



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Contracting Authority: Jason Amyot
Jason.Amyot@tpsgc-pwgsc.gc.ca

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 Accommodations in Seville, Spain	
Solicitation No. - N° de l'invitation W847A-200271/A	Date 2019-06-13
Client Reference No. - N° de référence du client W847A-200271	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-77287	
File No. - N° de dossier lp003.W847A-200271	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-28	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Amyot, Jason J.	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (873) 353-4684 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Canadian Armed Forces (CAF) under the Fixed-Wing Search & Rescue Aircraft Replacement Project (FWSAR) will require accommodations, amenities and laundry services in Seville, Spain for the planned period of 30 August 2019 to 31 March 2020. Up to forty (40) personnel will require Hotel Services for the duration of the training. This requirement is estimated between 4300 and 5400 room nights.

More details are provided in the Statement of Work – Annex A.

1.2 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.

1.3 Trade Agreements

The requirement is subject to the Canadian Free Trade Agreement (CFTA).

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>) 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 (2019-03-04) 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: Jason Amyot, Jason.Amyot@tpsgc-pwgsc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

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 five (5) 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 Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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.

Accommodations must include all services required at Annex A – Statement of Work.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

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 total estimated value (in Annex B- Basis of Payment) will be recommended for award of contract.**

Priority will be given to full bids. If there are no full bids, partial bids will be accepted, however a minimum of 50% guestrooms must be offered on any given night.

Multiple contracts may be awarded.

The final number of required guestrooms could vary.

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 [Inteligibility 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 with its bid the required documentation, as applicable, 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 [Inteligibility 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

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 April 30th 2020 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jason Amyot
Title: Supply Specialist
Department: Public Services and Procurement Canada (PSPC)
Acquisitions Branch
Directorate: Travel Procurement Services Division - LP
Address: Building L'Esplanade Laurier, East Tower
140 O'Connor Street,
Ottawa, Ontario, Canada, K1A 0R5

Telephone: 873-353-4684
Facsimile: 613-943-7967
E-mail address: jason.amyot@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: _____

Solicitation No. - N° de l'invitation
W847A-200271/A
Client Ref. No. - N° de réf. du client
W847A-200271

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip003. W847A-200271

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

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

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 prices as specified 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

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.

6.7.3 Method of payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

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 Quebec.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C (2018-06-21);

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Information and Contact;
- (g) the Contractor's bid dated _____.

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 REQUIREMENT

1. SCOPE

- 1.1.** The Canadian Armed Forces (CAF) under the Fixed-Wing Search & Rescue Aircraft Replacement Project (FWSAR) requires the provision of services in Seville, Spain, for accommodations, amenities and laundry services.
- 1.2.** The services are required in Seville, Spain for the planned period of 30 August 2019 to 31 March 2020.
- 1.3.** For the purposes of this Statement of Requirement, “The Contractor” refers to company/entity providing the required services. The “rental facility” refers to the establishment where the services will be rendered.

2. GENERAL REQUIREMENT

- 2.1.** The planned period of this requirement runs from 30 August to 31 March 2020 (inclusive); however, the planned period dates are subject to change, and the number of rooms required will fluctuate from 8 – 40, in accordance with the table provided at Appendix 1.
- 2.2.** The Contractor will be informed of any changes to dates and numbers of rooms as they arise. The Contractor must be flexible to changes in dates and number of rooms required. Any changes to start dates, end dates, and number of rooms required will be confirmed a minimum of 10 days prior to check in date.

3. SCOPE OF SERVICES

- 3.1.** The Contractor will be responsible for providing the specific services described within this Statement of Requirement for the periods as indicated. The Contractor must provide services and sufficient accommodations at a single facility for the dates requested and remain flexible to any changes in check-in/out dates and total number of rooms required.

4. MANDATORY REQUIREMENTS

4.1. RENTAL FACILITY

- 4.11** The Contractor must provide single occupancy rooms in the same rental facility. The number of rooms for each period will vary as detailed in Appendix 1. Any

changes will be communicated to the Contractor at the earliest possible time. While the Contractor must remain flexible to ongoing needs, it is anticipated that the maximum number of rooms at any one instance will be 40.

