



**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

Title - Sujet Accommodations in the NCR	
Solicitation No. - N° de l'invitation EH713-200801/A	Date 2019-07-09
Client Reference No. - N° de référence du client 20200801	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-77455	
File No. - N° de dossier lp003.EH713-200801	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-19	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: Jason Amyot	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: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

**REQUEST FOR PROPOSAL (RFP)
FOR ACCOMMODATION SERVICES IN SUPPORT OF
THE KANDAHAR MEMORIAL RE-DEDICATION CEREMONY
FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS.....	2
1.3 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
4.1 EVALUATION PROCEDURES	5
4.2 BASIS OF SELECTION.....	5
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	8
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.....	10
6.11 PRIORITY OF DOCUMENTS.....	10
6.12 INSURANCE REQUIREMENTS.....	10
6.13 RENOVATION WORK.....	10
APPENDIX "A" – CONTRACTING AUTHORITIES.....	11
ANNEX "A" – STATEMENT OF REQUIREMENT	13
ANNEX "B" – TECHNICAL EVALUATION PLAN.....	16
ANNEX "C" – BASIS OF PAYMENT.....	18
ANNEX "D" – ELECTRONIC PAYMENT INSTRUMENTS.....	19
ANNEX "E" – INFORMATION AND CONTACTS.....	20

PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The Canadian Armed Forces (CAF) will host the Kandahar Cenotaph Re-dedication Ceremony in Ottawa, Ontario at Carling Campus. For the duration of the event, 16-17 August 2019, the CAF will require accommodations and amenities in National Capital Region (NCR) area. An estimated 3000 room nights are required for this event.

More details are provided in Annex "A" – Statement of Requirement.

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 provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian Free Trade Agreement (CFTA), the Canadian Chile Free 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>) 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 (Please refer to **Appendix "A" – Contracting Authorities**) no later than three (3) 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 Ontario.

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 “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” 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

Mandatory technical criteria are included in Annex “B” – Technical Evaluation Plan.

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 Requirement.

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 bids prioritized by regional zones and with the lowest total estimated value (in Annex C- Basis of Payment) will be recommended for award of contract.**

As a minimum, the Contractor must provide a number of fourteen (14) single/double/quad occupancy guestrooms under one (1) property.

The maximum allowed rate (fees and applicable taxes included) is set at \$350 CAD per guestroom, per night in single, double and quad occupancy.

Contract award priority will follow as follows:

1. Be within Zone 1 (under 50 km of driving distance from Carling Campus):
 - 1.1. Responsive bids with the lowest estimated value until requirement is reached;
2. Be within Zone 2 (between 50 km and 100 km of driving distance from Carling Campus):
 - 2.1. Responsive bids with the lowest estimated value until requirement is reached;
3. Be within Zone 3 (between 100 km and 175 km of driving distance from Carling Campus):
 - 3.1. Responsive bids with the lowest estimated value until requirement is reached;
4. Be within Zone 4 (between 175 km and 250 km of driving distance from Carling Campus):
 - 4.1. Responsive bids with the lowest estimated value until requirement is reached.

Multiple contracts may be awarded.

All properties must be within Canada.

The final number of required guestrooms could vary based on Client final requirement.

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 *Ineligibility and Suspension Policy* (<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 [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](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 October 31st, 2019 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

Please refer to **Appendix “A” – Contracting Authorities**

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

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 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 – Single Payment

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 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. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

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.

To be inserted at contract award

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 Ontario.

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 C, Basis of Payment;
- e) Annex D, Electronic Payment Instruments;
- f) Annex E, 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.

APPENDIX "A" – CONTRACTING AUTHORITIES

For questions raised during the Solicitation period, please direct questions to the following Contracting Authorities depending on the property's location:

For properties within:

Zone 1 (Carling Campus up to 50 km):	Jason Amyot
Zone 2 (from 50 km to 100 km from Carling Campus):	Mireille D. Daguilh
Zone 3 (from 100 km to 175 km from Carling Campus):	François Dicaire
Zone 4 (from 175 km to 250 km from Carling Campus):	Chan Hung Do

For properties within Zone 1:

Name: Jason Amyot
Title: Supply Specialist
Department: Public Services and Procurement Canada (PSPC)
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
E-mail address: jason.amyot@tpsgc-pwgsc.gc.ca

For properties within Zone 2:

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

Telephone: 613-407-4443
E-mail address: Mireille.dumoulinDaguilh@tpsgc-pwgsc.gc.ca

For properties within Zone 3:

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

Telephone: 343-550-1616
E-mail address: francois.dicaire@tpsgc-pwgsc.gc.ca

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

For properties within Zone 4:

Name: Chan-Hung Do
Title: Supply Team Leader
Department: Public Services and Procurement Canada (PSPC)
Travel Procurement Services Division - LP
Address: Building L'Esplanade Laurier, East Tower
140 O'Connor Street,
Ottawa, Ontario, Canada, K1A 0R5
Telephone: 343-550-1617
E-mail address: chan-hung.do@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.

ANNEX "A" – STATEMENT OF REQUIREMENT

Accommodations requirement in support of Kandahar Memorial Re-dedication Ceremony

1. Scope

1.1. Purpose

The Canadian Armed Forces (CAF) will host the Kandahar Cenotaph Re-dedication Ceremony in Ottawa, ON at Carling Campus. The CAF will require up to 1500 rooms per night for the duration of the event, 16-17 August 2019 in Ottawa/Gatineau area.

2. Requirements

2.1. Tasks

The Contractor must provide safe, clean and comfortable accommodations for up to 1500 CAF Family members during the period of 16-17 August 2019 in the Ottawa/Gatineau area. Contractor should be flexible with the check-in and check-out time upon availability.

Multiple contracts may be awarded in order to fulfill the entirety of the requirement.

2.2 Rooms required (up to):

Date	Rooms Required Per Night
Friday, August 16 th , 2019	1500 Guestrooms required
Saturday, August 17 th , 2019	1500 Guestrooms required
Total	3000 Room Nights

2.3 The contractor will provide rooming list to the project coordinator upon request.

3. Technical Requirements

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

3.1 All contracted facilities must be located within a driving distance of two hundred and fifty (250) kilometers of Carling Campus, 60 Moodie Drive, Ottawa, ON, K2H 8E1. Additionally, all contracted facilities must be within Canada.

Note: For evaluation purposes, Google Maps will be used to evaluate the distance.

3.2 The Contractor must provide up to fifteen hundred (1500) bed spaces using single (King, Queen or Double beds) and double (King, Queen or Double beds) occupancy rooms for the required dates.

3.3 Total Room Requirement: up to 1,500 rooms total, with an initial plan of 1 person per room.

3.4 All rooms must be non-smoking.

- 3.5 All rooms must have a private bathroom with a minimum of toilet, sink, and shower.
- 3.6 The Contractor must provide a key for each guest (adult) occupying a room.
- 3.7 The Contractor must perform General room cleaning service on a daily basis.
- 3.8 The Contractor must provide Fresh towel service, shampoo and soaps sufficient for the number of guests in each room on a daily basis. Guests may opt to keep their towels for additional days if the property participates in an environmental program that offers this option.
- 3.9 Rooms must have complimentary Wi-Fi access included in the room cost.
- 3.10 Mobile homes and RV trailers will not be accepted.
- 3.11 Facilities with more than four (4) floors are required to have working elevators.
- 3.12 Facilities are required to be accessible.
- 3.13 Rooms must be properly ventilated and have air-conditioning.
- 3.14 Rooms must be furnished with working televisions, remote, lights, and cable.
- 3.15 Rooms must be equipped with a working phone and be available for local calls. Telephones should be capable of making international calls.
- 3.16 Each bed must have clean, comfortable bedding. A sofa bed or cot will not be acceptable.
- 3.17 All rooms must be within the same property.
- 3.18 All rooms must be equipped with alarm clocks or wake-up call service must be available.

4. Constraints

- 4.1 Guests shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.
- 4.2 The Contractor must provide early check-in and late check-out as required to accommodate flight times and/or changes, upon availability. If not feasible, in lieu of early check-in or late-check-out, a luggage storage area must be provided on request.
- 4.3 The Contractor must ensure that accommodations are located in a safe and quiet environment (higher floors preferred).
- 4.4 The contractor must ensure that renovations to its facility do not take place during the period of the services.
- 4.5 The Contractor must provide a minimum of fourteen (14) single/double/quad occupancy guestrooms under one (1) property.

5. CAF Responsibilities

- 5.1 The CAF Technical Authority (TA) will be responsible to provide a list of the names of the Guests staying in the accommodation at least five days prior to the occupancy dates.
- 5.2 Additional Room Charges: The Canadian Government will not pay for personal phone call charges, room service, or movie rentals/pay per view. All fees of those types will be charged to the Guest(s) in those rooms and will not form part of this contract.

6. Contractor Responsibilities

- 6.1 The Contractor must designate an on-site Point of Contact (POC), proficient in English and/or French, to provide customer service on a twenty-four (24) hour basis, for the duration of the contract.
- 6.2 The Contractor must provide the services outlined in this Statement of Work.

