



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Mireille Dumoulin Daguilh

Email address:
mireille.dumoulin@tpsgc.gc.ca
@tpsgc-pwgsc.gc.ca
or see clause 2.2 of the RFP

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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 aux: Travaux Publics et Services Gouvernementaux Canada

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travel Procurement Services Division/Division des services d'approvisionnement en voyage
L'Esplanade Laurier, East Tower 7t
L'Esplanade Laurier, Tour est 7e é
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet DND Accommodations in Prestwick, UK	
Solicitation No. - N° de l'invitation W0102-20001D/A	Date 2019-03-20
Client Reference No. - N° de référence du client W0102-20001D	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-015-76723	
File No. - N° de dossier lp015.W0102-20001D	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-03	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dumoulin Daguilh, Mireille	Buyer Id - Id de l'acheteur lp015
Telephone No. - N° de téléphone (613) 407-4443 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD Wing Replen Sqn GREENWOOD Nova Scotia B0P1N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

ACCOMMODATION SERVICES FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)
IN PRESTWICK UNITED KINGDOM

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS	2
1.4 TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS.....	2
2.3 FORMER PUBLIC SERVANT.....	2
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	5
4.2 BASIS OF SELECTION.....	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	6
5.1 CERTIFICATIONS REQUIRED WITH THE BID	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	6
PART 6 - RESULTING CONTRACT CLAUSES	7
6.1 SECURITY REQUIREMENTS	7
6.2 STATEMENT OF WORK.....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT	7
6.5 AUTHORITIES	7
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	8
6.7 PAYMENT	8
6.8 INVOICING INSTRUCTIONS	9
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	9
6.10 APPLICABLE LAWS.....	9
6.11 PRIORITY OF DOCUMENTS	10
6.12 INSURANCE REQUIREMENTS.....	10
6.13 RENOVATION WORK.....	10
ANNEX "A" STATEMENT OF WORK	11
ANNEX "B" BASIS OF PAYMENT	13
ANNEX "C" INFORMATION AND CONTACTS	15

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Department of National Defence (DND) requires accommodation and hotel amenities services in Prestwick, United Kingdom to participate in Exercise Cable Car operating out of the Glasgow Prestwick Airport, United Kingdom. 75 DND personnel will require bed spaces, during the period 12 April to 7 May 2019.

This requirement is estimated at 1551 room nights.

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the Canada-Chile Trade Agreement (CCFTA).

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 Public Works and Government Services Canada (PWGSC) – Attn: Mireille Dumoulin Daguihl, mireille.dumouлиндaguihl@tpsgc-pwgsc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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 non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, 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.

"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.

"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 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.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

All enquiries must be submitted in writing to the Contracting Authority no later than 4 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 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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia, 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

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information (if applicable)

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted. Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)
Section II: Financial Bid (1 copy)
Section III: Certifications (1 copy)
Section IV: Additional Information (1 copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content (if applicable); and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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.

Section II: Financial Bid

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

3.1.2 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

Bidders are required to comply with all the mandatory criteria below to be considered responsive; a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

- i. Accommodations must include all services required at Annex A – Statement of Work;
- ii. Bidder must provide a minimum of 38 single rooms.

4.1.2 Financial Evaluation

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

For evaluation purposes, the price, for 38 single occupancy rooms, will be used to evaluate bid proposals.

4.2 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.
The amount of guestrooms requested could vary based on the final requirement.

If no bidders offer to provide all accommodations under one establishment, multiple contracts may be awarded.

Contracts will be awarded to successful bidders in order of lowest evaluated price until all requirements are fulfilled. Preference will be given to single rooms. Double occupancy may be considered to a maximum of 50% bed spaces.

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.

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/programs/employment-equity/federal-contractor-program.html#) 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.

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 the issuance of the contract until July 07, 2019 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mireille Dumoulin Daguilh

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Travel Procurement Services Division - LP

Address: 140 O'Connor Street, 7th floor St 013 Ottawa, ON, K1A 0R5

Solicitation No. - N° de l'invitation
W0102-20001D/A
Client Ref. No. - N° de réf. du client
W0102-20001D

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip015. W0102-20001D

Buyer ID - Id de l'acheteur
Ip015
CCC No./N° CCC - FMS No./N° VME

Telephone: 613-407-4443
E-mail address: mireille.dumoulinaguilh@tpsgc-pwgsc.gc.ca

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 Project Authority

The Project Authority for the Contract is: ***To be added at Contract award***

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone : _____
Facsimile : _____
E-mail address : _____

The Project 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 Project Authority, however the Project 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's Representative for the Contract is: ***To be added at Contract award***

Name : _____
Title : _____
Organization : _____
Address : _____
Telephone : _____
Facsimile : _____
E-mail address : _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) 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 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm unit price(s) as specified in in Annex B, Basis of Payment*. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

6.7.3 Method of payment – Single

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

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

Group travel card (credit card).

6.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

To be inserted at contract award

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

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wordings 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) General Conditions 2010C (2018-06-21), Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Information and Contacts;
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.12 Insurance requirements

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.

