



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Services Agency (CBSA)
Bid Receiving Unit (BRU)
333 North River Road, Tower A
Mailroom, Main floor
Ottawa, Ontario K1A 0L8
343-291-6384

The BRU is open from Monday to Friday inclusively, between the hours of 07:30 to 15:30, excluding Statutory Holidays. We invite Bidders to send an email to confirm their bid submission at CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca.

Agence des services frontaliers du Canada (ASFC)
Module de réception des soumissions (MRS)
333 Chemin North River, Tour A
Salle du courrier, Rez-de-chaussée
Ottawa, Ontario K1A 0L8
343-291-6384

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 7h30 à 15h30, à l'exclusion des jours fériés. Nous invitons les soumissionnaires à envoyer un courriel pour confirmer le dépôt de leur soumission à CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca.

Request for Proposal

Demande de proposition

Proposal to: Canada Border Services Agency (CBSA)

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence des services frontaliers du Canada (ASFC)

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqués(s).

Comments – Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT – LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office - Bureau de distribution
CBSA / ASFC
355 Ch. North River Road, 17th Floor - 17^{ième} étage
Ottawa ON K1A 0L8

Title – Sujet: Hotel Services at Rigaud College	
Solicitation No. – N° de l'invitation 1000340972A - Amendment 001	Date: March 15, 2019

Solicitation Closes – L'invitation prend fin	Time Zone – Fuseau horaire
At / à: 02:00 PM (hours/heures) On/le : March 29, 2019	<input checked="" type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est) <input type="checkbox"/> EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)

F.O.B. – F.A.B.
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other – Autre: <input checked="" type="checkbox"/>

Address Enquiries to – Adresser toutes questions à:

All communications related to this solicitation must be sent to:
EMAIL: CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca
Attn: LYNE CARREAU

Telephone No. - No de téléphone: 343-291-6163	FAX No. - No de télécopieur :
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Destination - of Goods and or Services:
Destination - des biens et ou services :
Canada Border Services Agency (CBSA) –
Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein – Voir aux présentes

Delivery Required – Livraison exigée See herein – voir aux présentes	Delivery Offered – Livraison proposée
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Vendor/Firm Name and Address – Raison sociale et adresse du
fournisseur/de l'entrepreneur:

Telephone No. - No de téléphone:	FAX No. - No de télécopieur :
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Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print) – Nom et titre de la personne autorisée à signer au nom du
fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature

Date



This amendment 001 is issued to answer a question. This amendment is effective immediately and will form part of the contractual documents.

Questions and answers:

Q1 Part 1 From the available documents, we do not find the information on the duration of the contract, its start date, or the terms of any possible increase process provided by Canada*. Would it be possible to obtain clarification?

Q1 Part 2 In addition, in the "Statement of Work" section, point 5. To be provided by the Contractor, all components of the Interac Cash withdrawal service (machine, connection, bank account, etc.). Would you have a more specific description and / or reference photos of what is referred to as "machine"? Could you also send us an assessment of the number of annual transactions and their overall value, or any other form of data on this?

A1 Part 1 **We have made the correction, please see RFP amendment below;**

The period of the contract is for two years from the date of contract award with the option to extend the terms of the contract by up to two additional one-year (1) periods under the same condition. The Summary and Annex B "Basis of Payment" will be amended to reflect this information. Bidders will complete the Basis of Payments with their total per diem.

A1 Part 2 The "bank machine" is similar to that of retail stores where you can pay your purchases with a debit or a credit card. Clients use credit or debit cards for the transactions and these appear as purchases on the clients' statements.

It is difficult for us to give specifics as to the number of transactions and amount of money in the cash register, as these transactions remain between our clients and our service supplier. On the other hand, we can assure you that the vast majority of clients are recruits who do not have access to their bank and thus rely on this service.

A1 Part 1 – 1.2 Summary

DELETE in its entirety and **REPLACE** with

1.2 Summary

1.2.1 Provide bilingual hospitality services (reception, reservation, front desk) to occupants of the Canada Border Services Agency (CBSA) College in Rigaud. It is intended to resulting in the award of 1 contract of 1 years, plus 3 additional one-year options allowing Canada to extend the term of the Contract.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security



clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

- 1.2.3 "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), and the Canadian Free Trade Agreement (CFTA)."

A1 Part 1 - ANNEX B – Basis of Payment

DELETE in its entirety and **REPLACE** with:

ANNEX "B"

BASIS OF PAYMENT

- 1. For the provision of Reception Services as described in Annex 'A' - Statement of Work, the Contractor shall be paid the firm all inclusive hourly rate(s) below in the performance of this Contract, HST/GST/QST extra.

Initial Contract – 1 years (12 months)

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/switchoard	23,400 hrs	<i>To be inserted at contract award</i>	<i>To be inserted at contract award</i>
Supervisor	3,900 hrs	<i>To be inserted at contract award</i>	<i>To be inserted at contract award</i>
ESTIMATED TOTAL:			\$ TBD

2. Options to Extend the Contract Period

Subject to the exercise of the Contract option to extend the Contract period in accordance with Article **<To be inserted at contract award>** of the original contract, Options to Extend the Contract, the Contractor shall be paid the firm all inclusive hourly rate(s), in accordance with the following table, HST/GST/QST extra, to complete all Work and services required to be performed in relation to the Contract extension.

Option Period 1 (12 months)

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/switchoard	11,700 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
ESTIMATED TOTAL:			\$ TBD



Option Period 2 (12 months)

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/swithcboard	11,700 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
ESTIMATED TOTAL:			\$ TBD

Option Period 3 (12 months)

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/swithcboard	11,700 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
ESTIMATED TOTAL:			\$ TBD

The Contractor shall advise the Technical Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the Technical Authority on an as-required basis.

3. HST/GST/QST

(a) All prices and amounts of money in the contract are exclusive of Harmonized Sales Tax (HST) or Goods and Services Tax (GST) or Quebec Sales Tax (QST), as applicable, unless otherwise indicated. The GST or HST or QST, whichever is applicable, is extra to the price herein and will be paid by Canada.

(b) The estimated HST/GST/QST of **\$<To Be Inserted at Contract Award>** is included in the total estimated cost shown on page 1 of this Contract. The estimated HST/GST/QST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST/GST/QST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST/GST/QST paid or due.

(c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

(d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as-and-when-requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.