

## **Advance Contract Award Notice (ACAN)**

**Title:** Requirement for Hotel facilities in support of the 24th session of the Conference of the Parties (COP 24) to the UNFCCC will take place in December 2018, in Poland.

**Solicitation Number:** 5000035958

### **1. The Purpose and Explanation of an ACAN**

An Advance Contract Award Notice (ACAN) allows Environment Climate Change Canada to post a notice for no less than fifteen (15) calendar days, indicating to the supplier community that a goods, services or construction contract will be awarded to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the minimum requirements identified in the ACAN, the Contracting Authority may then proceed to award a contract to the pre-identified contractor.

### **2. Rights of Suppliers**

Suppliers who consider themselves fully qualified and available to provide the services or goods described in this ACAN may submit a Statement of Capabilities demonstrating how they meet the advertised requirement. This Statement of Capabilities must be provided via e-mail only to the contact person identified in Section 12 of the Notice on or before the closing date and time of the Notice. If the Bidder can clearly demonstrate they possess the required capabilities, the requirement will be opened to electronic or traditional bidding processes.

### **3. Proposed Contractor**

MazurkasTravel Biuro Podrozy  
Al. Wosjska, Polskiego, 27  
01-515 Warsaw, Poland

### **4. Definition of Requirements or Expected Results**

ECCC has a requirement for a travel arranger to book hotel facilities from December 1, 2018 to December 14, 2018, inclusively (13 nights) for up to 75 participants who will be attending the COP 24 event that will be held in Kadowice, Poland.

### **5. Minimum Requirements**

Any interested supplier must demonstrate by way of a Statement of Capabilities that it meets the following minimum requirements:

- a) Must demonstrate that it is an authorized travel arranger designated and authorized by the Government of Poland to book facilities in support of the COP 24 event.
- b) Must provide hotel facilities for 75 participants (13 nights) at a minimum 3 star location.
- c) The proposed hotel facilities must be located in Kadowice Poland.

## **6. Reason for Non-Competitive Award**

The proposed procurement is proceeding as an ACAN as there is only one supplier who meets the minimum essential requirements listed above.

## **7. Applicable trade Agreements and Justification for Limited Tendering or the Procurement Strategy for Aboriginal Business**

This procurement is subject to the following:

- \* Canadian Free Trade Agreement (CFTA)
- \* World Trade Organization (WTO)
- \* North American Free Trade Agreement (NAFTA)

## **8. Ownership of Intellectual Property**

Intellectual Property will reside with the Contractor.

## **9. Period of the Proposed Contract**

From date of contract award to December 15, 2018, inclusively.

## **11. Closing Date and Time**

The Closing Date and Time for accepting Statements of Capabilities is 4:00pm EST on January 5, 2018.

## **12. Contact Person**

All enquiries must be addressed by e-mail to:

Name: Angelina Garcia  
E-Mail: [angelina.garcia@canada.ca](mailto:angelina.garcia@canada.ca)