6.13 Renovation Work

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services

ANNEX "A"

**STATEMENT OF WORK
ACCOMMODATION SERVICES
DND Cable Car Exercise in Prestwick, United Kingdom**

1.0 BACKGROUND:

1.1 An Aurora CP140M Air Task Force composed of elements from 405 Squadron, 407 Squadron and 14 Operations Support Squadron will participate in Exercise Cable Car operating out of the Glasgow Prestwick Airport, United Kingdom. 75 DND personnel will require bed spaces in the Prestwick area during the period 12 April to 7 May 2019.

2.0 OBJECTIVE

2.1 To provide accommodation for the Royal Canadian Air Force (RCAF) detachment participating in Ex Cable Car.

3.0 TASKS/REQUIREMENTS:

3.1 The Contractor will provide 75 bed spaces in total, in accordance with the table below, for DND personnel:

Dates	Bed Spaces	# of Nights
12 April – 7 May 2019 3 people	3	25
14 April – 7 May 2019 36 people	36	23
17 Apr – 5 May 2019 36 people	36	18

3.2 A strong preference will be given to all single room accommodations, however, double occupancy rooms will be considered to a maximum of 50% bed spaces.

3.3 Hotel rooms must consist of the following:

3.3.1 Single occupancy rooms will have one (1) or two (2) single bed(s) or larger. Sofa beds and cots will not be considered acceptable;

3.3.2 Double occupancy rooms will have two (2) single beds or larger. Sofa beds and cots will not be considered acceptable;

3.3.3 A maximum of two (2) occupants per room, for double occupancy rooms;

3.3.4 A private bathroom and shower with towel service for one person (in single occupancy rooms) and for two (2) people in double occupancy rooms;

3.3.5 WIFI Internet access included (accessible in all rooms). Fax/ printing facilities available in the hotel premises;

3.3.6 Accommodations must be provided within a driving distance of 30km of the Glasgow Prestwick Airport however precedence should be given to closer when possible;

3.3.7 Room-darkening curtains to facilitate sleep during daylight hours;

3.3.8 Hotel must be located in a safe and quiet environment. Higher floors are preferred if available. NO construction sites or know high noise issues in or around the building.

3.4 It is highly desirable to have a mini-fridge in each room;

3.5 Room rates are NOT to include breakfast due to variable shiftwork by all personnel;

3.6 Parking space able to accommodate twenty-two (22) vehicles to be available within 10 minute walking distance of building location.

4.0 DELIVERABLES:

4.1 The contractor will provide DND with a fully itemized list of cost associated with the delivery of services.

5.0 CONSTRAINTS:

5.1 The Contractor will be given twenty-four (24) hours' notice of when service dates may need to be amended due to flight delays or changes;

5.2 The Contractor will be given forty-eight (48) hours' notice of when services requested may need to be cancelled. With a maximum of one night per room penalty if cancelled.

5.3 Substitution of names for room occupancy at no cost must be acceptable.

6.0 CLIENT SUPPORT:

6.1 The contractor may be required to provide additional support and services not specifically identified within the contract. Any support or service provided without the prior authorization of the Crown Representative is at the contractor's risk and expense.

ANNEX "B"

BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates.

Cost for all services stipulated in Annex A – Statement of Work, **must be included in room price.**

Basis of payment will be firm daily rate per accommodation, applicable taxes are extra.

OCCUPANCY & PARKING PRICE

Bidder must fill the table below according to Accommodation requirement and hotel room availability:

Check-in 2019	Check-out 2019	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in GBP £) (c)	Total estimated value (in GBP £) (a*b*c)	
Single Occupancy						
12-Apr	07-May	3	25			
14-Apr	07-May	36	23			
17-Apr	05-May	36	18			
Total Single Occupancy						
Total estimated value of accommodations <u>without</u> applicable taxes & fees:						
Total estimated value of applicable taxes & fees:						
Total estimated value of accommodations <u>with</u> applicable taxes & fees:						
PARKING REQUIREMENTS						
Should parking not be included in the room price, please indicate parking price below:						
Arrival	Departure	Estimated number of vehicles	Estimated number of nights (a)	Number of Parking Spots (b)	Daily rate (in GBP £) (c)	Total estimated value (in GBP £) (a*b*c)
12-Apr	07-May	22	25			
Total estimated value of parking <u>without</u> applicable taxes:						
Total estimated value of parking <u>with</u> applicable taxes:						
Accommodations & Parking Total, <u>without</u> applicable taxes & fees (in GBP £):						
Accommodations & Parking Total, <u>with</u> applicable taxes & fees (in GBP £):						

Estimated room nights: 1551

Indicate double occupancy rate: _____ (in GBP £)

Taxes and Fees

Indicate % of applicable Federal Tax

: _____

Solicitation No. - N° de l'invitation
W0102-20001D/A
Client Ref. No. - N° de réf. du client
W0102-20001D

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip015. W0102-20001D

Buyer ID - Id de l'acheteur
Ip015
CCC No./N° CCC - FMS No./N° VME

Indicate % of applicable Provincial / State Tax
Indicate % of applicable Municipal / Local Tax
Indicate % of applicable accommodation tax
Indicate other applicable fees

: _____
: _____
: _____
: _____

ANNEX "C"
INFORMATION AND CONTACTS

1. Bidder Information

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

2. Accommodation Company Information

Company legal name:	
Company operating name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN), if any:	

Note: Procurement Business Number (PBN) for Canadians Bidders only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWZjdGlvdj1yZWdpc3Rlci5pbnRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent