



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Jason.Amyot@tpsgc-pwgsc.gc.ca

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Accommodations in BC	
Solicitation No. - N° de l'invitation K8A60-180613/D	Date 2018-01-09
Client Reference No. - N° de référence du client K8A60-180613	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-74098	
File No. - N° de dossier lp003.K8A60-180613	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-25	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Amyot, Jason J.	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 420-7133 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT EMERGENCY SCIENCE & TECHN. 335 RIVER RD OTTAWA Ontario K1A0H3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

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

REQUEST FOR PROPOSAL (RFP)

Provision for commercial accommodations, meeting space and catering services in: Vancouver, British Columbia for the Department of Environment and Climate Change Canada (ECCC).

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

Environment and Climate Change Canada must host the 41st annual AMOP Technical Seminar on Environmental Contamination and Response. The AMOP Technical Seminar is an international forum on preventing, assessing, containing, and cleaning up spills of hazardous materials in every type of environment. It also deals with solutions for remediating and rehabilitating contaminated sites. AMOP is organized and sponsored by Environment and Climate Change Canada.

The purpose of this procurement is to secure meeting space and catering services for exhibitors and travelers attending the conference from October 2 to 4, 2018. Accommodations services are also required, see Annex A for details.

The establishment must be located in one of the following: Vancouver, North Vancouver, Burnaby, Richmond, Whistler or Victoria, British Columbia.

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 Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) 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) – Attn: Jason Amyot, Jason.Amyot@tpsgc-pwgsc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 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. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "X" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "X" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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 – Statement of Work.

Solicitation No. - N° de l'invitation
K8A60-180613/D
Client Ref. No. - N° de réf. du client
K8A60-180613

Amd. No. - N° de la modif.
File No. - N° du dossier
K8A60-180613

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

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 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the issuance of the contract until October 11th 2018 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

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: ***To be added at Contract award***

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail: _____

Solicitation No. - N° de l'invitation
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K8A60-180613

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File No. - N° du dossier
K8A60-180613

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

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 Procurement Authority

The Procurement Authority for the Contract is: ***To be added at Contract award***

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

The Contractor's Representative for the Contract is: ***To be added at Contract award***

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

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 Annex C – Basis of Payment. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work

6.7.2 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.8 Invoicing Instructions

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. The original and one (1) copy must be forwarded to the following address for certification and payment.

To be inserted at contract award

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04);
- (c) Annex A – Statement of Work;
- (d) Annex C – Basis of Payment;
- (e) the Contractor's bid dated _____ .

6.12 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Renovation Work

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

ANNEX A – STATEMENT OF WORK

1. Title:

Provision for commercial accommodations, meeting space and catering services in: Vancouver, North Vancouver, Burnaby, Richmond, Whistler or Victoria, British Columbia for the Department of Environment and Climate Change Canada (ECCC).

2. Background:

Environment and Climate Change Canada must host the 41st annual AMOP Technical Seminar on Environmental Contamination and Response. The AMOP Technical Seminar is an international forum on preventing, assessing, containing, and cleaning up spills of hazardous materials in every type of environment. It also deals with solutions for remediating and rehabilitating contaminated sites. AMOP is organized and sponsored by Environment and Climate Change Canada.

3. Objective:

The purpose of this procurement is to secure meeting space and catering services for exhibitors and travelers attending the conference from October 2 to 4, 2018. Accommodations services are also required.

4. Scope of Work:

The scope of work/provision of services is outlined with specific needs as follows:

4.1 Property:

Location:

The establishment must be located in: Vancouver, North Vancouver, Burnaby, Richmond, Whistler or Victoria, British Columbia.

Hotel Standard:

The establishment must have a Canada Select Star rating of three and a half (3.5) or a Canadian Automobile Association (CAA) Diamond rating of three (3). (i) Canada Select TM Star Ratings. Canada Select TM is a national accommodation-rating program. This rating system uses common grading criteria and evaluation techniques to establish a uniform method of comparing establishments from 0 to 5 stars. (ii) Canadian Automobile Association (CAA) Diamond Ratings. The Canadian Automobile Association uses grading criteria to establish a uniform method of comparing establishments from 0 to 5 diamonds.

