cost = $(80 \text{ CAN} \times 12) + (95 \text{ CAN} \times 60) + (85 \text{ CAN} \times 20) + (105 \text{ CAN} \times 15) / (12 + 120 + 20 + 30) = 54.59 \text{ CAN}$

In order to reflect the value of concentrating the CAF contingent in as few locations as possible, the following calculations will apply to the room rates as bid, for evaluation purposes only, to establish the lowest evaluated price:

- a) Any Hotel that can accommodate 60 to 89 personnel will have its room rates discounted by 15%
- b) Any Hotel that can accommodate 90 or more personnel will have its room rates discounted by 25%

Note: this is for comparison purposes only. Contractual rates will remain as bid.

Awarding of Multiple Contracts:

- (a) Contracts will be awarded to successful bidders in order of lowest evaluated price, until all requirements are fulfilled.
- (b) For each Contract, to fulfill the room requirements, once the minimum of single occupancy rooms as per the requirement has been allocated, all the available double occupancy rooms will be allocated prior to allocating single occupancy rooms.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders may be required to 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 – 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.

5.1.2 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).

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 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 25 November 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: _____

Department of National Defence

Directorate: _____

Address: _____

Telephone: ____ ____ ____

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: ____ - ____ - ____

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: ____ - ____ - ____

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 _____ CAN (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 \$ _____ CAN. Customs duties are included and Applicable Taxes are extra.

6.6.3 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 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. Background

- a. The requirement is to secure accommodations within the city of Vancouver, British Columbia, to house Canadian Armed Forces (CAF) personnel who have been tasked to support the United Nations Defence Ministerial (UNPKDM) Conference.

2. Objective

- 2.1 The objective of this Statement of Work is to obtain accommodations for the CAF in Vancouver, BC for the period of 08 November 2017 – 17 November 2017.

3. Scope of Work

The Contractor must provide:

- 3.1 Accommodations and hotel Services for 100 people as indicated in the matrix at section General Requirements 4.1;
- 3.2 Provide conference room and meeting space as indicated in the matrix at section General Requirements 4.2; and
- 3.2 An option to increase individual room reservations by two (2) one (1) day periods as required based on hotel availability

4. General Requirements

- 4.1 The Contractor must provide the following:

Room Type	Minimum Number of Bed Spaces	Minimum Square Footage per bedroom	Check In date	Check Out Date
Single Room	25	18 square meters (194 square feet)	08 November 2017	17 November 2017
Single Room Or Double	75 or 38	18 square meters (194 square feet)	08 November 2017	17 November 2017

4.2 The Contractor must provide the following:

Room Type	Minimum Seating	General Requirements	Check In date	Check Out Date
Conference Room	125	Seating, Visual and Audio Equipment	08 November 2017	14 November 2017
Meeting Room	15	Seating and conference table	08 November 2017	17 November 2017

4.3 Accommodations must include the following:

- 4.3.1 Single or double occupancy and non-smoking;
- 4.3.2 General room cleaning service must be performed a minimum of three times weekly;
- 4.3.3 Fresh towel service and shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis;
- 4.3.4 Each bed must be a double bed or larger with comfortable bedding. A sofa bed or cot will not be acceptable;
- 4.3.5 Private full bath with minimum of a toilet, sink and shower;
- 4.3.6 Safes must be made available within the room;
- 4.3.7 Alarm clock or easy access to a reliable wake-up call service;
- 4.3.8 At least two (2) electrical outlets;
- 4.3.9 Suitable closet space to hang a minimum of 14 items of clothing;
- 4.3.10 Serviceable individual climate control for both heat and air conditioning;
- 4.3.11 Rooms must meet the local government's standards for hygiene and sanitation;
- 4.3.12 Hotel must include a hot buffet style breakfast (North American style, see Appendix A) served at a minimum from 0600-0900hrs; and

4.4 Miscellaneous Requirements

- 4.4.1 Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.
- 4.4.2 The Contractor must allow for the change of room registration name throughout the contract, as multiple persons may occupy the same hotel room at different periods.
- 4.4.3 Hotel must be located North of Highway 91, East of Knight St and Clark Dr, South of Stanley Park and West of Blenheim St as depicted in appendix B.

4.5 Internet

- 4.5.1 All contracted rooms will have access to standard hotel internet WiFi services.

- 4.5.2 Hotel will be responsible for the necessary equipment to support the Internet feeds and provide 24/7 support services.

4.6 Contractor's Responsibilities

- 4.6.1 Allow access to all hotel amenities for the duration of the personnel's stay including but not limited to parking, restaurant(s), pool(s) and any fitness facility.
- 4.6.2 Designate and make available a staff member proficient in either official language as a Liaison who will act as the primary point of contact for all matters. This Liaison will assist CAF members during their stay in the building and must be available from 0800 to 1800 hrs daily. Outside these hours, a contact person and telephone/mobile number must be provided if different than the designated individual.

