

## RFP QUESTIONS AND ANSWERS

**File:** W8484-18-9186

**Initiative:** Hotel Accommodations in Support of OP UNIFIER

**RFP Issued:** 22 Mar 2018 at 6:00 am.

**RFP Closed:** 05 April 2018 at 11:00pm.

Number	Questions/Answers/Amendments	Date Received/ Replied
Question 1:	Please provide the address/gps location for the Sniper Training facility (or if not available due to security concerns, please provide a nearby location). There are several that show up online.	
Answer 1:	Main Gate of the Desna Military Base is in vicinity of (Latitude/Longitude) 50.917556, 30.760238	
Question 2:	Is this solicitation like a "standing offer", cause there are no exact dates, just approx number of rooms, and room nights?	
Answer 2:	The contract will be set-up as a firm contract for the 10 rooms that we require every day from 01-May 2018 to 31 March 2019 and a DND 626 task will be raised for 10 additional rooms that we will require each month on an as and when requested basis.	
Question 3:	Is the client willing to change to a more direct request with exact dates?	
Answer 3:	The dates are every day from 01 May-2018 until 31 March 2011.	
Question 4:	The requirement says that were are to be responsible for personal items. If military uniforms if lost or damaged, what is the procedure and policy on that?	

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Answer 4:	This will be dealt with on a case by basis depending on the extent of the loss or damage to the clothing items.	
Question 5:	There is limited quantity of facilities with in the 40km distance. Can the distance be extended to Northern Kyiv? This would provide more options and better safety and security for CAF members.	
Answer 5:	We will consider any bid within a 50 KM radius from the location provided in question 1 to be compliant for distance from place of work. Please see Amendment 1 below.	
Question 6:	Please explain or show examples of how you would like Annex "c" to be filled out.	
Answer 6:	Please see example below beginning on pg 4.	
Question 7:	Cellular coverage, how can we determine what areas have cellular coverage at all times. This is not up to the hotel, but up to the cellular provider company. Please advise.	
Answer 7:	This requirement has been removed, please see Amendment 1 below.	

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Amendment 1	<p>RFP W8484-18-9186 is hereby amended as follows:</p> <p><b>DELETE: 3.3.1.2 in its entirety of Annex A Statement of work:</b> The Contractor must ensure that accommodations are located no more than 40 kilometers from 169<sup>th</sup> Mechanized Infantry sniper Training Center Desna, Chernihv oblast, Ukraine 23240.</p> <p><b>INSERT: 3.3.1.2 of Annex A Statement of Work:</b> The Contractor must ensure that accommodations are located no more than <b>50</b> kilometers from 169<sup>th</sup> Mechanized Infantry sniper Training Center Desna, Chernihv oblast, Ukraine 23240.</p> <p><b>DELETE: 3.2.2.1 (g) in its entirety of Annex A Statement of work: g.</b> Cellular Coverage.</p>	
Question 8:	Can we offer you 8 rooms for 1 person in the main building and a separate 1 cottage for 2 people, as we cannot provide 10 rooms in the same building?	
Answer 8:	No. All rooms must be in the same building and same wing of the hotel. At maximum, the CAF would accept to have rooms separated onto 2 adjacent floors in the same wing of the same building (i.e. floor 1 and 2 or floor 3 and 4 but NOT floors 2 and 4). If this must be done, then there must be 5 rooms on one floor and 5 rooms on the other.	
Question 9:	Can we offer cottages for 2 people, as additional accommodation of 10 people for 150 nights (Additional Rooms as Required (up to 10 at a time per month))?	
Answer 9:	The additional “as and when requested” rooms must also be on the same floors as the main requirement rooms as per the answer to question 1.	
Question 10:	Could you clarify paragraph 3.2.2. does it refer to the main request (10 Single Occupant Rooms) or to an additional one (Additional Rooms as Required (up to 10 at a time per month))?	

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Answer 10:	<p>a. Section 3.2.2. applies to both the main requirement(10 single occupant rooms) AND the additional requirement (additional single occupant rooms for up-to 10 persons for an as required number of nights).</p> <p>b. The first table under section 3.3.2. refers to the main requirement and from the paragraph that starts with... "There may be a requirement to increase the number of occupants on an "as and when requested basis"... is referring to the additional requirement. The contractor must be able to provide both.</p> <p>c. The remainder of section 3.2.2 and sub-sections refer to both requirements.</p>	
Question 11:	Could you clarify the payment policy?	
Answer 11:	The CAF will pay the contractor within 30 days of receipt of the monthly invoice, if it is in accordance with services received and the pricing as per the basis of payment completed in "Annex B".	

