



<b>Closing Date</b>	<b>15/10/2019</b>
<b>Time</b>	<b>14:00 pm</b>
<b>REFERENCE NO.:</b>	<b>7410144</b>
<b>WCEF_Venue</b>	<b>AMENDMENT 001</b>

**REQUEST FOR PROPOSAL #7411044 AMENDMENT 001**

<b>Title of Project</b>		
<b>2020 World Circular Economy Forum</b>		
<b>Event dates</b>		
<b>September-October, 2020</b>		
<b>CLOSING DATE: 2:00 PM EDT on October 15<sup>th</sup>, 2019</b>		
<b>Return Bids to :</b>		<b>By Mail:</b>
<b>By Hands or Messenger Service:</b>		Audrey Paquin-SMO
Audrey Paquin-SMO		Global Affairs Canada
Global Affairs Canada		Foreign Affairs, Trade and Development Canada
Foreign Affairs, Trade and Development Canada		Lester B. Pearson Building, 125 Sussex Drive,
Lester B. Pearson Building, 125 Sussex Drive,		Ottawa, On, K1A 0G2, Canada
Ottawa, On, K1A 0G2, Canada		
<b>Attention: Audrey Paquin</b>		<b>Attention: Audrey Paquin</b>
<b>Solicitation number: 7410144</b>		<b>Solicitation number: 7410144</b>
From : Monday – Friday		
Hours :8:00 am -12:00 pm / 1:00 pm – 4:00 pm		
<b>Contracting Authority</b>	<b>Telephone No.</b>	<b>E-mail :</b>
Audrey Paquin	343-203-0846	Audrey.paquin@international.gc.ca

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.

<b>Bidder's Name</b>	
<b>Bidder's Complete Address</b>	
<b>NAME &amp; TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)</b>	
<b>Signature</b>	<b>Date</b>

**THIS PAGE IS TO BE COMPLETED AND INCLUDED WITH YOUR BID**



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The amendment 001 is raise to answer questions from the industry and modify the point 5.2.2 Technical Evaluation and the Annex B-Basis of Payment.

#### 1- QUESTIONS AND ANSWERS

**Question 1:**

Page 16 – Unlike hotels, Convention Centres do not have a star rating system. How the Convention Centers can met this criteria?

**Answer 1:**

The mandatory **M8 4 star facility** has been remove from the request of proposal. Please see the amend point 5.2.2 Technical Evaluation in the Amendment 001.

**Question 2:**

Page 30/31 – Day 1 & 2 are set up with no F&B, day 3 & 4 are event days with F&B, Day 5 is also an event day, but has no F&B. Is this correct?

**Answer 2:**

This is correct, at this point F&B for day 5 has not been identified. If we require F&B it will be confirmed at a later day.

**Question 3:**

Page 37 - Where I am to include the cost of linens, silverware and labour etc. as the table on page 37 doesn't provide for this.

**Answer 3:**

The Annex B-Basis of Payment has been modify to add these elements. Please see the amended Annex B-Basis of Payment in the amendment 001.

**Question 4:**

Page 32. Item 7 – The venue will be responsible for delivery, set up, teardown and pick up. I believe this refers to Food & Beverage, however it is not fully clear, and the reason I would like clarification is that event organizers typically hire a General Services Contractor which supplies, delivers, sets up, tears down and picks up additional furniture, signage and displays used through the duration of the event.

This includes companies such as GES, Freeman Decorating, Stronco Show services etc.

**Answer 4:**

This refers to Hospitality indeed, if the venue has equipment or hire a company for the tableware and linens, the venue is responsible to coordinate with the 3rd party for delivery, installation and takedown.

**Question 5:**

Page 33 notes the need for 4 wi-fi networks – there is no location for pricing for this on page 37 & 38. It may be important to note some venues provide complimentary public (open – no password) wi-fi. How should this be addressed?

**Answer 5:**

The Annex B-Basis of Payment has been modified to add these elements. Please see the amended Annex B-Basis of Payment in the amendment 001. The bidder must provide the price based on the Annex A-Statement of Work.

**Question 6:**

Can you provide a word document for the response sections of this (pages 14, 15 – require signatures, 16, 19, 20, 24, 36, 37, 38, 39) as the bid requires these sections to be completed. Please include any sections that require a written response I may have missed.



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**Answer 6:**

We cannot post the document on the Buy and Sell in Word version, however we can accept the electronic signature on PDF versions. Also, it is possible to complete the document electronically with a PDF document.

**Question 7:**

P. 14, 15, 16 – the Yes/No columns – does the bidder complete this, or is this for review by procurement?

**Answer 7:**

Yes, the bidder must complete this column and add the necessary comments in the comments section. The Bidder must meet all the mandatory criteria to be compliant.

**Question 8:**

P. 8 – 2.4 Insurance requirements – Our organization is self insured. How should this be addressed?

**Answer 8:**

If the bidder does not have insurance, they will have to provide their internal insurability policy. If it is need, a request for clarification can be ask.

**Question 9:**

P. 16 – Typically a venue event coordinator acts as a liaison between the venue and event organizers (such as foreign affairs) and the suppliers the event organizer has hired (AV, general services etc.) Specifically they would do not track or manage event budgets, negotiate on the clients behalf with other vendors or manage invitations.

**Answer 9:**

It is the responsibility of the event coordinator to liaise between the venue organizer and the event organizer (AMC). Someone is expected to know about everything that happens, to have an easy point of contact. It is expected that the amount of the contract and the terms and conditions will be respected and that the event organizer will be made aware of any changes involving a contract amendment.

**Question 10:**

P. 13 / 14 – 5.2.1 abcd – the only sections that appear to require proof of experience are p. 14. M1 events of similar magnitude & p. 15 curriculum vitae. Is there any where else in the document that requires details of experience?

**Answer 10:**

No, however, this is a mandatory criterion, so it is important to sign in the appropriate places if you meet this mandatory creteria. If there is doubt or we think it is necessary, we can ask for an evidence.

**Question 11:**

Page: 30 – item 3.

As part of our LEEDS certification and in order to reduce the amount of phosphates into the water system, our meeting spaces are provided linen free. Clients can rent linens from our catering provider and generally do so for meal functions.

How should this be addressed? The statement that rooms must include linens also contradicts the page 32, item 6 where it states linens should be a separate line item.

**Answer 11:**

Page 30-item 3: “rooms must include linens” is meant for tables used for official meetings. Linens must be included in the costing for venue space for official meetings.

Page 32- -item 6: We will need to see the tables to confirm if linens are required. Please provide the price for the linen.



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**Question 12:**

Can you confirm the number of guests you anticipate will attend the forum, do you have a preferred setup (e.g. half rounds or theatre), will this be a daytime forum from 8:00 am - 5:00 pm and are you flexible on the date in September or do you have a preferred date?

**Answer 12 :**

Anticipated number of participants will be near 2000, and set-up in Plenary room is Theatre style. Preferred dates are September 26-30, 2020 or September 28 – October 2, 2020 and spaces will be required on a 24hr basis as stated in Annex A-Statement of Work.

2- MODIFICATION

A) DELETE: In its entirety point 5.2.2 Technical Evaluation of the RFP.

REPLACE BY:

**5.2.2 Technical Evaluation**

**5.2.2.1 Mandatory Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to demonstrate 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.

Mandatory Criteria	Substantiation / Cross Reference to Proposal [supplier to insert]		Comments
	Yes	No	
<p><b>M1 Event of similar magnitude</b></p> <p>The bidder must declare that they have held at least one (1) event of similar magnitude * during the last 12 months preceding the closing date of this RFP.</p> <p>Signature: _____</p> <p>Print Name: Title:</p> <p><i><b>N.B.</b> Global Affairs Canada reserves the right to seek information from the bidder that would validate the declaration. The bidder who is found guilty of providing incorrect information could see his proposal be declared ineligible.</i></p>			



