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PART 1 - GENERAL INFORMATION

1.1 Introduction

A. The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

B. The Attachments include the Pricing Schedule, the Technical Evaluation, and the Electronic Payment Instruments.

C. The Annexes include the Statement of Work, the Basis of Payment and Contacts.

1.2 Summary

A. The Department of National Defence and the Canadian Armed Forces (DND/CAF) have a requirement for meeting facilities, accommodation and catering provisions to host a six (6) day, five (5) nights Exercise CALLED TO SERVE (EX CTS). It is anticipated that up to a maximum of 250 people will attend the Annual event, as detailed under **Annex “A” – Statement of Work**.

B. It is intended to award a contract for one (1) year, with the irrevocable option to extend the Contract by up to four (4) additional, one (1) year periods at Canada’s discretion.

C. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Comprehensive Land Claim Agreements (CLCA).



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- D. The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

- A. 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

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
 - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - (a) send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
 - (iii) Section 05, Submission of bids, subsection 4, is amended as follows:
 - Delete: 60 days
 - Insert: 120 days
 - (iv) Section 06, Late bids, is deleted in its entirety;
 - (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
 - 07 Delayed bids
 - (a) It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
 - (vi) Section 08, Transmission by facsimile, is deleted in its entirety; and
 - (vii) Section 20, Further information, is deleted in its entirety.

2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2.1 Electronic Submissions



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- A. 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 DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting 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 submitted after the closing time and date will not be accepted.

2.3 Former Public Servant

- A. 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 nonresponsive.

2.3.1 Definitions

- A. For the purposes of this clause:
- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11 (<http://laws-lois.justice.gc.ca/eng/acts/F-11/FullText.html>), 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;
 - (ii) "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; and
 - (iii) "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*



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[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.

2.3.2 Former Public Servant in Receipt of a Pension

A. As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

(i) Name of former public servant; and

(ii) Date of termination of employment or retirement from the Public Service.

C. 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](#) (<http://www.tbs-sct.gc.ca/hgw-cgf/business-affaire/gcp-agc/notices-avis/2012/10-31-eng.asp>) and the [Guidelines on the Proactive Disclosure of Contracts](#) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>).

2.3.3 Work Force Adjustment Directive

A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

B. If so, the Bidder must provide the following information:

(i) Name of former public servant;

(ii) Conditions of the lump sum payment incentive;

(iii) Date of termination of employment;

(iv) Amount of lump sum payment;

(v) Rate of pay on which lump sum payment is based;

(vi) Period of lump sum payment including start date, end date and number of weeks; and

(vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

C. 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



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- A. All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. 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

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

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
 - Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
 - Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
 - Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
 - Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.2 Section I: Technical Bid

- A. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- B. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in “**Attachment 1 to Part 3**” for the initial and option periods.

3.3.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete “**Attachment 2 to Part 3**”, Electronic Payment Instruments, to identify which ones are accepted.
- B. If “**Attachment 2 to Part 3**”, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.3.2 Exchange Rate Fluctuation

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.



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3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

- A. In Section IV of their bid, bidders should provide:
- (i) A completed, signed, and dated Page 1 of this solicitation;
 - (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
 - (iii) For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
 - (iv) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified; and
 - (v) Any other information submitted in the bid not already detailed.



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ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

- A. The Bidder must complete this pricing schedule and include it in its financial bid. (See attached)



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ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Bidder accepts to be paid by 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); and
- Large Value Transfer System (LVTS) (Over \$25M).



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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.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

- A. Mandatory technical evaluation criteria are included in “**Attachment 1 to Part 4**”, Evaluation Criteria.

4.1.2 Financial Evaluation

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- B. Should two (2) or more responsive bids achieve an identical lowest evaluated price, the bid with the highest level of experience in mandatory technical criterion M5 will be recommended for award of contract.



ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

- 1.1 Proposals submitted for this requirement must clearly demonstrate that the Contractor meets all of the mandatory criteria listed in the Mandatory Criteria Compliance Grid. Failure to demonstrate this will result in the Proposal being declared NON-COMPLIANT and the Proposal will be given no further consideration.
- 1.2 The Proposal will be evaluated solely on its content and the documentation provided as part of the Contractor’s Proposal, except as otherwise specifically provided in this solicitation.
- 1.3 Canada may, but has no obligations to, conduct an on-site inspection of the Contractor’s facilities to determine if they are adequate to meet the requirements of the bid solicitation prior to contract award

Mandatory Technical Criteria

The Proposal must clearly demonstrate that the Contractor meets each of the following Mandatory Criteria

#	CRITERIA	HOW IT IS DEMONSTRATED	MET	NOT MET	JUSTIFICATION OR PAGE NUMBER IN BID WHERE FOUND
M1	The Bidder must demonstrate that the proposed site be held at a location outside the cities of Ottawa, Ontario and Gatineau, Quebec, but within 150 kilometers of the Montreal Pierre Elliott Trudeau International airport and 200 km from the Ottawa International Airport.	A site map must be provided indicating distance in kilometers from the proposed site to the location of airport.			
M2	The Bidder must demonstrate that the proposed site be able to provide a block of 250 rooms for overnight accommodations.	A site map must be provided indicating the number of total rooms available in the proposed site.			
M3	The Bidder must demonstrate that the proposed site be able to provide 12 breakout rooms of various capacities. The estimated capacities are: 125 persons, 80 persons, 45 persons, 30 persons, 20 persons and 15 persons. The breakout rooms must be located in the same facility as the accommodations.	A site map must be provided highlighting the breakout rooms and capacities.			
M4	The Bidder must demonstrate that the proposed site be able to provide	A site map must be provided showing that seating and capacity is			



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	seating capable of accommodating up to 250 persons.	available in accordance with SOW 5.2.5.			
M5	The Bidder must demonstrate a minimum of three (3) years' experience in the management and planning in holding similar size events within the last 10 years from date of bid closing.	Supporting documentation must be provided indicating specific examples of comparable events of similar size including catering and accommodations for up to 250 persons.			



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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

- A. In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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

- A. 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions - Required Documentation

- A. 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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



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- B. 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.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

A. There is no security requirement applicable to the Contract.



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PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

- A. The Contractor must perform the Work in accordance with the Statement of Work at “**Annex A**”.

7.2 General Conditions

- A. [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modification:

- (i) Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"

means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.3 Security Requirements

- A. There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

- A. The period of the Contract is from date of Contract Award to March 31, 2020.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to (4) four additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:



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[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

- B. 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.

7.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence (DND)
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

- B. The Technical 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 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.

7.5.3 Procurement Authority

- A. The Procurement Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence (DND)
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

- B. The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the



implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (PSSA) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) 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](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp) of the Treasury Board Secretariat of Canada (http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp).

7.7 Payment

7.7.1 Basis of Payment

- A. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of payment in **Annex “B”**, to a limitation of expenditure of **[amount to be detailed in the resulting contract]**. This includes accommodations, meeting rooms, catering services, additional event services, audiovisual, IT equipment, support and service charges.
- B. The following services will be paid for by the participants (Non-Public funds) and not by Canada: Meet and Greet, the Formal Dinner and its gratuities, alcohol, and health breaks. Customs duties are included, and Applicable Taxes are extra.

7.7.2 Method of Payment – Multiple Payments

- A. Canada will pay the Contractor upon completion and delivery of services 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.



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7.7.3 Electronic Payment of Invoices - Contract

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

List to be updated in the resulting contract

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

7.8 Invoicing Instructions

A. 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.

B. Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

C. The authorized miscellaneous expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

D. Non-Public funds means services that are not paid for by Canada. These services are to be billed separately.

(i) The Contractor must submit separate invoices in accordance with the table below:

No.	Type	Description
Invoice #1	Public Funds	Miscellaneous Expenses: - Pipes, Drapes, and Linens (As per article 6.3.2 and 7.3 Statement of Work (SOW)); and - Shuttle Bus Services (As per article 3.6 and 7.3 of the Statement of Work (SOW)). BBQ dinner expenses (As per article 6.2 of the Statement of Work (SOW)). Alcohol costs associated with the entire BBQ dinner will be funded by the attendees (not DND/CAF).
Invoice #2	Public Funds	Meals, other than formal dinner (As per article 6.4 of the Statement of Work (SOW)).



