



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Cabot Place, Phase II, 2nd Floor

Box 4600

St. John's, NL

A1C 5T2

Bid Fax: (709) 772-4603

## 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

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

PWGSC / TPGSC - Nfld. Region

Cabot Place, Phase II, 2nd Floor

Box 4600

St. John's, NL

A1C 5T2

<b>Title - Sujet</b> Conference Services-Corner Brook, N	
<b>Solicitation No. - N° de l'invitation</b> W010X-18C033/A	<b>Date</b> 2017-12-20
<b>Client Reference No. - N° de référence du client</b> W010X-18C033	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$Xaq-021-6976	
<b>File No. - N° de dossier</b> Xaq-7-40165 (021)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Standard Time NST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lacey (Xaq), Rhonda	<b>Buyer Id - Id de l'acheteur</b> xaq021
<b>Telephone No. - N° de téléphone</b> (709) 772-8057 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SERVICE CONTRACTS-BASE LOGISTICS PO BOX 99000, STN FORCES HALIFAX Nova Scotia B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 REQUIREMENT .....	2
1.2 DEBRIEFINGS .....	2
1.3 TRADE AGREEMENTS .....	2
1.4 CANADIAN CONTENT .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 FORMER PUBLIC SERVANT .....	3
2.4 ENQUIRIES - BID SOLICITATION .....	5
2.5 APPLICABLE LAWS .....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES .....	7
4.2 BASIS OF SELECTION .....	7
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 REQUIREMENT .....	10
6.3 STANDARD CLAUSES AND CONDITIONS .....	10
6.5 AUTHORITIES .....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
6.7 PAYMENT .....	12
6.8 INVOICING INSTRUCTIONS .....	12
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	13
6.10 APPLICABLE LAWS .....	13
6.11 PRIORITY OF DOCUMENTS .....	13
<b>ANNEX "A" REQUIREMENT .....</b>	<b>14</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>18</b>
<b>ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS .....</b>	<b>20</b>
<b>ANNEX "D" INTEGRITY PROVISION- LIST OF NAMES .....</b>	<b>21</b>

Solicitation No. - N° de l'invitation  
W010X-18033/001/xaq  
Client Ref. No. - N° de réf. du client  
W010X-18033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-7-40165

Buyer ID - Id de l'acheteur  
xaq021  
CCC No./N° CCC - FMS No./N° VME

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The Department of National Defence has a requirement for commercial accommodations and meals for personnel in Corner Brook, Newfoundland as detailed in Annex A.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **1.4 Canadian Content**

The requirement is limited to Canadian goods and/or services.

## **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.

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Former Public Servant**

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

## **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

Solicitation No. - N° de l'invitation  
W010X-18033/001/xaq  
Client Ref. No. - N° de réf. du client  
W010X-18033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-7-40165

Buyer ID - Id de l'acheteur  
xaq021  
CCC No./N° CCC - FMS No./N° VME

---

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Newfoundland and Labrador.

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 hard copy)

Section II: Financial Bid (One hard copy)

Section III: Certifications (One hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria [Must be completed by offeror with bid submission]

To be deemed responsive, offerors **must** meet the following:

- Please check (✓) accordingly:

Meets **all** specifications and conditions stated in Annex A.

\_\_\_\_\_ Met      \_\_\_\_\_ Not Met

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 SACC Manual Clause A0031T (2010-08-16) Basis of Selection- Mandatory Technical Criteria



## 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

5.1.2.1.1 *SACC Manual* clause [A3050T](#) 2014-11-27 Canadian Content Definition

### 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

Solicitation No. - N° de l'invitation  
W010X-18033/001/xaq  
Client Ref. No. - N° de réf. du client  
W010X-18033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-7-40165

Buyer ID - Id de l'acheteur  
xaq021  
CCC No./N° CCC - FMS No./N° VME

---

### 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

*Delete this title and the following sentence at contract award*

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 Requirement

The Department of National Defence has a requirement for commercial accommodations and meals for personnel in Corner Brook, Newfoundland, in support of the 2018 Canadian Cadet Organizations Biathlon Championship Series (CCOBCS) Stage III- Provincial Cadet Biathlon Championship.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

#### 6.4.1 Period of the Contract

The period of the Contract is from 18 January 2018 to 22 January 2018 inclusive

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rhonda Lacey  
A/ Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
The John Cabot Building, 7<sup>th</sup> Floor  
St. John's NL A1C 5T2  
Telephone: 709-772-8057  
Facsimile: 709-772-2932  
E-mail address: rhonda.manning@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

Nom : \_\_\_\_\_  
Titre : \_\_\_\_\_  
Organisation : \_\_\_\_\_  
Adresse : \_\_\_\_\_

Téléphone : \_\_\_\_\_  
Télécopieur : \_\_\_\_\_  
Courriel : \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in contract* a cost of \$ \_\_\_\_\_. Customs duties are *included* and 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

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

### 6.7.3 SACC Manual Clause

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

### 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)**

## 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 address shown on page 1 of the Contract for certification and payment.

