

## **REQUEST FOR PROPOSAL (RFP)**

### **CHARTER BUSES AND CARGO TRUCKS SERVICES DURING OP DISTINCTION 2018**

**for the DEPARTMENT OF NATIONAL DEFENCE (DND)**

Bid Solicitation Number: W8484-199324

*Submit Proposals by email to Adele van der Starren*

*Email to: [adele.vanderstarren@forces.gc.ca](mailto:adele.vanderstarren@forces.gc.ca)*

*(DND will confirm receipt of proposal)*

*Submit Inquiries by email to [adele.vanderstarren@forces.gc.ca](mailto:adele.vanderstarren@forces.gc.ca)*

***RFP Closing Time and Date:***

***Friday, 19 October, 2018, 11am (EDT)***

*(All proposals must be received by DND by the RFP Closing Time and Date)*

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

This requirement is Unclassified and there is no security association with this requirement.

### **1.2 Statement of Work**

The Canadian Armed Forces (CAF) contingent will require charter busses and cargo trucks services for up to 190 members in the vicinities of Lille Airport and Brussels Airport (France and Belgium) as well as Mons and surrounding areas (Belgium and France), for the period 4 to 14 November 2018, in support of OP Distinction.

Work to be performed is detailed under Annex A – Statement of Work, Appendix 1 and Appendix 2.

### **1.3 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.

## **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) (<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](#) 2018-05-22 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 the Department of National Defence by the date, time and place indicated in the bid solicitation.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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

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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.

## 2.4 Applicable Laws

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

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, one (1) soft copy by email.
- Section II: Financial Bid, one (1) soft copy my email.
- Section III: Certifications, one (1) soft copy by email.
- Section IV: Additional Information, one (1) soft copy by email.

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

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, as defined in Annex A, Statement of Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

The price of the bid will be evaluated in Euros.

### 3.1.1 SACC Manual Clauses

#### 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

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

Bids not meeting these mandatory technical criteria will be declared non-responsive.

##### 4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

The price will be evaluated in Euros, applicable taxes excluded.

1. The bidder must provide the following information:

Service	Number of days (A)	Daily Rate /per bus (B)	Number of buses (C)	Total cost excluding taxes (A*B*C)
A. Passenger Services (04-14 Nov 2018) - 190 passengers  Capacity for luggage = 11.4 cubic meters and 1,900 kg	11			
B. Cargo Transport Services (04-05 November 2018)  Capacity for luggage/instruments =60 cubic meters and 7,455 kg	2 (approx. 7 hours total)			
C. Cargo Transport Services (14 November 2018)  Capacity for luggage/instruments =60 cubic meters and 7,455 kg	1			

**Total estimated taxes:** \_\_\_\_\_ **Total cost:** \_\_\_\_\_

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause [A0069T](#), (2007-05-25), Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

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## 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](https://www.canada.ca/en/employment-social-development/canada-esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 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** 2018-06-21, 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 4 November 2018, to 14 November 2018, inclusive.

#### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Appendix 1 and 2 of the Contract.

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## 6.5 Authorities

To be inserted at contract award.

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department of National Defence Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

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 Contractor's Representative

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_



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## 6.6 Payment

### 6.6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B - Basis of Payment, to a maximum of EUR \_\_\_\_\_ (amount to be inserted at contract award).

### 6.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ EUR. Customs duties are included and Applicable Taxes are extra.

### 6.6.3 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; and
- c. the Work delivered has been accepted by Canada.

### 6.6.4 Electronic Payment of Invoices – Contract

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

- a. Wire Transfer (International Only);

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

## 6.8 Certifications and Additional Information

### 6.8.1 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.

## 6.9 Applicable Laws

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

### 6.10 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 2018-06-21;

- (c) Annex A, Statement of Work
- (d) Appendix 1 – Buses Schedule
- (e) Appendix 2– Cargo Truck Schedule
- (f) the Contractor's bid dated \_\_\_\_\_

## 6.11 Defence Contract

*SACC Manual* clause [A9006C](#) 2012-07-16 Defence Contract

## 6.12 Insurance

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**

### **1. Scope**

#### **1.1. Purpose**

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 100th Anniversary of the End of the First World War in November 2018. The CAF contingent will require charter busses and cargo trucks services for up to 190 members in the vicinities of Lille Airport and Brussels Airport (France and Belgium) as well as Mons and surrounding areas (Belgium and France), for the period 4 to 14 November 2018.

### **2. Requirements**

#### **2.1. Tasks**

The Contractor must provide charter bus and cargo transport services as detailed in the technical requirements. Locations for passenger pick-up and drop off are detailed in Appendix 1 and 2.

