

REQUEST FOR PROPOSAL (RFP)
ACCOMMODATIONS SERVICES DURING
OP DISTINCTION 2017 IN OTTAWA
for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W6609-17-0067-01

Submit Proposals by email to Andreas Luecke

Email to: Andreas.Luecke2@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to Andreas.Luecke2@forces.gc.ca

RFP Closing Time and Date: 26 October 2017, 12h00

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this requirement.

1.2 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the Battle of Passchendaele in Belgium in November 2017. The CAF contingent will mount and train in Ottawa prior to deployment overseas. The CAF will require accommodations and related services for 190 people for the duration of its preparations in Ottawa. These services will be required from 29 October to 4 November 2017.

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

1.3 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)* (<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.

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 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 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.

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, 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

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 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 C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C 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.

3.1.2 SACC Manual Clauses

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.
- (c) 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.

Mandatory Technical Criteria are outlined in Section 2 of the Statement of Work.

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

4.1.2 Financial Evaluation

Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

Only the cost of the accommodations (including breakfast) will be 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.

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

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		
Group 1 29 Oct to 01 Nov 2017	3								
Group 2 29 Oct to 02 Nov 2017	4								
Group 3 29 Oct to 04 Nov 2017	6								
Group 4 01 Nov to 02 Nov 2017	1								
Group 5 01 Nov to 04 Nov 2017	3								
Group 6 03 Nov to 07 Nov 2017	4								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									

Storage Room					
Date	Requirement	Daily Rate	Quantity	Number of days	Total cost for meeting room
		(A)	(B)	(C)	(A*B*C)
1-4 November 2017	Storage Room		1	4	

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 CAD/night (12 Guests)

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

HOTEL B

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

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

Per Person Cost (Hotel A) = (80 CAD x 12) + (95 CAD x 60) / (12+120) = 50.45 CAD

Per Person Cost (Hotel B) = (85 CAD x 20) + (105 CAD x 15) / (20+30) = 65.50 CAD

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 72 to 93 personnel will have its room rates discounted by 15%
- b) Any Hotel that can accommodate 94 to all 185 personnel will have its room rates discounted by 25%
- c) Any hotel that is located within 15 minutes' drive (without traffic), according to Google Maps (www.google.ca/maps) directions, from the Cartier Square Drill Hall, 2 Queen Elizabeth Driveway, Ottawa, ON, K2P 2H9, 45.421789, -75.689031 will have its room rates discounted by 10%

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 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).

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.

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 Contract to 7 November 2017 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) 7 day period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

To be inserted at Contract Award.

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
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 CAD _____ (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 _____ CAD. 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. Invoices must be distributed as follows:
 - a. 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 Applicable Laws

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

6.10 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) Annex C, Electronic Payment Instruments and;
- (f) the Contractor's bid dated _____

ANNEX A- STATEMENT OF WORK

1. SCOPE

1.1 Purpose

The Canadian Armed Forces (CAF) requires contracted support for Hotel Accommodations in the National Capital Region from 29 October to 7 November 2017.

1.2 Background

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the Battle of Passchendaele in Belgium in November 2017. The CAF contingent will mount and train in Ottawa prior to deployment to France.

1.3 Terminology

- a. A single occupancy room means at least one bed (single or larger);
- b. A double occupancy room means at least two separate beds (single or larger); and
- c. Incidentals are defined as:
 - Telephone charges;
 - Food and beverage charges;
 - Minibar charges;
 - Charges for damages; and
 - Other incidentals a CAF member can accrue personally.

2. REQUIREMENTS

2.1 Tasks

The Contractor must provide hotel accommodations for up to 190 military members during the period 29 October - 7 November 2017.

Multiple contracts may be awarded in order to fulfill the entirety of the requirement.