---

## **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 Newfoundland and Labrador.

### **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,
- (c) the general conditions (2016-04-04) General Conditions- Services (Medium Complexity),
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment,
- (f) the Contractor's bid dated \_\_\_\_\_

---

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0. Scope**

##### **1.1. Objective**

To obtain commercial meals and accommodations for personnel in Corner Brook, Newfoundland, in support of the 2018 Canadian Cadet Organizations Biathlon Championship Series (CCOBCS) Stage III – Provincial Cadet Biathlon Championship.

##### **1.2. Background**

- 1.2.1. The aim of the Cadet Marksmanship and Biathlon programmes is to develop cadets' interest in competitive sport while promoting the safe and proficient use of firearms. These activities are valuable in helping cadet corps/squadrons achieve other aspects of the cadet programme related to leadership, citizenship and sensible living. By helping to achieve these outcomes through offering a challenge and fun, these programmes go a long way to enhancing the attractiveness of the Cadet programme as a whole to today's youth.
- 1.2.2. The event will be part of the CCOBCS which will require a Provincial Championship to take place in Newfoundland in late January 2018. To facilitate this event, meals and commercial accommodations will be required for the personnel involved.
- 1.2.3. A contract is required to use a non-Department of National Defence (DND) facility because this championship will take place in Newfoundland where no suitable DND facility exists to feed or accommodate the number of personnel involved.

##### **1.3. Terminology**

###### **1.3.1. Commercial Accommodations**

- 1.3.1.1. "Single Rooms" must consist of a room with a double or queen size bed, private bathroom and a sitting room suitable as a work / meeting space;
- 1.3.1.2. "Double Rooms (double occupancy)" must consist of a room with two double or queen size beds and a private bathroom intended for double occupancy; and

1.3.1.3. "Double Rooms (triple occupancy)" must consist of a room with three double or queen beds and a private bathroom intended for triple occupancy.

### 1.3.2. Meals

1.3.2.1. "Breakfast" refers to the meal described in the Breakfast Section of the enclosed "2018 Meal Guidelines"

1.3.2.2. "Lunch" refers to the meal described in the Lunch Section of the enclosed "2018 Meal Guidelines";

1.3.2.3. "Supper" refers to the meal described in the Supper Section of the enclosed "2018 Meal Guidelines"; and

1.3.2.4. "Bagged Supper" refers to the meal described in the Bagged Supper Section of the enclosed "2018 Meal Guidelines"

## 2.0. Reference Documents

2.1. 2018 Meal Guidelines: Details the requested menu composition.

## 3.0. Requirements

### 3.1. Commercial Accommodations

3.1.1. The contractor must provide the following numbers and types of room by night:

Item	Date	Total Requirement
3.1.1.1	18 Jan 18	<ul style="list-style-type: none"><li>• 2 X Single Rooms; and</li><li>• 11 X Double Rooms (double occupancy)</li></ul>
3.1.1.2	19 Jan 18	<ul style="list-style-type: none"><li>• 2 X Single Rooms;</li><li>• 25 X Double Rooms (double occupancy); and</li><li>• 30 X Double Rooms (triple occupancy)</li></ul>
3.1.1.3	20 Jan 18	<ul style="list-style-type: none"><li>• 2 X Single Rooms;</li><li>• 25 X Double Rooms (double occupancy); and</li><li>• 30 X Double Rooms (triple occupancy)</li></ul>
3.1.1.4	21 Jan 18	<ul style="list-style-type: none"><li>• 2 X Single Rooms; and</li><li>• 6 X Double Rooms (double occupancy)</li></ul>



### **3.2. Conference Room, Meeting and Storage Space Requirements:**

- 3.2.1. The contractor must provide one (1) ground floor room with walk out access for storage of equipment from 18 to 22 January 2018;
- 3.2.2. The contractor must provide one (1) meeting room suitable for use as an office either in or as close as possible to the accommodations area as possible from 18 to 22 January 2018;
- 3.2.3. The contractor must provide one (1) conference room with seating for 30 persons 1900 to 2200 hrs on both 19 January 2018 and 20 January 2018.

### **3.3. Meals Requirements**

- 3.3.1. The contractor must provide the following meals by day:

Item	Date	Hot Breakfast	Lunch	Hot Supper	Bagged Supper
3.3.1.1	18 Jan 18	-	-	24	-
3.3.1.2	19 Jan 18	24	28	142	-
3.3.1.3	20 Jan 18	142	142	142	-
3.3.1.4	21 Jan 18	142	142	13	104
3.3.1.5	22 Jan 18	13	-	-	-

### **3.4. Constraints**

- 3.4.1. In the event of inclement weather that prevents the competition from occurring, DND reserves the right to cancel either a portion of the requirement, or its entirety prior to close of business on 11 January 2018. Any such cancellations shall be invoked by the Contracting Authority, and notice shall be provided to the contractor in writing.
- 3.4.2. DND reserves the right to increase or decrease the dates/quantities of the requirement described above prior to close of business on 18 January 2018. Any such changes shall be invoked by the Contracting Authority, and notice shall be provided to the contractor in writing.