#### **2.2. Technical Requirements**

##### **2.1 Chartered Bus Service**

- 2.1.1 Capability to carry 190 CAF members.
- 2.1.2 Busses will be no more than five (5) years old and have no more than 500,000 kilometers on the odometer.
- 2.1.3 Busses will have a secure storage capability for carry-on luggage (5kg per passenger) and band equipment for thirty-five (35) musicians (instruments/baggage = 10m<sup>3</sup> and 1100kg).
- 2.1.4 Busses will have functional air conditioning and interior heating systems with fans to circulate the cooled or heated air within the vehicle.
- 2.1.5 Busses will have a main passenger entry/exit door and emergency exits from the vehicle, in the event of a collision.
- 2.1.6 Busses will have functioning seat belts, for the driver and all passengers within the vehicle.
- 2.1.7 Busses will have a functioning lavatory (water closet) on board that is serviced daily for long hauls between events.

##### **2.2 Cargo Transportation Services**

- 2.2.1 Cargo trucks must be able to secure all baggage from theft at all times.

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- 2.2.2 Cargo trucks must be capable of transporting up to 280 x 25kg luggage pieces (7,000 kg and 42m<sup>3</sup>) and 60 x band equipment (455 kg and 18 m<sup>3</sup>) for a total capacity 7,455 kg and 60 cubic meters on 4-5 November 2018.
  - 2.2.3 Cargo trucks must be capable of transporting up to 280 x 25kg luggage (7,000 kg and 42m<sup>3</sup>) and 60 x band equipment (455 kg and 18 m<sup>3</sup>) for a total capacity 7,455 kg and 60 cubic meters on 14 November 2018.
  - 2.2.4 Cargo trucks must be no more than five (5) years old and have no more than 500,000 kilometers on the odometer.
  - 2.2.5 Cargo trucks must have a solid box for the cargo hold area.
  - 2.2.6 Cargo trucks must have functioning seat belts, for the driver and all passenger positions within the vehicle. One member of the CAF contingent will accompany the driver to provide directions whenever the truck is carrying baggage.

### **2.3 General Requirements for Busses and Cargo Vehicles**

- 2.3.1. All busses and cargo trucks must include qualified drivers to operate for the duration of the schedules as detailed in Appendix 1 and 2.
- 2.3.2. The Contractor will be responsible to provide good quality service for all busses and cargo trucks including but not limited to:
  - a. Vehicle safety and cleanliness (vehicle to be cleaned of garbage and swept daily, toilets cleaned daily);
  - b. All busses and cargo trucks must meet all local Government Safety Standards;
  - c. Drivers must be courteous, professional and neat in appearance and manner; and
  - d. Drivers must be fluent in speaking French and/or English.
- 2.3.3. Bus drivers will be responsible to meet the schedule requests of the CAF dispatchers. There will be a daily coordination meeting between bus drivers and a point of contact designated by the CAF in order to plan the day's activities and communicate any changes to schedule. Scheduling to be confirmed and will be provided via email to winning bidder no later than 02 November 2018.
- 2.3.4. As flight delays may be experienced, the buses must be prepared to drive and be standing by for up to four (4) hours at the designated airports during arrivals and departures as described in Appendix 1 and 2.
- 2.3.5. Flight arrival and departure timings will be confirmed no later than close of business on 02 November 2018. Before this date, the times may be moved up by 24 hours from the times originally specified.
- 2.3.6. The busses and cargo trucks services will be required for dates and locations as specified in Appendix 1 and 2.

### **2.4 CAF Responsibilities**

- 2.4.1 Identify the CAF Technical Authority (TA) at the time of contract award and provide an updated schedule of locations and times when the services are required by close of business on 02 November 2018.

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- 2.4.2 The TA will designate a point of contact (POC) as onsite dispatcher who will speak directly with the Contractor as required. The contact information of the POC will be made available to the Contractor.
- 2.4.3 The TA will provide an updated schedule indicating exact timing and number of personnel to be transported at least eight (8) hours in advance of any changes to the schedule.
- 2.4.4 The TA will identify the location of suitable parking areas for buses during all events if required and coordinate access to all pick-up and drop-off location of personnel as required by event security and transportation managers.
- 2.4.5 The TA will meet and brief all drivers on 4 November 2018 at Brussels Airport and Lille Airport.