Invoice #3	Public Funds	Accommodation Requirements (As per article 5.0 of the Statement of Work (SOW)).
Invoice #4	Non-Public Funds	All Obligatory Snacks & Health Breaks to be charged on separate invoices, as this will be funded by the attendees, (As per article 6.1.2; 6.3.9; and 6.4.5 of the Statement of Work (SOW)).
Invoice #5	Non-Public Funds	Formal Dinner expenses (including alcohol) for this event must be charged as food and alcohol costs associated with the entire formal dinner (as per article 6.3 of the Statement of Work (SOW)).

7.9 Certifications and Additional Information

7.9.1 Compliance

A. 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.

7.10 Applicable Laws

A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable.**

7.11 Priority of Documents

A. 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:

- (i) The Articles of Agreement;
- (ii) The General Conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (iii) Annex A, Statement of Work;
- (iv) Annex B, Basis of Payment; and
- (v) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

7.12 Insurance

A. 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.



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ANNEX A - STATEMENT OF WORK

1. OBJECTIVE

- 1.1 The purpose of this procurement is to secure commercial accommodation, meeting facilities, and provision of meals and beverages for the Annual Chaplain Training Exercise. It is intended to award a contract for one (1) year, with options to extend the term of the contract by up to four (4) additional one (1) year periods.

2. BACKGROUND

- 2.1 The Exercise Called to Serve (EX CTS) is an annual exercise lead by the Chaplain General for the training and professional development of the Royal Canadian Chaplain Service. All Canadian Regular Forces Chaplains are required to attend and as well as selected Reservist chaplains will be invited.

It is anticipated that up to a maximum of two hundred and fifty (250) participants will attend the Annual event during the preferred date from 31 May until 8 June 2019.

Guests are to be accommodated in the same facility, as well as the event space and associated support space.

3. SCOPE

- 3.1 The scope of work is outlined with specific needs as follows:

3.2 *Location*

The event must be held at a location outside the cities of Ottawa, Ontario and Gatineau, Quebec, but within 150 kilometers of the Montreal Pierre Elliott Trudeau International airport and 200 kilometers from the Ottawa International Airport.

3.3 *Preferred Dates*

Facilities will be required on the following preferred dates:

- a) A pre-EX set up from 31 May & 01-02 June 2019;
- b) EX CTS from 3 to 7 June 2019; and
- c) A post EX tear down day on 8 June 2019.

NOTE: While the Statement of Work is representative of the preferred date, bids will be accepted for the week of 24 May to 1 June 2019 and the week of 31 May to 8 June 2019. (The event date will be confirmed at Contract Award).

3.4 *Meals*

All meals will be served to the total number of attendees simultaneously, in a group setting, in strict accordance with the schedule and time allotted.

3.5 *Guest Rooms*

The total number of rooms and attendees for all events will be confirmed no less than fifteen (15) days prior to the event.



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3.6 **Parking and Shuttle Bus**

Parking must be a separate agreement between the attendees and establishment.

A shuttle bus will be required to pick up attendees at the airport (Ottawa/Montreal) and drive them to the venue on day of arrival. Limited shuttle bus service will be required on the last day of the conference, if an attendee must leave prior to 1300hrs.

4. **DESCRIPTION OF EVENTS**

4.1 The Contractor must provide the following facilities for the Pre-EX event set up:

4.1.1 **Pre-EX set up:**

4.1.2 **Preferred Dates:** 31 May & 1-2 June, 2019

4.1.3 **Estimated Number of Attendees:** Minimum 2 to a Maximum 4

4.1.4 The pre-EX set-up is a three (3) day team of four (4) DND personnel tasked to complete set up arrangements for EX CTS.