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<b>M2 Curriculum Vitae</b>	Yes	No	
<p>The bidder must provide the curriculum vitae of proposed Lead Event Coordinator * where it will be demonstrated that they have led at least one (1) event of similar magnitude during the last 12 months preceding the closing date of this RFP.</p> <p>Please</p> <p>Signature: _____</p> <p>Print Name:</p> <p>Title:</p>			
<b>M3 In close proximity of the Billy Bishop Toronto City Airport</b>	Yes	No	
<p>The bidder must demonstrate that the venue is within 4km from of the Billy Bishop Toronto City Airport.</p>			
<b>M4 Site visit</b>	Yes	No	
<p>The bidder must declare that they will provide access to the venue several weeks before the event for various site visits.</p> <p>Signature: _____</p> <p>Print Name:</p> <p>Title:</p>			
<b>M5 Hospitality – menu and prices</b>	Yes	No	
<p>The bidder must provide menu that does not exceed amounts as detailed in the SOW (<u>4.2.2.1</u> in section 1 and 2).</p>			
<b>M6 Hospitality – inclusion</b>	Yes	No	
<p>The bidder must include vegetarian, vegan, gluten-free option as detailed in the SOW (<u>4.2.2.1</u> point 3). *No-pork or no-nuts can be served or included in the preparation of the food.</p>			



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<b>M7 Sustainability initiatives</b>	<b>Yes</b>	<b>No</b>	
The bidder must provide a list of sustainability initiatives that have been implemented in the venue.			

**\* Definition:**

**1. Event of similar magnitude:**

**Any events where:**

- there was over a thousand (1000) participants
- it involved room setting in more than 10 rooms
- it involve serving over fifteen hundred meals

**2. Lead Event Coordinator responsibilities:**

**Where the individual have coordinated various types of events.**

- Understood requirements and details of event
- Understood clients' needs and wants
- Planned with client and organized events with attention to financial and time constraints
- Met with clients and coordinated with them regularly
- Negotiated with vendors to achieve the most favorable terms
- Managed all event operations (preparing venue, invitations, food, drinks etc.)
- Tracked the overall even expenses regularly
- Did event budget planning
- Stayed within the budget
- Have carefully oversee event happenings
- Have offer solutions to resolve problems in a timely manner



### 5.2.2.2 Reated Criteria

Bids which meet all the mandatory technical criteria will be further evaluated and scored in accordance with the following technical criteria:

Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p><b>R1</b> In close proximity of the Billy Bishop Toronto City Airport terminal</p> <p>The bidder should demonstrate the distances.</p>	<ul style="list-style-type: none"> <li>• Less than 2.5 km = 50 points</li> <li>• Between 2.6 and 3.0 km =35 points</li> <li>• Between 3.1 and 4.0 km =20 points</li> <li>• 4.1km and over = 0 points</li> </ul>		/50
<p><b>R2 Proximity to accommodations (at least one)</b></p> <p>The bidder should demonstrate that the venue is within close proximity to hotel accommodations.</p>	<ul style="list-style-type: none"> <li>• Less than 250 m = 50 points</li> <li>• Between 251m and 500km =45 points</li> <li>• Between 501m and 1km =35 points</li> <li>• Between 1.1km and 1.5km =15 points</li> <li>• Between 1.6 and 2 km =5 points</li> <li>• 2.1km and over = 0</li> </ul>		/50
<p><b>R3 LEED Certification</b></p> <p>The bidder must provide proof of certification that the venue has obtained LEED certification.</p>	<ul style="list-style-type: none"> <li>• Platinum = 30 points</li> <li>• Gold =20 points</li> <li>• Silver = 10 points</li> <li>• Certified = 5 points</li> <li>• Not certified=0 point</li> </ul>		/30
<p><b>R4 Internet</b></p> <p>The bidder should send a statement to demonstrate that they will provide free Wireless Internet access for delegates within conference facilities.</p>	<ul style="list-style-type: none"> <li>• Can provide free internet =20 points</li> <li>• Cannot provide free internet = 0 points</li> </ul>		/20
<p><b>R5 Internet</b></p> <p>The bidder is able to provide the wireless networks with the names, passwords, and speeds requested.</p>	<ul style="list-style-type: none"> <li>• Can provide all the wireless networks as requested = 10 points</li> <li>• Can provide half of the wireless networks as requested = 5 points</li> <li>• Can only provide 0 or 1 wireless network as requested = 0 points</li> </ul>		/10