## 2.5 Contractor Responsibilities

- 2.5.1 The Contractor is responsible for the safe transportation of all CAF personnel and equipment to the various predetermined locations as indicated in Appendix 1 and 2.
- 2.5.2 The Contractor is responsible for the provision of busses and cargo vehicle(s) with qualified operators for all requirements. The Contractor is responsible to adhere to all required times and ensure that the passenger transportation solutions (busses) and cargo transportations means are ready and standing by at the required timings and locations.
- 2.5.3 The Contractor will provide the name of an individual who will act as the single Point of Contact (POC) for the CAF in addressing all technical and administrative matters.
- 2.5.4 Airport access, or access to any destination that has a security cordon, (TBC by the CAF TA) for all operators will be arranged by the CAF TA. The Contractor will provide (via email) requested information and documentation to the CAF TA no later than close of business on 02 November 2018.

Requested information for operator to gain access to airport grounds:

- a. Drivers Licence;
  - b. Passport; and
  - c. Vehicle type (make, model, vehicle registration and proof of insurance.
- 2.5.5 The Contractor must ensure that operators have appropriate licensing and qualifications to operate the vehicles on the airport grounds and commercial roadways to which they are charged with operating.
- 2.5.6 The Contractor must ensure that the bus drivers meet with the CAF TA to receive a briefing regarding pickup timings, locations, all required duties and to review the Statement of Work (SOW) equipment serviceability requirements two (2) hours prior to flight arrival 4 November 2018 at the Brussels and/or Lille airports.

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- 2.5.7 The Contractor must ensure that vehicle operators are fed and lodged at the Contractor's expense within thirty (30) minutes of Mons, Belgium, and no more than forty-five (45) minutes from Valenciennes, France, to facilitate operations.
- 2.5.8 The Contractor must ensure that vehicle operators are reachable by cellular phones at all times and their phone numbers must be provided to the CAF TA by 2 November 2018 to facilitate local coordination.
- 2.5.9 The Contractor is responsible for all normal operating costs or expenses related to the following but not limited to:
- a. All vehicle maintenance and damages;
  - b. Vehicle insurance;
  - c. Traffic violations;
  - d. Fuel;
  - e. Permits;
  - f. Recovery charges;
  - g. Road tolls and administration fees;
  - h. Parking and access fees;
  - i. All living expenses i.e. food, lodgings etc. of the drivers and any other staff;
  - j. Oil and lubricants; and
  - k. Replacement of tires.
- 2.5.10 The Contractor is responsible for all vehicle maintenance and must provide replacement vehicles within four (4) hours of breakdown when a vehicle is taken out of service for repairs or maintenance. The replacement vehicle must adhere to all requirements outlined in paras 2.1, 2.2 and 2.3 of this document.
- 2.5.11 The Contractor must be flexible and accommodate minor schedule changes, additions and deletions to the schedule up to eight (8) hrs in advance of the requirement as communicated by the TA.
- 2.5.12 Operators must remain at destination locations during events unless directed otherwise by the TA.
- 2.5.13 The Contractor must provide either a French or English speaking point of contact to be available on a 24/7 basis. The POC must possess the authority to act and or decide on all matters concerning the fulfillment of the duties described in this document.

**ANNEX B - BASIS OF PAYMENT**

The Bidder must provide transportation and cargo services in accordance with Annex A – Statement of Work.

Basis of payment will be firm fixed rate for the duration of the contract.

Applicable taxes are extra.

All prices are in EUROS.

<b>Service</b>	<b>Number of days</b>	<b>Daily Rate /per bus</b>	<b>Number of buses</b>	<b>Total cost excluding taxes (A*B*C)</b>
	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	
A. Passenger Services (04-14 Nov 2018)  190 passengers  Capacity for luggage = 11.4 cubic meters and 1,900 kg	11			
B. Cargo Transport Services (04/05 Nov)  Capacity for luggage/instruments =60 cubic meters and 7,455 kg	2 (approx. 7 hours total)			
C. Cargo Transport Services (14 Nov)  Capacity for luggage/instruments =60 cubic meters and 7,455 kg	1			

**Total Estimated taxes:** \_\_\_\_\_

**Total Cost :** \_\_\_\_\_

Solicitation No. - N° de l'invitation

W8484-199324

Client Ref. No. - N° de réf. du client

W8484-199324

Amd. No. - N° de la modif.

File No. - N° du dossier

W8484-199324

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

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**Appendix I**

Tentative bus schedule for up to 190 Passengers: 4-14 November 2018. If there are changes, an updated itinerary will be provided to drivers no later than 02 November 2018. Flight times may vary up to 24 hours from the table below.

	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
4 November 2018 (Route 1)	38 including luggage (11.4 cubic meters and 1,900 kg)	Brussels Airport, Belgium. Parking lot P16. On arrival, call Technical Authority at +1 613 898 0419. <b>50°53'52.2"N 4°28'49.2"E</b> CAF point of contact will brief all drivers on timings and schedule, verify equipment serviceability and requirements SOW check.	Arrive and be parked within 20 minutes of airport by 1110hrs (2 hours prior to flight landing.) Flight lands 1310hrs. Technical authority will call you when flight lands to proceed to loading zone (location to be confirmed). Expect to arrive at loading zone at 1330hrs. Depart approximately 1400hrs (50 minutes after flight landing). Arrive HOTEL 3 approximately 1500hrs (60 minutes after departing airport.) 15 minutes to unload, and depart approximately 1515hrs. Arrive HOTEL 2 approximately 1525hrs. 15 minutes to unload, and depart approximately 1540hrs. Arrive HOTEL 1 approximately 1610hrs. 15 minutes to unload, and job complete approximately 1625hrs. (Delays probable).	<b>HOTEL 3:</b> Mons Youth Hostel Rampe du Château 2, 7000 Mons, Belgium <b>50°27'13.4"N 3°56'59.9"E</b>  <b>HOTEL 2:</b> Hotel Ibis Mons Centre Gare Boulevard Charles Quint 27, 7000 Mons, Belgium <b>50°27'16.7"N 3°56'39.4"E</b>  <b>HOTEL 1:</b> Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>	81 km+ 1 km+ <u>41 km =</u> <b>123 km</b>  <b>5.5 hours – may be extended if flights delayed</b>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
4 November 2018 (Route 2)	140	Old Terminal Lille Airport, France <b>50°34'09.2"N 3°05'46.0"E</b> Arrive at airport no later than 1900hrs (2 hours prior to flight landing). CAF point of contact will brief all drivers on timings and schedule, verify equipment serviceability and requirements SOW check.	Arrive at airport 1900hrs (2 hours prior to flight landing.) Flight lands 2100hrs. Depart approximately 2230hrs (90 minutes after flight landing). Arrive HOTEL 1 approximately 2310hrs (90 minutes after departing airport.) 15 minutes to unload, and depart approximately 2325hrs 4 November 2018. Arrive HOTEL 2 approximately 2355hrs 4 November 2018. 15 minutes to unload, and depart approximately 0010hrs 5 November 2018. Arrive HOTEL 3 approximately 0020hrs 5 November 2018. 15 minutes to unload, and job complete approximately 0035hrs 5 November 2018. (Delays probable).	<b>HOTEL 1:</b> Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>  <b>HOTEL 2:</b> Hotel Ibis Mons Centre Gare Boulevard Charles Quint 27, 7000 Mons, Belgium <b>50°27'16.7"N 3°56'39.4"E</b>  <b>HOTEL 3:</b> Mons Youth Hostel Rampe du Château 2, 7000 Mons, Belgium <b>50°27'13.4"N 3°56'59.9"E</b>	49 km + 41 km + <u>1 km =</u> <b>91 km</b>  <b>6 hours – may be extended if flights delayed</b>

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5 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0820hrs, and depart 0835hrs.  BUS 2: HOTEL 2 – load 50 x PAX at 0840hrs, and depart 0855hrs.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0840hrs, and depart 0855hrs.  ALL BUSSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0930hrs, unload, remain in place.</p> <p>At 1030hrs, all buses load and depart the Event Centre. Arrive Canadian National Vimy Memorial 1200hrs. Depart Canadian National Vimy Memorial 1430hrs. Arrive Beaumont-Hamel Newfoundland Memorial 1530hrs. Depart Beaumont-Hamel Newfoundland Memorial 1700hrs departure. Arrive Event Centre, SHAPE, at 1830hrs, unload, remain in place.  Depart Event Centre 1930hrs as follows:  BUS 1 arrive HOTEL 1 (50 pax) 2005hrs.  BUS 2 arrive HOTEL 2 (50 pax) 1950hrs.  BUS 3 and 4 arrive HOTEL 3 (90 pax) 1950hrs.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>Canadian National Vimy Memorial  <b>50°22'47.3"N 2°46'11.0"E</b></p> <p>Beaumont-Hamel Newfoundland Memorial  <b>50°04'20.7"N 2°38'50.5"E</b></p> <p>NOTE that the Beaumont-Hamel Newfoundland Memorial may be replaced by other destinations in the vicinity</p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p>46 km +  116 km +  46 km +  137 km +  <u>46 km =</u>  <b>391 km</b></p> <p><b>Bus 1: 12 hours</b>  <b>Bus 2: 11.5 hours</b>  <b>Bus 3: 11.5 hours</b>  <b>Bus 4: 11.5 hours</b></p>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
6 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750hrs, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810hrs, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810hrs, and depart 0825hrs.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900hrs, unload, park nearby.</p> <p>Approximately 1130hrs, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1300hrs, all buses load and depart the SHAPE Club.  Arrive Event Centre 5 minutes later (1,300 m distance).</p> <p>Approximately 1700hrs, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1830hrs, all buses load and depart the SHAPE Club as follows:  BUS 1 arrive HOTEL 1 (50 pax) 1905hrs.  BUS 2 arrive HOTEL 2 (50 pax) 1850hrs.  BUS 3 and 4 arrive HOTEL 3 (90 pax) 1850hrs.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>100 km</b></p> <p><b>Bus 1: 11.5 hours</b>  <b>Bus 2: 11 hours</b>  <b>Bus 3: 11 hours</b>  <b>Bus 4: 11 hours</b></p>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
7 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750h, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810h, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810h, and depart 0825h.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900h, unload, park nearby.</p> <p>Approximately 1130h, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1300h, all buses load and depart the SHAPE Club.  Arrive Event Centre 5 minutes later (1,300 m distance).</p> <p>Approximately 1700h, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1830h, all buses load and depart the SHAPE Club as follows:  BUS 1 arrive HOTEL 1 (50 pax) 1905h.  BUS 2 arrive HOTEL 2 (50 pax) 1850h.  BUS 3 and 4 arrive HOTEL 3 (90 pax) 1850h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>100 km</b></p> <p><b>Bus 1: 11.5 hours</b>  <b>Bus 2: 11 hours</b>  <b>Bus 3: 11 hours</b>  <b>Bus 4: 11 hours</b></p>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
8 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750h, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810h, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810h, and depart 0825h.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900h, unload, park nearby.</p> <p>Approximately 1130h, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1300h, all buses load and depart the SHAPE Club.  Arrive Event Centre 5 minutes later (1,300 m distance).</p> <p>Approximately 1700h, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1830h, all buses load and depart the SHAPE Club as follows:  BUS 1 arrive HOTEL 1 (50 pax) 1905h.  BUS 2 arrive HOTEL 2 (50 pax) 1850h.  BUS 3 and 4 arrive HOTEL 3 (90 pax) 1850h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>100 km</b></p> <p><b>Bus 1: 11.5 hours</b>  <b>Bus 2: 11 hours</b>  <b>Bus 3: 11 hours</b>  <b>Bus 4: 11 hours</b></p>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
9 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750h, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810h, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810h, and depart 0825h.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900h, unload, park nearby.</p> <p>1130h, all buses load and depart the Event Centre. Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>1300h, all buses load and depart the SHAPE Club. Arrive Event Centre 5 minutes later (1,300 m distance).</p> <p>1545h, BUS 1 and BUS 2 load 55 PAX and depart SHAPE for Canadian National Vimy Memorial, arrive approximately 1715h.</p> <p>1630h, BUS 3 and BUS 4 load 95 PAX and depart SHAPE for Liberation Parade, Quiévrain, Belgium, arrive approximately 1715h.</p> <p>1800h, BUS 3 and BUS 4 move empty from Liberation Parade to Square des Canadiens, Quiévrain, Belgium, arrive approximately 1830h.</p> <p>2030h, BUS 1 (25 pax) departs Canadian National Vimy Memorial for HOTEL 1, arriving approximately 2130h.  2030h, BUS 2 (30 pax) departs Canadian National Vimy Memorial for HOTEL 3, arriving approximately 2200h.  2100h, BUS 3 (50 pax) departs Quiévrain for HOTEL 3, arriving approximately 2200h.  2100h, BUS 4 (45 pax) departs Quiévrain for HOTEL 2, arriving approximately 2200h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>Canadian National Vimy Memorial  <b>50°22'47.3"N 2°46'11.0"E</b></p> <p>Liberation Parade, Quiévrain, Belgium  <b>50°23'27.2"N 3°40'23.8"E</b></p> <p>Square des Canadiens, Quiévrain, Belgium  <b>50°23'14.3"N 3°41'45.3"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>Up to 300 km</b></p> <p><b>Bus 1: 14 hours</b>  <b>Bus 2: 14 hours</b>  <b>Bus 3: 14 hours</b>  <b>Bus 4: 14 hours</b></p>

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10 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 25 x PAX at 0720h, and depart 0735h.  BUS 2: HOTEL 2 – load 50 x PAX at 0740h, and depart 0755h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0740h, and depart 0755h.  BUS 1, 2, 3, 4: Arrive Event Centre, SHAPE, 0830h.  BUS 2: load 20 x PAX at Event Centre and depart 0900h. Arrive Guiot Farm, 1000h.  BUS 3 &amp; 4: load 95 x PAX at Event Centre and depart 1000h. Arrive St. Symphorien 1020h.  BUS 2: Depart Guiot Farm 1200h, arrive SHAPE Club 1320h.  BUS 3 &amp; 4: Depart St. Symphorien 1200h, arrive SHAPE Club 1240h.  BUS 3 &amp; 4: Load 95 x PAX and Depart SHAPE Club 1415h, arrive George Price Memorial, Le Roeulx 1430h.  BUS 3 &amp; 4: depart George Price Memorial 1700h, arrive SHAPE Club 1735h.  BUS 1 &amp; 2: Load 95 x PAX and Depart SHAPE Club 1400h, arrive Event Centre 5 minutes later (1,300m distance). Return to SHAPE Club at 1555h. Depart SHAPE Club for Soignies 1650h. Arrive 1700h. Depart Soignies 1930h, cross load, and return all PAX to their hotels, approx. 2000h  BUS 3 &amp; 4: depart SHAPE Club 1800h, cross load, and return all PAX to their hotels (Hotels 2 and 3 only) approx. 1815h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>Guiot Farm, Froidchappelle, Belgium  <b>50°08'58.2"N 4°21'51.4"E</b></p> <p>St. Symphorien Military Cemetery  <b>50°25'57.6"N 4°00'39.8"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>George Price Memorial, Le Roeulx, Belgium  <b>50°28'27.2"N 4°04'02.4"E</b></p> <p>Ceremony in Soignies, Belgium  <b>50°30'18.3"N 3°59'53.0"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>Up to 300 km</b></p> <p><b>Bus 1: 13 hours</b>  <b>Bus 2: 12.5 hours</b>  <b>Bus 3: 11 hours</b>  <b>Bus 4: 11 hours</b></p>



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11 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750h, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810h, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810h, and depart 0825h.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900h, unload, park nearby.  BUS 1, 2: load 60 x PAX, depart 0945h, arrive St. Ghislain 1000h. Depart St. Ghislain 1230h, arrive SHAPE Club 1305h.  BUS 2, 3, 4: load 115 x PAX, depart 0945h arrive Mons Municipal Cemetery 1000h. Depart Mons 1200h, arrive SHAPE Club 1235h.  ALL BUSES: load 190 x PAX, depart 1400h, arrive Mons Staging Area, 1415h.  Depart Staging Area 1645h, arrive SHAPE Club 1720h.  Depart SHAPE Club 1815h, as follows:  BUS 1 – 50 PAX, HOTEL 1, arrive 1845h.  BUS 2- 50 PAX, HOTEL 2, arrive 1830h.  BUS 3 &amp; 4 – 90 PAX, HOTEL 3, arrive 1830h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>Remembrance Parade, St. Ghislain, Belgium  <b>50°26'51.9"N 3°49'11.6"E</b></p> <p>Mons Municipal Cemetery, Mons, Belgium  <b>50°27'42.3"N 3°58'37.3"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>Staging Area, Mons, Belgium  <b>50°27'24.8"N 3°57'26.9"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>Up to 200 km</b></p> <p><b>Bus 1: 11 hours</b>  <b>Bus 2: 10.5 hours</b>  <b>Bus 3: 10.5 hours</b>  <b>Bus 4: 10.5 hours</b></p>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
12 November 2018	190	<p>HOTEL 1: Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p>HOTEL 2: Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>BUS 1: HOTEL 1 – load 50 x PAX at 0750h, and depart 0805h.  BUS 2: HOTEL 2 – load 50 x PAX at 0810h, and depart 0825h.  BUS 3 &amp; 4: HOTEL 3 – load 90 x PAX at 0810h, and depart 0825h.  ALL BUSES – will need to pass through SHAPE security (allow 20 minutes). Arrive Event Centre, SHAPE, at 0900h, unload, park nearby.</p> <p>Approximately 1130h, all buses load and depart the Event Centre.  Arrive SHAPE Club 5 minutes later (1,300 m distance).</p> <p>Approximately 1300h, all buses load and depart the SHAPE Club.  Arrive Event Centre 5 minutes later (1,300 m distance).</p> <p>Approximately 1500h, all buses load and depart the Event Centre as follows:  BUS 1 arrive HOTEL 1 (50 pax) 1535h.  BUS 2 arrive HOTEL 2 (50 pax) 1550h.  BUS 3 and 4 arrive HOTEL 3 (90 pax) 1550h.</p>	<p>Event Centre, SHAPE, Mons, Belgium  <b>50°30'07.2"N 3°58'27.9"E</b></p> <p>SHAPE Club, SHAPE, Mons, Belgium  <b>50°30'12.8"N 3°59'13.8"E</b></p> <p>HOTEL 1 / HOTEL 2 / HOTEL 3</p>	<p><b>100 km</b></p> <p><b>Bus 1: 8 hours</b>  <b>Bus 2: 8 hours</b>  <b>Bus 3: 8 hours</b>  <b>Bus 4: 8 hours</b></p>

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W8484-199324  
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File No. - N° du dossier  
W8484-199324

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

	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
13 November 2018 (Route 1)	50 to 150 (numbers TBC 05 NOV – Rte 1 and Rte 2 will require maximum 4 x buses total)	HOTEL 1: Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>	Arrive HOTEL 1 0800h. 15 minutes to load, and depart before 00815h. Arrive HOTEL 2 0845h. 15 minutes to load, and depart before 0900h. Arrive HOTEL 3 0910h. 15 minutes to load, and depart before 0925h. Arrive Waterloo 1015h Depart Waterloo 1445h Arrive HOTEL 3 1535h. 15 minutes to unload, and depart before 1550h. Arrive HOTEL 2 1600h. 15 minutes to unload, and depart before 1615h. Arrive HOTEL 1 1645h.	HOTEL 2: Hotel Ibis Mons Centre Gare Boulevard Charles Quint 27, 7000 Mons, Belgium <b>50°27'16.7"N 3°56'39.4"E</b>  HOTEL 3: Mons Youth Hostel Rampe du Château 2, 7000 Mons, Belgium <b>50°27'13.4"N 3°56'59.9"E</b>  Waterloo Battlefield <b>50°40'52.2"N 4°24'07.8"E</b>  HOTEL 3 / HOTEL 2 / HOTEL 1	<b>200km</b>  <b>8.5 hours</b>

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	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
13 November 2018 (Route 2)	50 to 150 (numbers TBC 05 NOV – Rte 1 and Rte 2 will require maximum 4 x buses total)	HOTEL 1: Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>	<p>Arrive HOTEL 1 0830h. 15 minutes to load, and depart before 0845h.</p> <p>Arrive HOTEL 2 0915h. 15 minutes to load, and depart before 0930h.</p> <p>Arrive HOTEL 3 0940h. 15 minutes to load, and depart before 0955h.</p> <p>Arrive leper 1125h</p> <p>Tour various locations near leper such as Passchendaele, Tyne Cot, Sanctuary Wood –to be confirmed</p> <p>Depart leper 1650h</p> <p>Arrive HOTEL 3 1820h. 15 minutes to unload, and depart before 1835h.</p> <p>Arrive HOTEL 2 1845h. 15 minutes to unload, and depart before 1900h.</p> <p>Arrive HOTEL 1 1930h.</p>	<p>HOTEL 2: Hotel Ibis Mons Centre Gare            Boulevard Charles Quint            27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p>HOTEL 3: Mons Youth Hostel            Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p> <p>leper (Menin Gate)  <b>50°51'07.2"N 2°53'26.4"E</b></p> <p>Tour various locations near leper such as Passchendaele, Tyne Cot, Sanctuary Wood –to be confirmed</p> <p>HOTEL 3 / HOTEL 2 / HOTEL 1</p>	<p><b>400km</b></p> <p><b>11 hours</b></p>

	# of Pax	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
14 November 2018 (Route 1)	50 including luggage (15 cubic meters and 2,500 kg)	HOTEL 1: Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>	BUS 1: Arrive HOTEL 1 0445h. 15 minutes to load, and depart before 0500h. Arrive HOTEL 2 0535h. 15 minutes to load, and depart before 0550h. Arrive HOTEL 3 0600h. 15 minutes to load, and depart before 0615h. Arrive Brussels Airport no later than 0715h (3 hours prior to flight). Flight time 1015h.	HOTEL 2: Hotel Ibis Mons Centre Gare Boulevard Charles Quint 27, 7000 Mons, Belgium <b>50°27'16.7"N 3°56'39.4"E</b>  HOTEL 3: Mons Youth Hostel Rampe du Château 2, 7000 Mons, Belgium <b>50°27'13.4"N 3°56'59.9"E</b>  Brussels Airport – parking lot P16. <b>50°53'52.2"N 4°28'49.2"E</b>	<b>130 km</b> <b>5.5 hours</b>
14 November 2018 (Route 2)	140	HOTEL 3: Mons Youth Hostel Rampe du Château 2, 7000 Mons, Belgium <b>50°27'13.4"N 3°56'59.9"E</b>	Arrive HOTEL 3 0755h. 15 minutes to load, and depart before 0810h. Arrive HOTEL 2 0820h. 15 minutes to load, and depart before 0835h. Arrive HOTEL 1 0905h. 15 minutes to load, and depart before 0920h. Arrive Lille airport OLD TERMINAL no later than 1000h (2 hours prior to flight). Flight time 1200h.	HOTEL 2: Hotel Ibis Mons Centre Gare Boulevard Charles Quint 27, 7000 Mons, Belgium <b>50°27'16.7"N 3°56'39.4"E</b>  HOTEL 1: Hotel ibis Valenciennes 90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France <b>50°21'01.4"N 3°31'33.7"E</b>  Old Terminal Lille Airport, France <b>50°34'09.2"N 3°05'46.0"E</b>	1 km + 41 km + <u>49 km =</u> <b>91 km</b> <b>4.5 hours</b>