5. Exclusions

5.1 The resulting contract will be for Bed and Breakfast type services only and will not cover incidental charges incurred by personnel. These charges must be dealt with separately from the contractual arrangement. Examples of incidental charges that would not be covered by this contractual arrangement include but are not limited to:

- 5.1.1 Telephone charges;
- 5.1.2 Food and beverage charges;
- 5.1.3 Charges for damages above and beyond normal wear and tear;
- 5.1.4 Dry cleaning / laundry services; and
- 5.1.5 Other incidentals.

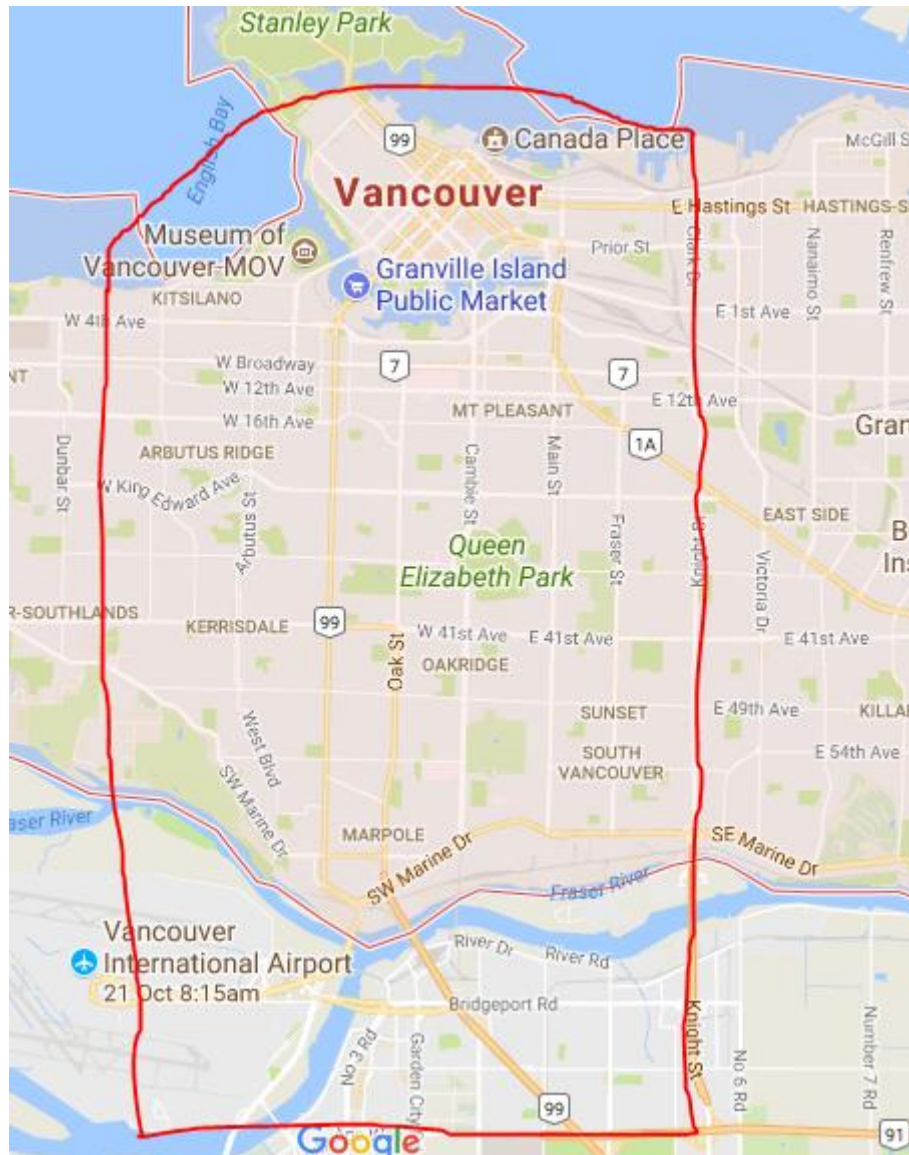
6. Quality Assurance

6.1 The Contractor will ensure that all the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of services to the required standard must be dealt with by the Technical Authority and the liaison staff at the building and escalated to the Contracting Authority if the issue remains unresolved.

Appendix A – North American Style Breakfast:

Hot Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Two fruit options Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves

Appendix B – Hotel Geographic Boundaries



ANNEX "B" - BASIS OF PAYMENT

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

Basis of payment will be firm fixed rate for the duration of the contract.

Applicable taxes are extra.

Nightly price of rooms include the cost of the provided breakfast per person.

All prices are in CAN.

ACCOMMODATIONS

Name of Hotel: _____

Date Check-in and Check- out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Double Occupancy Rooms (2 beds)			Total cost for Single rooms (A*B*C)	Total cost for Double rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
08 Nov-17 Nov 17	9								

Total Cost Accommodations: _____

MEETING ROOMS (if applicable)

Name of Hotel: _____

Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
08 Nov -14 Nov 2017	Large Conference Room		1	7	
08 Nov – 17 Nov 2017	Small Meeting Room		1	9	

Total Cost Meeting Room(s): _____