



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Jason Amyot
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Bid Fax: (819) 997-9776

**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 Key West, Florida	
Solicitation No. - N° de l'invitation W3999-171348/A	Date 2018-01-22
Client Reference No. - N° de référence du client W3999-171348	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-74192	
File No. - N° de dossier lp003.W3999-171348	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-07	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: Specified Herein Précisé dans les présentes	

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Department of National Defence (DND) will be participating in continuation dive training in Key West, Florida between the dates of 3 March and 20 April 2018. Approximately one hundred and twenty eight (128) personnel will require Hotel Services for the duration of the training. This requirement is estimated at 462 room nights.

More details are provided in the Statement of Work – 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 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 (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) – 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 Manitoba.

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 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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 "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

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders are required to comply with all the mandatory criteria below to be considered responsive; a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

Accommodations must include all services required at Annex A – Statement of Work.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. **The responsive bid with the lowest total estimated value (in Annex B- Basis of Payment) will be recommended for award of contract.**

The amount of guestrooms requested could vary based on the final requirement.

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) (<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) (<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

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

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 April 27th 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 Project Authority

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

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

To be added at Contract award

Solicitation No. - N° de l'invitation
W3999-171348/A
Client Ref. No. - N° de réf. du client
W3999-171348

Amd. No. - N° de la modif.
File No. - N° du dossier
W3999-171348

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

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 firm unit prices as specified in Annex B – 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 Limitation of Price

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.

6.7.3 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.

6.7.4 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);

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 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 Manitoba.

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 B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Information and Contact;
- (g) 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.

ANNEX "A" – STATEMENT OF WORK

Hotel Services in Key West, Florida – 03 March 2018 to 20 April 2018

1. OVERVIEW AND GENERAL REQUIREMENTS

1.1. Background

- 1.1.1. The Canadian Armed Forces (CAF) will be participating in continuation dive training in Key West, Florida and will require Hotel Services for the duration of the training.
- 1.1.2. It is anticipated that the training will take place from 3 March – 20 April 2018, where the Search and Rescue Technicians in total will be composed of approximately one hundred and twenty eight (128) personnel.

1.2. Objective

- 1.2.1. The objective of this Statement of Work (SOW) is to obtain Hotel Services in support of the dive training.

1.3. Scope

- 1.3.1. The Contractor is required to deliver the following services in support of the CAF's training in Key West Florida, as follows;
 - a. Hotel Services for approximately one hundred and twenty eight (128) people as indicated in the matrix at sec 2.2.1
- 1.3.2. The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1
- 1.3.3. In the event CAF is delayed during the deployment or re-deployment phase, hotel services may be additionally required and requested by the Contracting Authority for 3-5 days.

1.4. CAF Responsibilities

- 1.4.1. The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.
- 1.4.2. The CAF Technical Authority (TA) will inform the contractor no later than twenty-four (24) hours before any associated occupancy date cancellations. The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least forty-eight (48) hrs prior to the occupancy dates with the exception of unforeseen circumstances.

2. DETAILED TECHNICAL REQUIREMENTS

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

2.1. Technical Requirement

- 2.1.1. Ten (10) rooms must be double occupancy and non-smoking.
- 2.1.2. Two (2) single rooms for the mental health staff for three (3) night stay on each of the serials.
- 2.1.3. All amenities must be segregated from the basic room rate, no further cost against the CAF than those established.
- 2.1.4. General room cleaning service must be performed on a daily basis.
- 2.1.5. Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis.
- 2.1.6. At least one (1) sanitized (cleaned) drinking glass per room occupant must be provided.
- 2.1.7. Bedding exchange must occur on weekly basis, unless CAF TA requests bi-weekly.
- 2.1.8. Rooms must be equipped with single beds or larger with comfortable bedding. A sofa bed or cot is not acceptable
- 2.1.9. Each room will include a private three piece bathroom with minimum of a toilet, sink, and shower.
- 2.1.10. Serviceable television with remote and cable.
- 2.1.11. Safes must be made available within the room or at the front desk for CAF personnel.
- 2.1.12. Alarm Clock or wake-up call service.
- 2.1.13. Rooms must have armchairs or sofa for the room occupants and guest.
- 2.1.14. At least two (2) electrical outlets.
- 2.1.15. Each room will be equipped with a mini refrigerator and coffee machine with daily coffee and tea replenishment, at no extra cost to the room occupants.
- 2.1.16. Telephone capable of making international calls. Occupants will pay personal phone charges at time of check-out and billed directly to the occupant of the rooms.
- 2.1.17. The hotel must be equipped with Wi-Fi access in the rooms and throughout the common areas.
- 2.1.18. Rooms must meet the local Hotel Industry standard for hygiene and sanitation.
- 2.1.19. Secure parking must be available for a minimum of six (6) vehicles within the hotel grounds.