The above dates and timings are estimates, and are provided in good faith.

## Appendix 2

Tentative Cargo Schedule for 4-5 & 14 November 2018. Flight times to be confirmed not later than 02 November 2018, but may vary up to 24 hours from the table below.

Cargo Truck	Point of Origin	Departure and Arrival times	Destination(s)	Approx. Distance & Driver Hours (not including travel to and from job)
<p><b>4-5 November 2018</b></p> <p><b>Flight times to be confirmed by 2 Nov 2018. After confirmation, delays up to 4 hours must be allowed.</b></p> <p>Truck(s) required to carry up to 280 x 25kg luggage (7,000 kg and 42m3) as well as 60 x band equipment (455 kg and 18 m3) for a total capacity <b>7,455 kg and 60 cubic metres.</b></p>	<p>Old Terminal Lille Airport, France  <b>50°34'09.2"N 3°05'46.0"E</b></p> <p>Arrive at airport no later than 1900h (2 hours prior to flight landing).  Cargo truck will be escorted onto tarmac by airport authorities.</p>	<p>Arrive at airport 1900hrs (2 hours prior to flight landing.)  Flight lands 2100hrs.  Depart approximately 2230hrs (90 minutes after flight landing).  <b>Arrive HOTEL 1</b> approximately 2310hrs 4 November 2018 (90 minutes after departing airport). 30 minutes to unload, and depart approximately 2340hrs 4 November 2018.  <b>Arrive HOTEL 2</b> approximately 0010hrs 5 November 2018. 30 minutes to unload, and depart approximately 0040hrs 5 November 2018.  <b>Arrive HOTEL 3</b> approximately 0050hrs 5 November 2018. 30 minutes to unload, and job complete approximately 0120hrs 5 November 2018. (Delays probable).</p>	<p><b>HOTEL 1:</b> Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p><b>HOTEL 2:</b> Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p><b>HOTEL 3:</b> Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p>49 km +  41 km +  <u>1 km</u> =  <b>91 km</b></p> <p><b>6.5 hours – may be extended if flights delayed</b></p>
<p><b>14 November 2018</b></p> <p><b>Flight times to be confirmed by 12 Nov 2018. After confirmation, delays up to 4 hours must be allowed.</b></p> <p>Truck(s) required to carry up to 280 x 25kg luggage (7,000 kg and 42m3) as well as 60 x band equipment (455 kg and 18 m3) for a total capacity <b>7,455 kg and 60 cubic metres.</b></p>	<p><b>HOTEL 3:</b>  Mons Youth Hostel  Rampe du Château 2, 7000 Mons, Belgium  <b>50°27'13.4"N 3°56'59.9"E</b></p>	<p><b>Arrive HOTEL 3</b> 0525hrs. 45 minutes to load, and depart before 0610hrs.  <b>Arrive HOTEL 2</b> 0620hrs. 45 minutes to load, and depart before 0705h.  <b>Arrive HOTEL 1</b> 0735hrs. 45 minutes to load, and depart before 0820hrs.  Arrive Lille airport NEW TERMINAL no later than 0900hrs (3 hours prior to flight). (This is different from where the plane arrived).  Flight time 1200hrs.</p>	<p><b>HOTEL 2:</b> Hotel Ibis Mons Centre Gare  Boulevard Charles Quint 27, 7000 Mons, Belgium  <b>50°27'16.7"N 3°56'39.4"E</b></p> <p><b>HOTEL 1:</b> Hotel ibis Valenciennes  90 Rue Baudouin l'Edifieur, 59300 Valenciennes, France  <b>50°21'01.4"N 3°31'33.7"E</b></p> <p><b>New Terminal Lille Airport, France</b>  <b>50°34'19.2"N 3°06'24.4"E</b>  Park in front of new terminal.</p>	<p>1 km +  41 km +  <u>49 km</u> =  <b>91 km</b></p> <p><b>4 hours</b></p>

The above dates and timings are estimates, and are provided in good faith.