



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Hotel Accommodation - Brazil	
Solicitation No. - N° de l'invitation W0125-19WR02/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0125-19WR02	Date 2018-09-20
GETS Reference No. - N° de référence de SEAG PW-\$TOR-201-7602	
File No. - N° de dossier TOR-8-41061 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-28	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ramnarine, Vashti	Buyer Id - Id de l'acheteur tor201
Telephone No. - N° de téléphone (905) 615-2419 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

The solicitation amendment is being issued to extend the closing date to September 28th 2018, include questions from potential bidders, and the responses of the technical authority.

Question 1.

It states in SOW, 1.1 Background, that 436 squadron will use a corporate card. However, in section 6.7.4 it states that the contractor can accept different forms of payment. We prefer direct deposit to our Canadian Financial Institution.

Will this be acceptable?

Answer: Yes.

Question 2.

Will any 3 star rating from any site suffice, or is there a preferred site for rating?

Answer: 3 star is sufficient.

Question 3.

For the bed mattress size, a double size is the minimum size. Or will twin size mattresses be accepted?

Answer: Twin is acceptable.

Question 4:

Section 2.1 includes the following requirement.2.1. **Technical Requirement** Accommodations must be within 20 miles of Natal AFB and a minimum of 3 stars on the hotel rating.

Is there an exact address/coordinates to which we determine the 20-mile radius?

Answer 4:

Accommodations must be within 20 miles of Natal Air Force Base - Brazil

Comments:

Also, please note that in the solicitation, there are two (2) contact emails for forces members. This is a conflict of interest and possible collusion if any supplier has been in direct contact with them. This is to be a fair process for all potential bidders, and all questions are to be through the contract authority unless otherwise noted.

All question are to be directed to the Contracting Authority: Vashti Ramnarine

At: PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Delete:

~~Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.~~

Delete: Annex A

Insert:

ANNEX "A" 001

STATEMENT OF WORK (SOW)

Hotel Services - Brazil

The Canadian Armed Forces (CAF) 436 (Transport) Squadron will be participating in conjunction with several other nations and units in EX CRUSEX at Natal Air Force Base in Natal, Brazil and will require hotel services for the duration of the event.

These services will be required from 17th November 2018 to 1st December 2018.
40 participants in total will require rooms for 14 nights.

The Work to be performed is detailed under Annex A.

The contract must 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.

OVERVIEW AND GENERAL REQUIREMENTS

1.1. Background

436 (Transport) Squadron will be participating in conjunction with several other nations and units in EX CRUSEX at Natal Air Force Base in Natal, Brazil and will require hotel services for the duration of the event.

436 (Transport) Squadron personnel in addition to several other members from 8 Wing units will arrive at Natal AFB on 17 November 2018 and remain until 1 December 2018. 40 members in total will require rooms for 14 nights. The rooms will be reserved by 8 Operations Support Squadron Despatch section but paid for by 436 (Transport) Squadron Corporate Card.

1.2. Objective

The objective of this Statement of Work is to obtain hotel services in support of 436 (Transport) Squadron participation in Exercise CRUZEX, in Natal, Brazil.

1.3. Scope

The Contractor is required to deliver the following services in support of the Sqn's participation in CRUSEX 2018:

- a. Hotel services for no more than 40 people as indicated in the matrix at sec 2.2.1.

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.

1.4. CAF Responsibilities

The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.

The CAF Technical Authority (TA) will provide to the Contractor the exact/final number of rooms required no later than (NLT) **31 October 2018** and the remainder of rooms will be cancelled without penalty.

The CAF TA will inform the contractor no later than forty-eight (48) hours before any associated occupancy date cancellations or changes.

The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least 48 hrs prior to the occupancy dates.

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

Accommodations must be within 20 miles of Natal AFB and a minimum of 3 stars on the hotel rating.

All amenities must be segregated from the basic room rate.

General room cleaning service must be performed on a daily basis.

Fresh towel service and shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis.

At least one (1) sanitized (clean or disinfected) glass drinking glass per person in the room must be provided.

Bedding exchange must occur on a weekly basis.

Rooms must be equipped double beds or larger with comfortable bedding. A sofa bed or cot will not be acceptable.

Private full bath with minimum of a toilet, sink and shower.

Rooms must be non-smoking.

Alarm Clock or easy access to a reliable wake-up call service.

At least two (2) electrical outlets.

In-room telephone capable of making international calls. Personnel will pay phone charges at time of check-out.

Rooms must have internet (Wi-Fi) access throughout the common areas, including guest rooms.

Rooms must meet the local government's standards for hygiene and sanitation.

Space in vicinity of lobby with a table and 2 x chairs for support services.

2.2. General Requirements:

The CAF requires a provision of Hotel Services for rooms continuously for the dates indicated in the matrix below;

Location	Group	Single Occupancy	Check In date	Check Out Date
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Natal, Brazil	Participants	40	17 November 2018	1 December 2018
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Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

The hotel that is 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 luggage storage area must be provided on request.

2.3. Contractor's Responsibilities:

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

3. DELIVERABLES

- 3.1. Provide hotel service as indicated in section 2.1 thru 2.3.

Delete: Annex C
Insert:

ANNEX "C" 001

EVALUATION CRITERIA

Bidders must clearly demonstrate compliance with each mandatory technical criteria. Failure to demonstrate compliance will result in the offer being deemed non-responsive, and be given no further consideration.

Item	Mandatory Criteria	Page # (Identify page number in your proposal where the information can be found)
	The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.	
1	Accommodations must be within 20 miles of Natal AFB and a minimum of 3 stars on the hotel rating.	
2	All amenities must be segregated from the basic room rate	
3	General room cleaning service must be performed on a daily basis	
4	Fresh towel service and shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis.	
5	At least one (1) sanitized (clean or disinfected) glass drinking glass per person in the room must be provided.	
6	Bedding exchange must occur on a weekly basis	
7	Rooms must be equipped with double beds or larger with comfortable bedding. A sofa bed or cot will not be acceptable	
8	Private full bath with minimum of a toilet, sink and shower	
9	Rooms must be non-smoking.	
10	Alarm Clock or easy access to a reliable wake-up call service	
11	At least two (2) electrical outlets	
12	In-room telephone capable of making international calls. Personnel will pay phone charges at time of check-out	
13	Rooms must have internet (Wi-Fi) access throughout the common areas, including guest rooms	
14	Rooms must meet the local government's standards for hygiene and sanitation	
15	Space in vicinity of lobby with a table and 2 x chairs for support services	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED