



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

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**Department of Foreign Affairs, Trade and Development
(DFATD)
Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

**Request for Proposal
Demande de proposition**

Proposal to:

Department of Foreign Affairs, Trade and Development
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 here to, the goods,
services, and construction listed herein and on any attached
sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et
Développement
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 indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: DFATD Hotel Block Booking for CFSS	
Supply Arrangement# N/A	
Sollicitation No. — N° de l'invitation 20-159378	Date: July 24, 2019
Sollicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT(Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le August 30, 2019	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Betty Woodman betty.woodman@international.gc.ca	
Telephone No. – No de téléphone: (343) 203-6922	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
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)	
Name, Title	
Signature	Date



This amendment to the RFP 001 is raised to include Attachment 1 of Part 4 of the RFP

*****All other terms and conditions remain unchanged*****

ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Item	Mandatory Criteria	Met	Not Met
M1	<p>Executive Summary</p> <p>The Bidder must provide an Executive Summary that contains the following information:</p> <p>a. A description of the hotel and the amenities provided that meet the needs of this requirement must include at a minimum:</p> <ul style="list-style-type: none"> • Kitchenette • Free Wifi • Free breakfast • Late Check out • Luggage Storage • Meeting Rooms 	<input type="checkbox"/>	<input type="checkbox"/>



Item	Mandatory Criteria	Met	Not Met
Cross Reference to Proposal:			



Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain a minimum pass mark of **20 points** in order to be considered responsive.

Rooms	Points
Accommodates ALL dates required	120
Accommodates 6 of 7 dates required	100
Accommodates 5 of 7 dates required	80
Accommodates 4 of 7 dates required	60
Accommodates 3 of 7 dates required	40
Accommodates 2 of 7 dates required	20
Accommodates 1 of 7 dates required	NON- Compliant

By saying YES, the Bidder is guaranteeing the dates and total number of rooms required, are available for DFATD.

The Bidder must have a minimum of two (2) room blocks available to be compliant (No partial room blocks will be accepted)

If the block of rooms identified below are not available, please enter NO for that timeframe.

Group	Kitchenette Required (fully functional kitchen in suite)	Free WIFI in Room	Free Breakfast	Late check out	Luggage Storage	Check In	Check Out	Rooms Required	Number of Nights	Total	Available Yes/No
1. LES Group #3	Yes	Yes	Yes	Yes	Yes	10/19/2019	11/02/2019	10	14	140	
2. LES Group #4	Yes	Yes	Yes	Yes	Yes	10/19/2019	10/26/2019	18	7	126	
3. LES Group #11	Yes	Yes	Yes	Yes	Yes	11/02/2019	11/09/2019	10	7	77	
4. LES Group #6	Yes	Yes	Yes	Yes	Yes	11/23/2019	11/30/2019	20	7	140	



Group	Required Dates	Total Days	Hours Required	Participants	Free Wifi	2 Screens and Projector	5 Flip Charts	Technical Support	Water for Event	2 Parking Spots	Available	Yes/No
*The trainer requests access to the room(s) including parking, the afternoon before the training sessions to set up and ensure all technical training needs are met												
3. MEET AND GREET **only one room required for multiple groups	#3 & #4 10/20/2019 **X2 groups		16:30-18:30	28	No	No	No	No	Yes	Yes		
	#11 11/03/2019		16:30-18:30	11	No	No	No	No	Yes	Yes		
	#7 & #12 11/17/2019 **X2 groups		16:30-18:30	36	No	No	No	No	Yes	Yes		
	#6 11/24/2019		16:30-18:30	20	No	No	No	No	Yes	Yes		
	#5 12/01/2019		16:30-18:30	21	No	No	No	No	Yes	Yes		