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Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p><b>R6 Wired Internet</b></p> <p>The bidder is able to provide the bandwidth requested to support live streaming needs.</p>	<ul style="list-style-type: none"> <li>• Can provide the wired connection bandwidth requested: 20 points</li> <li>• Cannot provide the wired connection bandwidth requested: 0 points</li> </ul>		/20
<p><b>R7 Hospitality – Local and seasonal</b></p> <p>The bidder must indicate the provenance of the main ingredients such as proteins, vegetables and fruits as well as any other ingredients, minimum of 1 main ingredient in each Food &amp; Beverage service.</p> <p>The bidder must demonstrate that a minimum of 1 main ingredient in each Food &amp; Beverage service it is going to be local and seasonal</p> <p>Signature: _____</p> <p>Print Name: Title:</p>	<ul style="list-style-type: none"> <li>• Signed = 20 points</li> <li>• Not signed = 0 points</li> </ul>		/20
<p><b>R8 Hospitality – Compostable</b></p> <p>The bidder must send a statement to demonstrate that they will provide compost bins (location to be discussed)</p>	<ul style="list-style-type: none"> <li>• Can provide compost bins =20 points</li> <li>• Cannot provide compost bins = 0 points</li> </ul>		/20
<p><b>R9 Hospitality –Waste management</b></p> <p>The bidder must demonstrate that they are able to weigh the waste.</p>	<ul style="list-style-type: none"> <li>• Can provide waste management = 10 points</li> <li>• Cannot provide waste management = 0 points</li> </ul>		/10





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Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p><b>R10 Hospitality – Single-use plastic</b></p> <p>The bidder must demonstrate how they will not use single-use plastic (i.e. coffee stir-stick, individually packed honey, plastic bottles, plastic cups).</p>	<ul style="list-style-type: none"> <li>• Can provide alternate to single-use plastic = 10 points</li> <li>• Cannot provide alternate to single-use plastic = 0 points</li> </ul>		/10
<p><b>R11 Hospitality – Donation</b></p> <p>The bidder must provide a donation plan for excess food.</p>	<ul style="list-style-type: none"> <li>• Can provide a donation plan = 20 points</li> <li>• Cannot provide a donation plan = 0 points</li> </ul>		/20
<b>Total points Awarded</b>			<b>/260</b>

N.B. The prorated formula to be used will be 70/30. Technical/rated section will count for 70% of the scoring. The financial part will count for 30%.

No minimum score.

**Other points of interest: (not part of the evaluation)**

**1. Onsite security**

1.1 Will the bidder allow in its premises an external security supplier such as, but not limited to private security to support the event and control access? yes no

**2. AV supplier**

2.1 Does the bidder have an exclusive agreement with an audiovisual service provider?  
yes no

2.2 Does the bidder have a preferred but not exclusive audiovisual service provider?  
yes no

2.2.1 If yes, would there be any applicable fees should an external supplier be on site?  
yes no



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B) DELETE: In its entirety l'Annex B- Basis of Payment of the RFP.

REPLACE BY:

**ANNEX B – BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price in accordance to the Basis of payment in Annex B.

<b>FUNCTION SPACE - Master Account</b>			
<b>Function space</b>	<b>Rate</b>	<b>#Days</b>	<b>Total</b>
SMO Secretariat	\$	5	\$
Operations Centre	\$	5	\$
Liaison Officer (LO) Office	\$	5	\$
Environment and climate Change Canada Communications Office	\$	5	\$
Registration and Information booth	\$	4	\$
Canadian Delegation (CanDel) Office	\$	5	\$
Speaker's Green Room	\$	4	\$
Ministerial Office	\$	4	\$
Canadian Minister's Office	\$	4	\$
Ministers Lounge	\$	4	\$
Public Services Procurement Canada PSPC Ceremonial	\$	4	\$
Security Room	\$	4	\$
Plenary	\$	4	\$
Parallel Room 1	\$	5	\$
Parallel Room 2	\$	4	\$
Parallel Room 3	\$	4	\$
Parallel Room 4	\$	4	\$
Side Session Room 1	\$	5	\$
Side Session Room 2	\$	5	\$
Side Session Room 3	\$	4	\$
Side Session Room 4	\$	4	\$
Networking/Rest Area	\$	4	\$
Media Room	\$	4	\$
Press Briefing Area	\$	4	\$
Interview Room	\$	3	\$
Expo Area, lunch, Refreshment and Reception Space	\$	4	\$
Brunch space	\$	1	\$
Meeting room 1	\$	4	\$
Meeting room 2	\$	4	\$
Meeting room 3	\$	4	\$
Meeting room 4	\$	4	\$
Meeting room 5	\$	4	\$
Subtotal			\$
Taxes (13%)			\$
<b>Total on Master Account</b>			<b>\$</b>