7. Security

- 7.1 There is no security requirement for this contract.

ANNEX "B" – TECHNICAL EVALUATION PLAN FOR ACCOMMODATION SERVICES

1. GENERAL

Purpose

This document outlines the bid evaluation process for accommodation services in support of the Kandahar Memorial Re-Dedication Ceremony for the Department of National Defence (DND).

Instructions

Bidders will be assessed in accordance with the criteria detailed in this document. Mandatory requirements are identified by the word "must". All mandatory requirements must be met.

2. PROPOSAL REQUIREMENTS

The Bidder should provide a completed Compliance Matrix (see below). Canada reserves the right to verify all other mandatory requirements included in Annex "A" – Statement of Requirement. Bidders must comply with all requirements stated in Annex "A".

3. MANDATORY REQUIREMENTS

Item #	Annex A Reference	Requirement	Criteria Met Yes (√) / No
1	3.2	Provide bed spaces using single (King, Queen or Double beds) and double (King, Queen or Double beds) occupancy rooms.	
2	3.5	All rooms must have a private bathroom with a minimum of toilet, sink, and shower.	
3	3.7	The Contractor must perform General room cleaning service on a daily basis.	
4	3.8	The Contractor must provide Fresh towel service, shampoo and soaps sufficient for the number of guests in each room on a daily basis.	
5	3.9	Rooms must have complimentary Wi-Fi access included in the room cost.	
6	3.13	Rooms must be properly ventilated and have air-conditioning.	
7	3.14	Rooms must be furnished with working televisions, remote, lights, and cable.	
8	3.15	Rooms must be equipped with a working phone and be available for local calls.	
9	3.16	Each bed must have clean, comfortable bedding. A sofa bed or cot will not be acceptable.	
10	3.17	All rooms must be within the same property.	
11	3.18	All rooms must be equipped with alarm clocks or wake-up call service must be available.	
12	4.4	The Contractor must provide a minimum of fourteen (14) single/double/quad occupancy guestrooms under one (1) property.	
13	4.5	The Contractor must provide guestrooms within maximum allowed rate (fees and applicable taxes	

		included) is set at \$350 CAD per guestroom, per night in single, double and quad occupancy.	
14	6.1	The Contractor must designate an on-site Point of Contact (POC)	

Distance Requirement

The distance of the property _____ (insert distance) from Carling Campus (60 Moodie Drive, Ottawa, ON, K2H 8E1).

Note: For evaluation purposes, Google Maps will be used to confirm the distance of the property.

Property Zone Category

Indicate under which Zone the property falls under (check off appropriate):

Zone 1: _____ (under 50 km of driving distance from Carling Campus)

Zone 2: _____ (between 50 km and 100 km of driving distance from Carling Campus)

Zone 3: _____ (between 100 km and 175 km of driving distance from Carling Campus)

Zone 4: _____ (between 175 km and 250 km of driving distance from Carling Campus)

Quantity of Guestrooms Proposed

The Contractor / property is offering the following amount of guestrooms: _____ (insert amount of guestroom)

(Breakdown)

Amount of Single Occupancy guestrooms: _____

Bed type: Double bed / Queen bed / Kind bed (circle appropriate selection)

Amount of Double Occupancy guestrooms: _____

Bed types: Double beds / Queen beds / Kind beds (circle appropriate selection)

Amount of Quadruple Occupancy guestrooms: _____

Bed types: Double beds / Queen beds / Kind beds (circle appropriate selection)

ANNEX "C" – 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 nights (a)	Number of guestrooms offered (b)	Daily rate (in CAD \$) (c)	Total estimated value (in CAD \$) (a*b*c)
Single Occupancy					
16 Aug	18 Aug	2			
Double Occupancy					
16 Aug	18 Aug	2			
Quad Occupancy					
16 Aug	18 Aug	2			
Total estimated value of accommodations <u>without</u> applicable taxes & fees:					
Total estimated value of accommodations <u>with</u> applicable taxes & fees:					

Note: Estimated room nights required: 3000

Indicate % of applicable Federal Tax: _____

Indicate % of applicable Provincial Tax: _____

Indicate % of applicable Municipal Accommodation Tax (MAT): _____

Indicate % of applicable Marketing Tax: _____

Other fees (if applicable): _____

Accommodations total, <u>without</u> taxes (in CAD \$):	
Accommodations total, <u>with</u> taxes (in CAD \$):	

Note: For financial evaluation purposes, all fees and applicable taxes 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 "D" – ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX "E" – 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: All pages are available in Word format upon request.

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.