



**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](mailto: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](mailto: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, 17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

Title – Sujet: <b>Hotel Services at Rigaud College</b>	
Solicitation No. – N° de l'invitation 1000340972C - Amendment 003	Date: <b>March 27, 2019</b>

Solicitation Closes – L'invitation prend fin	Time Zone – Fuseau horaire
At / à: 02:00 PM (hours/heures)  On/le : <b>April 1, 2019</b>	<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](mailto: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 003 is issued to answer a question. This amendment is effective immediately and will form part of the contractual documents.**

**Questions and answers:**

**Question 1** It is stated that the hours of reception staff are from 8 pm Monday to Friday and 24 hours on weekends and holidays.

Could you please clarify why the number of 11,700 hours is indicated on the "Basis of Payment" slip, since 11,700 would be 32 hours per day if considered over 365 days?

This information would be required to understand the scope of the contract

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

The number of hours should be around 148hours per week, so the average of 7,696 hours per year.

**Answer 1 - ANNEX B – Basis of Payment**

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

**ANNEX "B"**

**BASIS OF PAYMENT**

- 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)**

<b>Resource Category</b>	<b>Level of effort (hrs/year)</b>	<b>Hourly rate</b>	<b>Total for contract period</b>
Receptionist/switchboard	7,696 hrs	<i>To be inserted at contract award</i>	<i>To be inserted at contract award</i>
Supervisor	1,950 hrs	<i>To be inserted at contract award</i>	<i>To be inserted at contract award</i>
<b>ESTIMATED TOTAL:</b>			<b>\$ TBD</b>



**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/switchboard	7,696 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
<b>ESTIMATED TOTAL:</b>			\$ TBD

**Option Period 2 (12 months)**

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/switchboard	7,696 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
<b>ESTIMATED TOTAL:</b>			\$ TBD

**Option Period 3 (12 months)**

Resource Category	Level of effort (hrs/year)	Hourly rate	Total for contract period
Receptionist/switchboard	7,696 hrs	\$	\$
Supervisor	1,950 hrs	\$	\$
<b>ESTIMATED TOTAL:</b>			\$ 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.