Two (2) administration offices and a storage area as identified in paragraph's 4.2.2 and 4.2.4 below, and must be available from noon 31 May 2019 until noon 7 June 2019.

Most of the working group attendees will arrive on 2 June 2019 and will remain until the end of the event on 7 June 2019.

4.2 The Contractor must provide the following facilities for the EX CTS set-up:

4.2.1 **EX CTS set-up:**

4.2.2 **Preferred Dates:** 2 to 7 June, 2019

4.2.3 **Estimated Number of Attendees:** Minimum 175 to a Maximum 250

4.2.4 The spiritual training provided at EX CTS is a one week long training exercise where the Canadian Armed Forces religious and professional leaders seek the advice of their chaplains through their Denominational Meetings and the general assembly of Chaplains. Most attendees will arrive on Sunday 2 June 2019:

- a) 2 June 2019: Arrival of attendees;
- b) 3 June 2019: Welcome ceremony, Professional Development, "Meet & Greet", Monday evening;
- c) 4 June 2019: Professional Development, sports event, and BBQ Style Dinner;
- d) 5 June 2019: Professional Development and/or Denominational session;
- e) 6 June 2019: Denominational sessions, group photo, and Formal Dinner; and
- f) 7 June 2019: Professional Development and/or Denominational session, and END EX at 13:30.

5. **ACCOMMODATIONS REQUIREMENTS**

5.1 Accommodations are required as follows:

Accommodations
31 May to 06 June 2019



Rooms	Nights of 31 May and 01 June 2019	Nights of 2 to 6 June 2019
Guest Room	2 – 4	159-229
One Bedroom Suite	0	1
Double-occupancy standard room	0	20
Total	2 – 4	180-250

5.2 **Event EX Requirements – 31 May to 7 June 2019**

5.2.1 The Contractor must provide the following:

5.2.2 **Operations Room**

Two administration offices or rooms assigned for the duration are required for eight (8) days 31 May to 7 June 2019 and to be available 24 hours per day with a minimum of three (3) keys per room provided to the office staff. The rooms must be equipped with phone/phone line with long distance capability, and one of the rooms with a photocopier/printer. One administration office must be large enough to accommodate four (4) people with four (4) chairs, four (4) desks/tables for administrative work and one (1) table for supplies and miscellaneous. The second room must be large enough for four (4) people with four (4) chairs and four (4) desks/tables. There also must be Internet access for up to two (2) computers per room.

5.2.3 **Media**

Computers will be supplied by the Canadian Armed Forces. It is essential that the Contractor be prepared to meet with, and respond to, Chaplain General Staff members concerning ongoing planning requirements at the location where the event will occur.

5.2.4 **Storage**

A separate area for storage of supplies, awards etc., is required for eight (8) days 31 May to 7 June 2019. The storage area must be at least 30 square meters (80 square feet) – whether as a separate room or a partitioned additional space to one of the administration offices.

5.2.5 **Main Conference Room**

A main conference room is required for six (6) days 2 June to 7 June 2019 that can accommodate up to 250 persons, must include a raised platform/stage for the speaker or theater style set-up with two (2) overhead large screens and a sound system ensuring that all participants in the room can clearly see and clearly hear the speaker, translation services, and portable musical equipment and furniture for Religious Services. (Note: translation services, portable musical equipment and furniture for Religious services will be provided by DND). The conference room must be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with five (5) microphones of which at least three (3) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. The main conference room must be available for use by DND between 07:00 and 23:00 daily.

5.2.6 **Breakout Rooms**



Up to twelve (12) breakout rooms for workshops, each equipped with sufficient tables and chairs for attendees to work on, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers, and one (1) podium. All rooms require one screen and projector which can be linked to a standalone laptop for overhead presentations (DND will provide the standalone laptops). Set up may vary from room to room. The number of breakout rooms required will be confirmed thirty (30) days prior to the start of the event. The Contractor will be responsible for ensuring the availability and serviceability of all standing/installed IT and audiovisual equipment.

5.2.6.1 Details anticipated for 2019 are as follows:

- a) One (1) breakout room seating one hundred and twenty-five (125) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with five (5) microphones of which at least three (3) must be wireless. Access to the room will be required daily from 07:00 to 23:00;
- b) One (1) breakout room seating eighty (80) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with two (2) microphones of which at least one (1) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. Access to the room will be required on 4 June 2019 from 12:00 to 7 June 2019 12:30;
- c) One (1) breakout room, capable of seating forty-five (45) persons, U-Shaped (3 days: 5 June 2019 from 12:00 to 7 June 2019 12:30;
- d) Two (2) breakout rooms seating thirty (30) persons, U-Shaped (3 days, 5 to 7 June 2019). Access to the room will be required during regular business hours (08:00 to 17:00);
- e) One (1) breakout room seating twenty (20) persons, U-Shaped (3 days, 5 to 7 June 2019). Access to the room will be required during regular business hours (08:00 to 17:00);
- f) Two (2) breakout rooms, each capable of seating fifteen (15) persons, U-Shaped (3 days, 5 to 7 June 2019). Access to the rooms will be required during regular business hours (08:00 to 17:00);
- g) One (1) breakout room seating fifteen (15) persons, U-Shaped (3 days, 5 to 7 June 2019). Access to the room will be required during regular business hours (08:00 to 17:00);
- h) One (1) additional room, capable of seating thirty (30) persons, U-Shaped (3 days: 5 to 7 June 2019). Access to the rooms would be required during regular business hours (08:00 to 17:00);



- i) One (1) room for Protestant chapel service. One (1) breakout room seating one hundred and twenty-five (125) persons in theatre seating, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, four (4) rectangular tables with skirt along the walls, and one (1) rectangular table, facing the audience, on risers to act as an altar. The room must be available for use by DND between 07:00 and 23:00 (5 days, 3 to 7 June 2019); The room must have a separate or attached storage area where items can be safely secured and locked ; and
- j) One (1) breakout room for Catholic chapel service, capable of seating fifteen (15) persons, Classroom style. The room must be available for use by DND between 07:00 and 23:00 (5 days, 3 to 7 June 2019).

5.2.6.2 **Note:** All breakout rooms as described in paragraphs 5.2.6 must be located in the same building in order to facilitate the movement of the participants of the Exercise.

6. CATERING REQUIREMENTS

6.1 Below are the anticipated Catering Requirements, subject to change based on confirmation of final number of attendees. Canada retains the right to amend these requirements throughout the planning process of this event, up until at least fifteen (15) days prior to event.

6.2 The Contractor must provide sample menus and catering prices for plated lunches, buffet lunches and breaks that fall within the Treasury Board’s Directive on Travel, Hospitality, Conference and Event Expenditures. Below are submitted unit prices and must not exceed the following unit costs including gratuity and taxes allotted.

6.2.1 A Table summarizing the Requirements is provided below:

Catering Requirements <i>1 June to 7 June 2019</i>								
Preferred Dates	Friday <i>31 May</i>	Saturday <i>1 June</i>	Sunday <i>2 June</i>	Monday <i>3 June</i>	Tuesday <i>4 June</i>	Wednesday <i>5 June</i>	Thursday <i>6 June</i>	Friday <i>7 June</i>
	No requirement	No requirement	Dinner only	B, L, D and HB am/pm	B, L, BBQ, and HB am	B, L, D, and HB am/pm	B, L, Formal Dinner	B, L

Legend:

- (B) = Breakfast
- (L) = Lunch
- (D) = Dinner, Formal Dinner and BBQ
- (HB) = Health Breaks and Meet and Greet

Max. Unit Costs:

- \$30.38
- \$39.70
- \$87.50
- \$10.13

6.3 The Contractor must provide meals for special diets (such as religious or dietary requirements) at no extra costs when required.



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- 6.4 The Contractor must provide the following:
- 6.4.1 **Meet and Greet / Recognition Ceremony** - (Monday evening 3 June 2019, approximate times 19:00 to 01:00 on 4 June 2019)
 - 6.4.2 **Obligatory Snacks:** The Contractor must be capable of providing catering for Obligatory Snacks in the form of chips, nuts, popcorn, coffee/tea/bottled water/canned soft drinks, etc. during the Meet and Greet Reception for up to 250 persons;
 - 6.4.3 **Room:** Room must be suitable for up to 250 persons standing for the event, with approximately 10 round tables and chairs for those who cannot stand the entire event. Numbers to be confirmed by the Technical Authority at least five (5) days prior to event;
 - 6.4.4 **Set up:** Room must be set up with round tables equipped with two (2) separate combination cash bars; and
 - 6.4.5 Also, one (1) podium with microphone and three (3) skirted rectangular tables for awards, all set up on risers.
- 6.5 **BBQ** - (Tuesday evening 4 June 2019, approximate time 17:30 to 18:45)
- 6.5.1 **Food Requirement:** The Technical Authority will select the menu from options to be provided by the Contractor no less than fifteen (15) days in advance of the event that meet the following criteria; three (3) off the grill selections (steak, fish and vegetarian). Dietary considerations will include up to five (5) kosher meals, up to five (5) halal meals, and also for allergy restrictions. Also to be included, bottled water, assorted canned soft drinks, ice tea, lemonade, two (2) kinds of fresh salads, and a starch-such as baked potato, vegetables, and dessert platter.
 - 6.5.2 **Set up:** To be held outside buffet style, with a chef at the grill at end of the buffet line, with round tables of 10, capable of seating up to 250 persons, and also equipped with two (2) separate cash bars in the location of the event.
 - 6.5.2.1 **In case of rain:** The Contractor must provide a venue indoors, capable of seating up to 250 persons, with round tables of 10. The meal will be served buffet style with a chef at the grill at end of the buffet line.
- 6.6 **Formal Dinner** - (Thursday evening 6 June 2019, 19:30 to 23:30)
- 6.6.1 **Food Requirement:** The Technical Authority will select the menu from options to be provided by the Contractor that meet the following criteria; four (4) courses (soup/salad, appetizer, main course and dessert, following by coffee/tea). Tables will be set with rolls, pickle trays, and garnish etc. The meal will be served as per Military Mess Dinner standards (Technical Authority will advise on format). All courses must be served and cleared in an orderly and rapid fashion).
 - 6.6.2 **Set up:** Room must be suitable for comfortably seating up to 250 persons. Numbers to be confirmed by the Technical Authority at least five (5) days prior to event. The Technical Authority will prepare a seating plan. Tables, black tablecloths, purple table runners, pipes and drapes, chairs and lighting are to be arranged so that all attendees are seated.



- 6.6.3 Also to be included are one (1) podium with portable microphone at the end of the head table, and one (1) table set aside for the “Fallen Soldier”. The Technical Authority will provide exact requirements.
- 6.6.4 **Presentation requirements:** Room must have a formal dining appearance and be equipped with echo-dampening.
- 6.6.5 Projector, screen for animation. DND will provide computer with slide show.
- 6.6.6 As this is a formal Dinner, DND will ensure that the table is set up and meals served according to DND required standards (Technical Authority will advise).
- 6.6.7 **Pre-Formal Dinner Gathering:** A venue with the seating capacity to accommodate up to 250 persons must be available for a group photograph and lecture from a guest speaker prior to the Formal Dinner. Must include space for two (2) cash bars in the area for drinks, three (3) skirted tables for awards and one (1) podium with microphone. (Thursday evening 16:00 to 19:00).
- 6.6.8 **Reception:** A reception will be held after the Formal Dinner in an adjoining room, reserved and set up from 22:45 until 01:00. After dinner, all attendees will be invited to this room for after dinner drinks that includes space for two (2) cash bars.
- 6.6.9 **Obligatory Snacks:** The Contractor must be capable of providing catering for Obligatory Snacks in the form of chips, nuts, popcorn, etc. prior to and following the Formal Dinner.
- 6.7 **Daily Requirements:** - (Sunday evening 2 June 2019 until Friday 7 June 2019)
- 6.7.1 All meals must be provided in the same building where the cafeteria is located.
- 6.7.2 One (1) sit-down Breakfast, one (1) Lunch, one (1) Dinner per person per day as indicated (hot and cold breakfasts, lunches and hot dinner buffet or cafeteria style, or service if price comparable). On the day of arrival, dinner only will be required, and on day of departure, breakfast and lunch only will be required.
- 6.7.3 Special dietary requirements as identified by the Technical Authority no less than fifteen (15) days in advance of the event. Dietary considerations will include up to ten (10) kosher meals, up to ten (10) halal meals, vegetarian meals and allergy restrictions.
- 6.7.4 Meals are to include three (3) Main Entrée choices. At least one choice is to be a healthier choice prepared with little or no fat and one choice must be a meatless protein dish.
- 6.7.5 The Contractor must be capable of providing catering services for Health Breaks in the form of coffee, tea, water, juice, muffins/cookies and fruit in the mornings, and catering services in the form of beverages, such as coffee, tea, water and juice in the afternoon. A separate request for exact requirements will be placed no less than fifteen (15) days in advance of the event.