<b>HOSPITALITY</b>					
<b>Section 1</b>					
<b>Date</b>	<b>Requirement</b>	<b>Participants</b>	<b>Unit price</b>	<b>Total</b>	
Day 3	Coffee & Tea Station	2000	\$	\$	
	Water Station	2000	\$	\$	
	AM Health Break	50	\$	\$	
	Brunch	150	\$	\$	
	PM Health Break #1	2000	\$	\$	
	PM Health Break #2	2000	\$	\$	
	Dinner reception	2000	\$	\$	
Day 4	Coffee & Tea Station	2000	\$	\$	
	Water Station	2000	\$	\$	
	AM Health Break	2000	\$	\$	
	Lunch (Cold and hot Buffet)	2000	\$	\$	
	PM Health Break	2000	\$	\$	
<b>Rental</b>					
Day 3	Tableware		\$	\$	
	Linen		\$	\$	
Day 4	Tableware		\$	\$	
	Linen		\$	\$	
<b>Labour</b>					
Day 3	Additional labour		\$	\$	
Day 4	Additional labour		\$	\$	
				Subtotal	\$
				Gratuities	\$
				Taxes (13%)	\$

<b>HOSPITALITY</b>					
<b>Section 2</b>					
<b>Date</b>	<b>Requirement</b>	<b>Participants</b>	<b>Unit price</b>	<b>Total</b>	
Day 3	Water Station	120	\$	\$	
	AM Health Break	120	\$	\$	
	Lunch (Cold Buffet OR Hot Buffet)	120	\$	\$	
	PM Health Break	120	\$	\$	
	Dinner	10	\$	\$	
Day 4	Water Station	120	\$	\$	
	AM Health Break	120	\$	\$	
	Lunch (Cold Buffet OR Hot Buffet)	120	\$	\$	
	PM Health Break	120	\$	\$	
<b>Rental</b>					
Day 3	Tableware		\$	\$	
	Linens		\$	\$	
Day 4	Tableware		\$	\$	
	Linens		\$	\$	
<b>Labour</b>					
Day 3	Additional labour		\$	\$	
Day 4	Additional labour		\$	\$	
				Subtotal	\$
				Gratuities	\$
				Taxes (13%)	\$
				<b>Total on Master Account</b>	\$



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<b>IT</b>		
<b>Infrastructure</b>		
<b>Room</b>	<b>Requirement</b>	<b>Total</b>
Plenary Room	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Parallel Room 1	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	

Parallel Room 2	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Parallel Room 3	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Parallel Room 4	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Side Session Room 1	Hard-wired internet connection	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Side Session Room 2	Hard-wired internet connection	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Side Session Room 3	Hard-wired internet connection	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Side Session Room 4	Hard-wired internet connection	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Expo Area	Hard-wired internet connection	\$
Press Briefing Area	Hard-wired internet connection for live streaming <input type="checkbox"/> 50 mbps	\$
Media Room	Hard-wired internet connection	\$
Comms Office	Hard-wired internet connection	\$
Meeting Room 1	Hard-wired internet connection	\$
Meeting Room 2	Hard-wired internet connection	\$
Meeting Room 3	Hard-wired internet connection	\$



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Meeting Room 4	Hard-wired internet connection	\$
Speaker's Prep Room	Hard-wired internet connection	\$
Secretariat Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN	\$
Liaison Officer Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN	\$
Subtotal		\$
Taxes (13%)		\$
<b>Total on Master Account</b>		<b>\$</b>

IT		
Wifi		
Room	Requirement	Total
All rooms	Wifi configuration as specified in 4.2.3 of the Annex A-Statement of Work.	\$
Subtotal		\$
Taxes (13%)		\$
<b>Total on Master Account</b>		<b>\$</b>

<b>FUNCTION SPACE</b>	<b>\$</b>
<b>HOSPITALITY (section 1 + Section 2)</b>	<b>\$</b>
<b>IT (infrastructure + Wifi)</b>	<b>\$</b>
<b>Grand total to be charge on the MASTER ACCOUNT (taxes included)</b>	<b>\$</b>