- 3.4.3. The personnel involved in this activity are Canadian Forces members and Canadian Cadets and as such are deemed to be government employees on government business and thus entitled to the federal government rate for accommodations, should such a rate exist.
- 3.4.4. Require all mini bar / snack items to be removed from all rooms and room telephones and televisions must have any capabilities disabled that would enable the occupant to charge extra costs to the room. Newspapers and other complimentary items are not required. Any additional room charges incurred will be the responsibility of the occupant(s); and
- 3.4.5. The contractor must provide use of a dining facility with sufficient tables and chairs for all breakfast and supper meals. Lunch meals are to be provided in bulk (NOT individually boxes or bagged) and are to be picked up at the contractor's kitchen no later than 1030 hours daily;
- 3.4.6. General, daily meal timings to be as follows. Note that meal times must include the ability to schedule a flex period of one-hour on either side of each hot meal to accommodate unforeseen scheduling changes. The Competition Logistics Officer shall coordinate this in advance with the contractor as required:
- 3.4.6.1. Breakfast: 0630 to 0830 hours;
- 3.4.6.2. Lunch: Pick-up 1030 hours; and
- 3.4.6.3. Supper: 1630 to 1800 hours
- 3.4.7. Supper on 19 January 2018 must be available until 1900 hours due to late arrivals. The Competition Logistics Officer shall coordinate appropriate timings in advance with the contractor; and
- 3.4.8. Supper bagged meals on 21 January 2018 shall be picked up at the contractors kitchen no later than 1330 hours.
- 3.4.9. The contractor must provide access to a photocopier for miscellaneous photocopying requirements less than one thousand (1000) pages.

### **3.5. Client Support**

- 3.5.1. DND will provide insulated containers for hot drinks and water for all meals.

### **3.6. Timeframe and Delivery Dates**

- 3.6.1. The contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period of 18 January 2018 to 22 January 2018.

## ANNEX "B"

### BASIS OF PAYMENT

**Table A, Accommodations:**

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Single Rooms, in accordance with Annex A	Per Room	8	\$ _____	\$ _____
2	Double Rooms (double occupancy), in accordance with Annex A	Per Room	67	\$ _____	\$ _____
3	Double Rooms (triple occupancy), in accordance with Annex A	Per Room	60	\$ _____	\$ _____
4	Storage Room, in Accordance with Annex A	Per Day	5	\$ _____	\$ _____
5	Meeting Room, in Accordance with Annex A	Per Day	5	\$ _____	\$ _____
6	Conference Room, in Accordance with Annex A	Per Day	2	\$ _____	\$ _____
7	Photocopier Access, in accordance with Annex A	Per Photocopy	Up to a maximum of 1000	\$ _____	\$ _____
	<b>Sub-total (Exclude HST)</b>				

Solicitation No. - N° de l'invitation  
W010X-18033/001/xaq  
Client Ref. No. - N° de réf. du client  
W010X-18033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-7-40165

Buyer ID - Id de l'acheteur  
xaq021  
CCC No./N° CCC - FMS No./N° VME

**Table B, Meals:**

Item	Description	Unit of Measure	Quantity (A)	Unite Rate (B)	Extended Price (C = A x B)
1	Hot Breakfasts, in accordance with Annex A	Per Meal	321	\$ _____	\$ _____
2	Lunches, in accordance with Annex A	Per Meal	312	\$ _____	\$ _____
3	Hot Suppers, in accordance with Annex A	Per Meal	321	\$ _____	\$ _____
4	Bagged Suppers, in accordance with Annex A	Per Meal	104	\$ _____	\$ _____
	<b>Sub-total (Exclude HST)</b>				

Solicitation No. - N° de l'invitation  
W010X-18033/001/xaq  
Client Ref. No. - N° de réf. du client  
W010X-18033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-7-40165

Buyer ID - Id de l'acheteur  
xaq021  
CCC No./N° CCC - FMS No./N° VME

---

## **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);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

---

**ANNEX "D"**

**INTEGRITY PROVISION – LIST OF NAMES**

The Integrity Provision of General Conditions 2030 requires that bidders supply the following: :

List of Names

- (a) Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.
- (b) If the required list of names has 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 provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.
- (c) The Bidder must immediately inform Canada in writing of any changes affecting the list of names of directors during this procurement process.

**Complete Legal Name** \_\_\_\_\_

**PBN** \_\_\_\_\_

**List of names of individuals currently on the Board of Directors or Owners:**

---

---

---

---

---

---

---

---

---

---

---