7. ADDITIONAL MISCELLANEOUS REQUIREMENTS

- 7.1 The Contractor must provide necessary work areas and power for Crown supplied equipment such as special purpose equipment i.e. audio-visual requirements for translation, musical equipment, etc.
- 7.2 The Contractor must be available to meet with the Technical Authority at the event location at least fifteen (15) days prior to the commencement of the event to review requirements and finalize details.
- 7.3 The Contractor must provide miscellaneous expenses on an as required basis, including, but not limited to lighting, table runners, pipes and drapes, sashes, shuttle bus, photocopier/printer usage, etc. All miscellaneous expenses must have the prior authorization of the Technical Authority.

8. OCCUPANCY

- 8.1 Single: one (1) person occupying the room
- 8.2 Double: one (1) and/or two (2) people occupying the room
- 8.3 Rates offered for each category of occupancy are not based on the size of the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed (double, queen or king).

9. ROOM TYPE DEFINITIONS

9.1 Guest Room:

- 9.1.1 A guest room is a regular room normally offered for accommodation. Rooms with a microwave and mini-fridge are considered as a Guest Room for the purpose of this Statement of Work. Guest rooms should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view). Superior or Deluxe rooms (larger rooms with additional amenities) are also to be considered as a guest room. Any other type of room may be offered as a guest room at the discretion of the establishment's management, at no additional cost provided the room contains the minimum requirement listed below:
- 9.1.2 A single-occupancy guest room must have as a minimum one (1) double, queen, or king sized bed, a desk, a telephone and a chair.
- 9.1.3 A double-occupancy guest room must have as a minimum two (2) double, one (1) queen, or one (1) king sized bed, and a sitting area containing a coffee table, desk, telephone, sofa and chair.

9.2 Bedroom Suite with entertainment area and with or without Kitchen:

- 9.2.1 A suite is a room which has a living/entertainment and sleeping area that are separated by a door. The living area must offer/accommodate a gathering of forty-five (45) people with a minimum seating for twelve (12) people. The room must include an un-stocked bar



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fridge, a work-area desk and telephone. The sleeping area must have a queen or king sized bed as a minimum. The suite must also include a full size refrigerator and microwave. If the room is not large enough to accommodate forty-five (45) people, a separate area must be made available for evening gatherings.

9.3 **Room Minimums:**

9.3.1 All rooms must offer private washroom facilities. Washrooms must include, as a minimum, a toilet, sink, and bath/shower facilities and towels.

9.3.2 Note: Should any items of a stocked refrigerator, bar fridge or mini-bar be consumed, it will be the responsibility of the occupant of the room to cover these costs, and not the Crown. Any such expenses would not be within the scope of this requirement.



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ANNEX B - BASIS OF PAYMENT

See attached.



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ANNEX C – INFORMATION AND CONTACTS

a) Bidder information

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

b) Property information

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