	Requirement	Unit Price (Euro €)	VAT (Euro €)	Expected Usage	Total (Euro €)
<b>Initial Contract Period: 01 May 2018 to 31 March 2019</b>					
	Hotel Rooms	Per room / Per night	Per room / Per night		
	10 Single Occupant Rooms	€1	€0.20	335 Nights per room	€402.00
	Additional Rooms as Required (up to 10 at a time per month)	€1	€0.20	150 Nights total	€180.00
	1 Suite / Common Room	€1	€0.20	335 Nights per room	€402.00
	Cancellation Charges	% Fee	% Fee	% Fee	% Fee
	In accordance with Annex A – SOW, Section 3.2.3 i.	Free	Free	Free	Free
	Cancellation given between 15-29 days	Free	Free	Free	Free
	Cancellation given between 7 to 14 days	Free	Free	Free	Free
	Cancellation given with 6 days or less notice	5%	5%	5%	5%
	Laundry Rates – Per Bag	Per Bag	Per Bag		
	Laundry – Price per bag weighing less than 7Kg	€1	€0.2	700 Bags	€840
	Meal Rates – Per Person	Per Meal	Per Meal		
	Hot Breakfast at Hotel	€1	€0.20	3500 <sup>a</sup>	€4,200.00
	Hot Lunch at Hotel	€1	€0.20	500 <sup>b</sup>	€600.00
	Boxed Lunch	€1	€0.20	3000	€3,600.00
	Hot Dinner at Hotel	€1	€0.20	3500	€4,200.00

<b>(a) Total Initial Contract Period €</b>					€14,424.00
<b>Extended Contract Period 1 (If Option is Exercised): 01 April 2019 to 30 September 2019</b>					
	<b>Hotel Rooms</b>	<b>Per room / Per night</b>	<b>Per room / Per night</b>		
	10 Single Occupant Rooms	€1.00	€0.20	183 Nights per room	€219.60
	Additional Rooms as Required (up to 10 at a time per month)	€1.00	€0.20	85 nights per room	€102.00
	1 Suite / Common Room	€1.00	€0.20	183 Nights per room	€219.60
	<b>Cancellation Charges</b>	<b>% Fee</b>	<b>% Fee</b>	<b>% Fee</b>	<b>% Fee</b>
	In accordance with Annex A – SOW, Section 3.2.3 i.	Free	Free	Free	Free
	Cancellation given between 15-29 days	Free	Free	Free	Free
	Cancellation given between 7 to 14 days	Free	Free	Free	Free
	Cancellation given with 6 days or less notice	5%	5%	5%	5%
	<b>Laundry Rates – Per Bag</b>	<b>Per Bag</b>	<b>Per Bag</b>		
	Laundry – Price per bag weighing less than 7Kg	€1.00	€0.20	385 Bags	€462.00
	<b>Meal Rates – Per Person</b>	<b>Per Meal</b>	<b>Per Meal</b>		
	Hot Breakfast at Hotel	€1.00	€0.20	1910	€2,292.00
	Hot Lunch at Hotel	€1.00	€0.20	275	€330.00
	Boxed Lunch	€1.00	€0.20	1640	€1,968.00
	Hot Dinner at Hotel	€1.00	€0.20	1910	€2,292.00

<b>(b) Total, Extended Contract Period 1</b>					€7,885.20
<b>Extended Contract Period 2 (If Option is Exercised): 01 October 2019 to 31 March 2020</b>					
	<b>Hotel Rooms</b>	<b>Per room / Per night</b>	<b>Per room / Per night</b>		
	10 Single Occupant Rooms	€1.00	€0.20	182 Nights per room	€218.40
	Additional Rooms as Required (up to 10 at a time per month)	€1.00	€0.20	85 nights per room	€102.00
	1 Suite / Common Room	€1.00	€0.20	182 Nights per room	€218.40
	<b>Cancellation Charges</b>	<b>% Fee</b>	<b>% Fee</b>	<b>% Fee</b>	<b>% Fee</b>
	In accordance with Annex A – SOW, Section 3.2.3 i.	Free	Free	Free	Free
	Cancellation given between 15-29 days	Free	Free	Free	Free
	Cancellation given between 7 to 14 days	Free	Free	Free	Free
	Cancellation given with 6 days or less notice	5%	5%	5%	5%
	<b>Laundry Rates – Per Bag</b>	<b>Per Bag</b>	<b>Per Bag</b>		
	Laundry – Price per bag weighing less than 7Kg	€1.00	€0.20	385 Bags	€462.00
	<b>Meal Rates – Per Person</b>	<b>Per Meal</b>	<b>Per Meal</b>		
	Hot Breakfast at Hotel	€1.00	€0.20	1910	€2,292.00
	Hot Lunch at Hotel	€1.00	€0.20	275	€330.00
	Boxed Lunch	€1.00	€0.20	1640	€1,968.00
	Hot Dinner at Hotel	€1.00	€0.20	1910	€2,292.00

<b>(c) Total, Extended Contract Period 2</b>	€7,882.80
<b>Current Limitation of Expenditure, Total Cost (a)+(b)+(c)</b>	€3,0192.00