- 4.12 The Contractor must provide an onsite and on-call English speaking liaison to act as the primary point of contact for all resident concerns. This liaison will assist CAF members during their stay at the rental facilities and should be available during regular business hours and on an on-call basis after normal business hours. Regular business hours are from 1000 – 1400 and 1600 -1900.
- 4.13 The Contractor must provide laundry services. This can be accomplished by offering a laundry service or by offering self-service clothes washing and drying that includes two washing machines and two dryers on-site.
- 4.14 The rental facility must be located within twenty (20) kilometers radius of the Airbus San Pablo facilities located at the Seville Airport, A-4, Km. 532, 41020 Sevilla, Spain.
- 4.15 The Contractor must provide, at a minimum, a rental facility consistent with a standard three-star rating including:
- a) Suitable Health Club/physical fitness facility on-site or provide access to a local health club/fitness facility within three (3) kilometers of the rental facility. This area must include free weights, a minimum of two (2) treadmills and/or elliptical machines and sufficient space for up to ten (10) persons to participate at one time. Within this area, the Contractor must provide disinfectant cleaner at equipment stations for hygiene purposes between *users*;
 - b) Weekly room cleaning to include cleaning and disinfecting bathtub, shower, toilet and sink, dusting all furniture, and vacuuming and washing floors. Linens, towels and sheets must be changed at least twice a week.
 - c) 24/7 internet access via WiFi with bandwidth capable of videoconferencing/streaming: 3.0 mbps minimum and unlimited data at no additional charge.
 - d) Ice - available in a sealed bin ice dispenser or in-room ice making capabilities.
 - e) Elevator required if the facility has four (4) or more floors.
 - f) On-site dining/breakfast facility or restaurant facility within two (2) kilometers.
 - g) A secure location to store luggage from the moment the members arrive until check-in time, and from check-out time until members depart.
 - h) Sufficient reserved parking for ten (10) vehicles. The parking spaces must be

paved and must contain adequate lighting at night. Parking area can be up to 200 meters away from accommodation facility.

- i) An adequate security system in place to protect CAF members that is suitable to the Technical Authority. This includes but is not limited to secure and controlled access to the rental facility between the hours of 2200 - 0600 hrs daily.

4.19 The Contractor must provide each CAF member a welcome kit in electronic and/or hardcopy format that will include locations of:

- a) Local attractions;
- b) Shopping district, including grocery stores;
- c) Public transit, including local bus routes and subway;
- d) Restaurants; and
- e) Any other material provided by the Technical Authority.

4.2 INDIVIDUAL ROOM REQUIREMENTS

4.2.1 The Contractor must provide non-smoking single occupancy rooms for the indicated period. It is preferable that these rooms be located in the same area of the rental facility. CAF members must not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue. The Contractor must be able to accommodate late and/or early check-in and check-out times. Further, all rooms must be available for check in by 0900hrs on the date of check-in and each room must have a minimum of:

- a) A double bed (120 x 200 cm) or larger with comfortable bedding, linens and a newer mattress. Cots, pullouts, or sofa beds are not acceptable;
- b) Air conditioned/heated rooms with individual room controls;
- c) Private full bathroom which includes a toilet, sink, shower, hairdryer, mirror and appropriate linens;
- d) Serviceable television or cable box with a remote capable of getting programs in English;
- e) Telephone with free local calls, and the capability of making international calls. CAF members will pay long-distance phone charges at time of check-out, invoiced separately;

- f) A lounge chair or sofa and coffee table;
- g) A desk and desk chair;
- h) An in-room safe;
- i) Clothing storage area capable of hanging and storing garments. Can be an Armoire or dresser with a minimum of two (2) drawers;
- j) Ironing board and iron;
- k) Kitchenette with a minimum of a sink, mini-refrigerator or refrigerator, microwave, electric kettle, stove top, kitchen and dining utensils, pots, pans, dinnerware and glassware;
- j) 24/7 internet access via Wi-Fi with bandwidth capable of videoconferencing/streaming: 3.0 mbps minimum and unlimited data at no additional charge.
- l) Keyed or keycard self-locking door, plus additional locking device (such as deadbolt) and security device (such as security chain, swinging bar door guard) or peephole;
- m) One approved and functional smoke detector;
- n) One power outlet next to bed with at least one socket available;

4.2.2 Windows: Each opening window in a ground floor unit must be equipped with an effective locking device.

5. NON- MANDATORY REQUIREMENTS

- 5.1** Although not a mandatory requirement, it would be an asset if the rental facility maintained a closed circuit camera system for all entry points to the location and/or security staff who conduct regular checks of the establishment.