2.2. Technical Requirements

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

- 2.2.1. All contracted facilities must be located within 30 minutes' drive (without traffic), according to Google Maps (www.google.ca/maps) directions, from the Cartier Square Drill Hall, 2 Queen Elizabeth Driveway, Ottawa, ON, K2P 2H9, 45.421789, -75.689031
- 2.2.2. Hotel must provide 190 bed spaces using single and double occupancy rooms for the required dates as detailed in table 2.2.3.;

2.2.3. Total Room Requirement:

Group	Number of Bed Spaces	Single Rooms	Double Rooms	Check In Date	Check Out Date
Group 1	1	1	0	October 29, 2017	November 1, 2017
Group 2	1	1	0	October 29, 2017	November 2, 2017
Group 3	3	3	0	October 29, 2017	November 4, 2017
Group 4	3	3	0	November 1, 2017	November 2, 2017
Group 5	136	10	63	November 1, 2017	November 4, 2017
Group 6	46	10	18	November 3, 2017	November 7, 2017
TOTAL	190	28	81	Various	Various

2.2.4. All rooms must be non-smoking;

2.2.5. All rooms must have a private bathroom with a minimum of toilet, sink, and shower;

2.2.6. A key for each person occupying a room;

2.2.7. The hotel must include a hot breakfast (North American style) or buffet served between hours 06:00-08:00hrs. North American Style Breakfast or buffet to include: juice, fruit, breakfast entrée, breakfast meat or alternative, cheese or yogurt, two fruit options, breakfast starch, breakfast vegetable, bread product, coffee and tea, condiments/preserves;

2.2.8. The hotel must provide a bag breakfast instead of a hot breakfast for the 139 personnel who are checking out November 4 (Groups 3 and 5). This bag breakfast must be ready for pick up at the hotel 0330h November 4. Group 6 will still require a hot breakfast that day.

2.2.9. General room cleaning service must be performed on a daily basis;

2.2.10. Fresh towel service, shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis;

2.2.11. Rooms must have Wi-Fi access;

2.2.12. There must be a loading zone within one hundred meters (100m) of the main entrance to

allow for loading-unloading of 1 x 60 passenger bus, or 2 x passenger buses if more than 60 personnel are accommodated. The loading zone must also allow for the loading-unloading of a baggage truck, with a cargo hold of up to fifty cubic meters (50m3);

2.2.13. 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 1 to 4 November 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.

2.3. Constraints

2.3.1. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

2.3.2. The successful bidder(s) must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a luggage storage area must be provided on request.

2.4. CAF Responsibilities

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

2.5. Contractor Responsibilities

2.5.1. The Contractor must designate an on-site Point of Contact (POC), proficient in English or French, to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.

3. Deliverables

The Contractor must provide the services detailed in Section 2 of this SOW.

ANNEX B - BASIS OF PAYMENT

The Bidder must provide accommodations and services in accordance with Annex A – Statement of Work Section 2

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 Canadian Dollars.

ACCOMMODATIONS

Daily Price for bed space without tax _____

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		
Group 1 29 Oct to 01 Nov 2017	3								
Group 2 29 Oct to 02 Nov 2017	4								
Group 3 29 Oct to 04 Nov 2017	6								
Group 4 01 Nov to 02 Nov 2017	1								
Group 5 01 Nov to 04 Nov 2017	3								
Group 6 03 Nov to 07 Nov 2017	4								
Cost of hot breakfast (per person/per day): (only if not already included in the rates above)									

Total Cost Accommodations: _____

Solicitation No. - N° de l'invitation

W6609-17-0067-01

Client Ref. No. - N° de réf. du client

W6609-17-0067

Amd. No. - N° de la modif.

File No. - N° du dossier

W6609-17-0067

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

Storage Room (if available)					
Date	Requirement	Daily Rate	Quantity	Number of days	Total cost for meeting room
		(A)	(B)	(C)	(A*B*C)
1-4 November 2017	Storage Room			4	

Total Cost Storage: _____

Total Cost Accommodations and Storage (excluding Applicable Taxes):

Name of bidder: _____

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);