2.2. General Requirements:

- 2.2.1 The CAF requires the provision of Hotel Services of double rooms continuously for the dates indicated in the matrix below, with 2 single rooms for Mental Health staff on the dates indicated;

Location	Number of Bed Spaces	Double Occupancy	Check-In date	Check Out Date	Single Rooms MH staff
Key West, FI	20	10	3 March 18	9 March 18	3 nights, 6-8 March
Key West, FI	20	10	10 March 18	16 March 18	3 nights, 13-15 March

Key West, FI	20	10	17 March 18	23 March 18	3 nights, 20-22 March
Key West, FI	20	10	24 March 18	30 March 18	3 nights, 27-29 March
Key West, FI	20	10	31 March 18	6 April 18	3 nights 3-5 April
Key West, FI	20	10	7 April 18	13 April 18	3 nights 10-12 April
Key West, FI	20	10	14 April 18	20 April 18	3 nights 17-19 April

- 2.2.2 The Hotel must be located within 5 km of the downtown core of Key West.
- 2.2.3 Prior to the contract being awarded, a CAF representative will complete an inspection of the accommodation and facilities to ensure they meet the CAF standards for hygiene and safety. (Time and person to be confirmed by CAF TA).
- 2.2.4 Personnel shall not be relocated to another room during their stay unless it becomes necessary as directed by the CAF TA.
- 2.2.5 The CAF must be able to reduce or increase the bed spaces by fifteen (15) % on any one night given forty-eight (48) hour notice (if bed spaces are available).
- 2.2.6 The hotel awarded the contract 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 secure luggage storage area must be provided on request.
- 2.2.7 Hotel facility must have the capability for occupants to do their own laundry at the occupants own expense.
- 2.2.8 Hotel facility to provide one (1) large conference room for 20 people (including an overhead projector, 1 table and 20 chairs) on day one of each serial (1 hour) and the second last day of each serial (2 hours) for briefings.
- 2.2.9 Hotel facility to provide two (2) interview rooms on the second last day of each serial (all day). Either a dividing wall to separate into two individual rooms for privacy, or two (2) individual interview rooms.

2.3. Contractors Responsibilities;

- 2.3.1 Contractor must provide full access to all hotel amenities for the duration of the personnel's stay. Including but not limited to parking, restaurant(s) and fitness facility.
- 2.3.2 The Contractor must provide the services outlined in this Statement of Requirement.
- 2.3.3 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the CAF TA if different than the designated individual. These individuals must be able to communicate effectively in English.

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3. DELIVERABLES

3.1 Provide hotel service as indicated in section 2.1 and 2.2

ANNEX "B" - BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates.

Cost for all services stipulated in Annex A – Statement of Work **must be included in room price.**

Basis of payment will be firm daily rate per accommodation, applicable taxes are extra.

OCCUPANCY & PARKING

Check-in 2018	Check-out 2018	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in USD \$) (c)	Total estimated value (in USD \$) (a*b*c)
Double Occupancy					
03 Mar	09 Mar	10	6		
10 Mar	16 Mar	10	6		
17 Mar	23 Mar	10	6		
24 Mar	30 Mar	10	6		
31 Mar	06 Apr	10	6		
7 Apr	13 Apr	10	6		
14 Apr	20 Apr	10	6		
Single Occupancy					
06 Mar	09 Mar	2	3		
13 Mar	16 Mar	2	3		
20 Mar	23 Mar	2	3		
27 Mar	30 Mar	2	3		
03 Apr	6 Apr	2	3		
10 Apr	13 Apr	2	3		
17 Apr	20 Apr	2	3		
Total estimated value before applicable taxes:					

Estimated room nights: 462

Indicate % of applicable Federal Tax: _____

Indicate % of applicable State/Local Tax: _____

Other fees (if applicable): _____

Meeting Space Rental Rates:

Serial	Type of Room Requested	Dates Required	Time Requested	Daily Rental Rate/ (in USD \$)
#1	Large Conference Room	4 Mar 18	08:00 – 09:00	
	Large Conference Room	8 Mar 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#2	Large Conference Room	11 Mar 18	08:00 – 09:00	
	Large Conference Room	15 Mar 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#3	Large Conference Room	18 Mar 18	08:00 – 09:00	
	Large Conference Room	22 Mar 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#4	Large Conference Room	25 Mar 18	08:00 – 09:00	
	Large Conference Room	29 Mar 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#5	Large Conference Room	1 Apr 18	08:00 – 09:00	
	Large Conference Room	5 Apr 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#6	Large Conference Room	8 Apr 18	08:00 – 09:00	
	Large Conference Room	12 Apr 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
#7	Large Conference Room	15 Apr 18	08:00 – 09:00	
	Large Conference Room	19 Apr 18	08:00 – 10:00	
	Interview Room(s)		10:00 – 16:00	
Total estimated value before taxes:				

Indicate % of applicable Federal Tax: _____
Indicate % of applicable State/Local Tax: _____
Other fees (if applicable): _____

Accommodations, Parking and Meeting Space Rental, <u>without</u> taxes (in USD \$):	
Accommodations, Parking and Meeting Space Rental, <u>with</u> taxes (in USD \$):	

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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);

ANNEX D

INFORMATION AND CONTACTS

1. Bidder Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
(PBN) for Canadians Bidders only:	

2. 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 e-mail address:	
Website address:	

Note: Procurement Business Number (PBN) for Canadians 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 on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlvbj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

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.