4.2 Guest Rooms:

A block of rooms totaling 300 room nights for all participants is estimated to be required from Saturday September 29 to Friday October 5, 2018. The following is a breakdown requirement of the guest rooms required:

Sept/Oct	29	30	1	2	3	4	5
	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Rooms	5	5	75	85	85	40	5

- a) Rates: Rates for Guest rooms must be in single and double occupancy.
- b) Establishment Capacity: The provision of accommodations must be in one facility.
- c) Parking: Parking must be a separate agreement between the occupant and establishment.
- d) Responsiveness: Due to the transient nature of participant, the block of rooms for the period September 29 to October 5, 2018 must be held up to September 8, 2018. Following this date ECCC must not be responsible to pay for unreserved rooms.
- e) Reservations: Rooms, must be reserved by participants and payments of rooms must be the participants responsibility. ECCC must not be responsible for payments of any Guest rooms.
- f) Room Cancellation Policy: In the event that travel plans are changed; participants may cancel up to five (5) days prior to their arrival date without any cancellation fees. ECCC must not be responsible to pay for any cancelled rooms.

4.3 Meeting Space Requirements:

- a) Two (2) meeting rooms of a minimum of 1500 sq ft, capable of accommodating 100 people in theatre-style seating are required for the duration of the conference (October 2-4, 2018). A third seminar room of a minimum 1000 sq ft. capable of accommodating 75 people in theatre-style is required for Tuesday October 2. Each conference room requires a podium and a head table with chair at the front of the room on a raised, skirted platform and a water station at the back. These rooms must also be available October1, 2018 for audio-visual setup of the room by Audio-Visual Company.
- b) Commercial Exhibit and Poster Display area located in the conference foyer with room for six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards is required for the duration of the conference (October 2-4, 2018). This area must also be available October 1, 2018 for initial setup of the area by Show Services Company; A separate room for exhibit booths, posters and am/pm coffee is also be acceptable if it couldn't all be housed in the foyer. The coffee station would ensure flow-through for the booths and posters.
- c) Conference Office is required to store supplies and equipment from September 30 to October 4, 2018. It should be set up with three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided;
- d) Registration Desk, located in the conference foyer, with two (2) 6' tables and two (2) chairs is required (October 1-4, 2018). Tables must be skirted and located near an electrical outlet. Registration desk to be set up with a house phone, Kleenex, message board, and garbage and recycling bins.
- e) Approximately twelve (12) display easels are required for the duration of the conference

(October 1-4, 2018).

Room	Date	Function	From: To:	Setup
1	October 1 to 4 2018	Conference Room 1	16:00 (Monday October 1) 17:00 (Thursday October 4)	Theatre style for 100 people, minimum 1500 sq ft*, with water station at back. Podium, head table with chair on raised, skirted platform at front.
2	October 1 to 4 2018	Conference Room 2	16:00 (Monday October 1) 17:00 (Thursday October 4)	Theatre style for 100 people, minimum 1500 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at front.
3	October 1 to 2 2018	Conference Room 3	16:00 (Monday October 1) 17:00 (Tuesday October 2)	Theatre style for 75 people, minimum 1000 sq ft, with water station at back. Podium, head table with chair on raised, skirted platform at front.
4	October 1 to 4 2018	Commercial Exhibit and Poster Display	16:00 (Monday October 1) 17:00 (Thursday October 4)	Six (6) 10'x10' booths and ten (10) 4'x8' double-sided poster boards in conference foyer.
5	September 30 to October 4 2018	Conference Office	08:00 (Sunday September 30) 17:00 (Thursday October 4)	Three (3) 8' tables along wall. Room must be able to be locked and two (2) keys are to be provided.
6	October 1 to 4 2018	Registration Desk	08:00 (Monday October 1) 17:00 (Thursday October 4)	Two (2) 6' tables and two (2) chairs. Tables must be skirted and located near an electrical outlet. Registration desk to be set up with a house phone, Kleenex, message board, and garbage and recycling bins.
				*One foot = 0.3048 m

Other Specifications:

- a) The conference facility must be part of the hotel and all conference rooms must be on the same floor.
- b) The rooms being used for the concurrent sessions must be within 100 meters of each other.
- c) Meeting rooms and banquet facilities must be located on site and be consistent throughout the conference.
- d) This requirement facilitates logistical requirements, overall control and the comfort of our guests.
- e) Rooms should not be released to other events (24-hour hold) thus ensuring no teardown/setup of audiovisual equipment must occur over the duration of the conference.
- f) The banquet facilities are not to be in the same room as the sessions.