6. QUALITY ASSURANCE

The Contractor must ensure that all of the requirements outlined in this Statement of Requirements are met at all times. Discrepancies in the provision of services to the required standard will be first addressed by the liaison staff at the rental facility and then escalated to the Technical Authority and Contract Authority if the issue remains

unresolved.

7. CONTRACT KICK-OFF MEETING

- 7.1** Within 14 days following the issuance of the contract, the Technical Authority will contact the Contractor to establish an acceptable time to stage a teleconference, if required. The intent of this teleconference is to allow all stakeholders and opportunity to review the Statement of Requirements together and ensure a common understanding of the requirements.

8. CLIENT SUPPORT

- 8.1** In order to facilitate the payment process for the CAF personnel, Canada requires that the accommodations invoices be apportioned accordingly:
- a) The invoice for the accommodations rental will be sent to Canada;
 - b) Any other personal expenses e.g. telephone calls, pay movies incurred by the CAF member will be charged to the individual who incurred that expense.

<u>Appendix 1 - Number of Rooms required</u>		
Dates	Number of Nights	Number of Rooms
August 30 – 31, 2019	2	14 - 20
September 1– 5, 2019	5	14 - 20
September 6 – 30, 2019	25	34 - 40
October 1 – 25, 2019	25	34 - 40
October 26– 31, 2019	6	14 - 20
November 1 – 30, 2019	30	14 - 20
December 1- 20, 2019	20	8 - 14
December 21 - January 4, 2020	Christmas Break - no rooms required	
January 5 – 31, 2020	27	21- 26
February 1 – 29, 2020	29	21 - 26
March 1 – 31, 2020	31	21 - 26

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.

ACCOMMODATION REQUIREMENTS

Check-in 2019	Check-out 2019	Estimated number of rooms required	Estimated number of nights (a)	Number of rooms offered (b)	Daily rate (in EUR €) (c)	Total estimated value (in EUR €) (a*b*c)
Single Occupancy						
30 Aug 19	31 Aug 19	14 – 20	2			
01 Sep 19	05 Sep 19	14 – 20	5			
06 Sep 19	30 Sep 19	34 – 40	25			
01 Oct 19	25 Oct 19	34 – 40	25			
26 Oct 19	31 Oct 19	14 – 20	6			
01 Nov 19	30 Nov 19	14 – 20	30			
01 Dec 19	20 Dec 19	8 – 14	20			
05 Jan 20	31 Jan 20	21 – 26	27			
01 Feb 20	29 Feb 20	21 – 26	29			
01 Mar 20	31 Mar 20	21 – 26	31			
Total estimated value of accommodations <u>without</u> applicable taxes & fees:						
Total estimated value of accommodations <u>with</u> applicable taxes & fees:						

Estimated room nights: 4289 to 5402

Indicate % of applicable Federal Tax: _____

Indicate % of applicable State Tax: _____

Indicate % of applicable Local Tax: _____

Indicate % of applicable Marketing Tax: _____

Other fees (if applicable): _____

PARKING REQUIREMENTS

Arrival	Departure	Estimated number of vehicles	Estimated number of nights (a)	Parking Spots Offered (b)	Daily rate (in EUR €) (c)	Total estimated value (in EUR €) (a*b*c)
30 Aug 19	31 Aug 19	10	2			
01 Sep 19	30 Sep 19	10	30			
01 Oct 19	31 Oct 19	10	31			
01 Nov 19	30 Nov 19	10	30			
01 Dec 19	20 Dec 19	10	20			
05 Jan 20	31 Jan 20	10	27			
01 Feb 20	29 Feb 20	10	29			
01 Mar 20	31 Mar 20	10	31			
Total estimated value of parking <u>without</u> applicable taxes & fees:						
Total estimated value of parking <u>with</u> applicable taxes & fees:						

Should parking be included in the room rate, please indicate "No Charge" under parking.

Accommodations & Parking, <u>without</u> taxes (in EUR €):	
Accommodations & Parking, <u>with</u> taxes (in EUR €):	

Note: For financial evaluation purposes, all fees will be used.

Solicitation No. - N° de l'invitation
W847A-200271/A
Client Ref. No. - N° de réf. du client
W847A-200271

Amd. No. - N° de la modif.
File No. - N° du dossier
W847A-200271

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” – ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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);

ANNEX "D" – INFORMATION AND CONTACTS

1. Bidder Information

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

2. Property Information

Property name:	
Legal name of the company:	
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:	

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://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

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.