4.4 Catering Requirements:

Tuesday, Wednesday and Thursday October 2, 3, 4, 2018

- a) Speakers Breakfasts (Continental) for 40 people with an 8' table for testing computer presentations.

- b) Morning and afternoon Health Breaks for a total of 150 people (with coffee/tea/ bottled water/bottled juice in morning, coffee/tea/bottled water/canned soft drinks in afternoon) set up in foyer near commercial display area.
 c) Lunch Buffet for 150 people, in a separate room from the seminar sessions, set in rounds.
 d) Welcome Reception with cash bar and hors d'oeuvres for 150 people (Tuesday October 2, 2018 only).

Final Catering numbers must be guaranteed 72 hours in advance of the function date.

Date	Function	From: To:	Estimated No.	Requirements
Tuesday, Wednesday, Thursday October 2,3,4, 2018	Speakers Breakfast	07:30 - 08:30	40/day	Continental breakfast* (See details below)
Tuesday, Wednesday, Thursday October 2,3,4, 2018	Morning Health Break	10:00 - 10:30	150/day	Coffee, tea, juice and water
Tuesday, Wednesday, Thursday October 2,3,4, 2018	Delegates Luncheon	12:15 - 13:30	150/day	Lunch Buffet style ** (See details below)
Tuesday, Wednesday, Thursday October 2,3,4, 2018	Afternoon Health Break	15:00 - 15:30	150/day	Coffee, tea, soft drinks and water
Tuesday, October 2, 2018	Welcome Reception	18:00 – 19:30	150	Hors-d'oeuvres *** (See details below)

- a) Continental Breakfast:

Continental Breakfast on Tuesday, Wednesday, Thursday October 2, 3 and 4, 2018:

- Selection of pastries, croissants, bagels, scones and/or muffins
- Dry cereal or granola
- Butter, cream cheese and preserves
- Sliced fruit with yogurt
- Chilled fruit juices
- Regular and decaf coffee and tea

- b) Lunch Buffet:

1) Lunch Buffet Menu (European Theme) on Tuesday October 2, 2018:

- Soup/chowder
- Salad (choice of 2)
- Entrées (choice of 2: 1 beef or fish, 1 chicken or vegetarian)
- Seasonal vegetable
- Rice or herb garlic roasted potato
- Bread/rolls
- Sliced fruit
- Chef's selection of French pastries, flans/tortes, mousse/trifle and/or crème brûlée
- Regular and decaf coffee, tea

2) Lunch Buffet Menu (Italian/Mediterranean Theme) on Wednesday October 3, 2018:

- Salad (choice of 2 or 3)
- Entrées (choice of 2: 1 cream, 1 marinara/tomato based sauce with chicken or vegetarian)
- Seasonal vegetable (e.g. tomato with bocconcini)
- Ciabatta and/or garlic focaccia bread with spread (riata, tzatziki and/or hummus)
- Sliced fruit
- Chef's selection of tiramisu, biscotti and/or cannoli
- Regular and decaf coffee, tea

3) Lunch Buffet Menu on Thursday October 4, 2018:

- Soup/chowder
- Salad (choice of 2)
- Vegetable/antipasto tray
- Array of sandwiches and wraps
- Chef's selection of brownies/squares, tarts and pastries (no cookies)
- Regular and decaf coffee, tea

c) Welcome Reception with Cash Bar and Hors-d'oeuvres

1) Welcome Reception with Cash Bar and Hors-d'oeuvres Tuesday October 2, 2018

- Crudités/vegetable platter
- Cheese & crackers/flatbread
- Antipasto platter
- Fruit platter
- Bruschetta

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ANNEX B – BASIS OF PAYMENT

- a) The Guest Room Prices will be paid by AMOP Seminar participants who reserve the rooms.
- b) Canada will not be responsible for the reservation and payment of guest rooms for September 29 to October 05, 2018; these rooms must be reserved and paid by the participants.
- c) Prices for Meeting Space Rental and Catering Services will be paid by ECCC as per terms and conditions in this request for proposal.
- d) All prices below are before taxes.

Guest Room Rate:

Please provide the daily room rate before taxes in single/double occupancy.

\$ _____ per night single occupancy

\$ _____ per night double occupancy.

Please indicate applicable taxes and fee(s) subject to room rate: _____

Note: The maximum amount (unit price) allotted for a single and double occupancy guest room is \$300 CAD per night, excluding applicable taxes & fees. Any bid with a unit price in excess of the amount listed above will be considered non-responsive. This disclosure does not commit Canada to pay the maximum price per night.

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Meeting Space Rental Rates:

Please provide the Meeting Space Rental Rate before taxes for each location including its requirements. If one or more spaces including its requirements are offered on a complimentary basis, please indicate "At No Cost" in the Rental Rate Total column.

MOVE-IN: Monday, October 01, 2018 at 08:00 and 16:00

MOVE-OUT: Thursday, October 04, 2018 at 17:00

Room	Date (2018)	Function	From: To:	(a) Number of days	(b) Daily Rental Rate	Rental Rate Total in CDN\$ (a x b)
1	October 1 to 4	Conference Room 1	16:00 (Monday October 1) 17:00 (Thursday October 4)	4		
2	October 1 to 4	Conference Room 2	16:00 (Monday October 1) 17:00 (Thursday October 4)	4		
3	October 1 to 2	Conference Room 3	16:00 (Monday October 1) 17:00 (Tuesday October 2)	2		
4	October 1 to 4	Commercial Exhibit and Poster Display	16:00 (Monday October 1) 17:00 (Thursday October 4)	4		
5	September 30 to October 4	Conference Office	08:00 (Sunday September 30) 17:00 (Thursday October 4)	5		
6	October 1 to 4	Registration Desk	08:00 (Monday October 1) 17:00 (Thursday October 4)	4		
7	October 1 to 4	Dining Room	08:00 (Monday October 1) 17:00 (Thursday October 4)	4		
Sub-total:						
Service Charge (if applicable):						
Taxes:						
Total:						

Service Charge (if applicable): _____%

Applicable Taxes: _____%

Catering Services Rates:

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit Prices, all-inclusive but before applicable taxes.

Submitted unit price must not exceed the following unit cost including gratuity and taxes allotted (refer to the column (c) in the below table):

Breakfast: \$35.93
Lunch: \$52.04
Health Break: \$8.67
Welcome Reception: \$49.56

Date 2018	Function	From: To:	(a) Estimated Quantities	Unit Price \$CDN before gratuity and taxes:	(b) Unit Price \$CDN including gratuity:	(c) Unit Price \$CDN including gratuity and taxes:	(d) Total Prices \$CDN including gratuity = (a x b)
Tuesday, Wednesday, Thursday October 2, 3, 4	Speakers Breakfast	07:30- 08:30	40/day = 120				
Tuesday, Wednesday, Thursday October 2, 3, 4	Morning Health Break	10:00- 10:30	150/day = 450				
Tuesday, Wednesday, Thursday October 2, 3, 4	Delegates Luncheon	12:15- 13:30	150/day = 450				
Tuesday, Wednesday, Thursday October 2, 3, 4	Afternoon Health Break	15:00- 15:30	150/day = 450				
Tuesday, October 2	Welcome Reception	18:00- 19:30	150				
TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, <u>BEFORE TAXES</u> (d):							
TOTAL PRICE FOR CATERING SERVICES INCLUDING GRATUITY, <u>AFTER TAXES</u> :							

Applicable Gratuity: _____%

Applicable Taxes: _____%

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ANNEX C – INFORMATION AND CONTACTS

a) Bidder information

Name:	
Position / title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

b) Property information

Property name:	
Street address:	
City:	
Province / State:	
Postal/Zip or area code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation email address:	
Website address:	

Note: Procurement Business Number (PBN) for Canadian Bidders only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service online at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

For non-internet registration, suppliers may contact the Infoline at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX D – 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);