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**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration 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 thereof.

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Procurement and Contracting Services  
70 Crémazie  
Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
2020 Senior Officials' Meeting of the Intergovernmental Consultations on Migration, Asylum and Refugees (IGC)	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
CIC-151183-A	October 31, 2019
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
2:00 PM on – November 6, 2019	EST
<b>Address Inquiries to: - Adresser toutes questions à:</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
See Herein	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
<b>Signature</b>	<b>Date</b>



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings
- 1.4 Mandatory Requirements

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Former Public Servant

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
- 3.2 SACC Manual Clauses

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

- 6.1 Security Requirements
- 6.2 Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES (APPENDIX “A”, APPENDIX “B” AND APPENDIX “C”)**

- A1. Standard Acquisition Clauses and Conditions Manual
- A2. Terms and Conditions of the Contract
- A3. Standard Instructions and Conditions
- A4. General Conditions
- B1. Priority of Documents
- B2. SACC Manual Clauses
- B3. Security Requirement
- B4. Period of Contract
- B5. Termination of Thirty Day Notice



- B6. Certifications / Compliance
- B7. Insurance Requirements
- B8. Statement of Work
- B9. Authorities
- B10. Proactive Disclosure of Contracts with Former Public Servants
- C1. Basis of Payment
- C2. Limitation of Expenditure
- C3. Method of Payment
- C4. Applicable Taxes
- C5. Invoicing Instructions
- C6. Travel and Living Expenses

### **List of Appendices**

- Appendix “D” Statement of Work
- Appendix “E” Basis of Payment
- Appendix “F” Vendor Information and Authorization Form

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### **1.2 Summary**

1.2.1 The purpose of this procurement is to secure an event space, hospitality, audiovisual (AV) services and a block of hotel rooms in downtown Ottawa, ON or in downtown Montreal, QC for delegates attending the 2020 Senior Officials' Meeting of the IGC during any three (3) consecutive days between May 11, 2020 and May 15, 2020, inclusively.

#### **1.2.2 Single Contract**

Canada is seeking to establish a contract for the 2020 Senior Officials' Meeting of the IGC as defined in Appendix "D", Statement of Work, for a period from Contract award to May 31, 2020.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,000 for goods and under \$100,000 for services.



Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the [OPO website](#).

#### **1.4 Mandatory Requirements**

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions 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 [CIC-SI-001 \(2016-05-26\)](#) 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 Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.**

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **two (2)** 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 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.

## 2.5 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.





## **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 One (1) soft/electronic copy via email

Section II:     Financial Bid One (1) soft/electronic copy via email

Section III:    Certifications One (1) soft/electronic copy via email

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "F", Vendor Information and Authorization and include it with their bid:



1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's firm price in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2010-01-11) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

### **Section III: Certifications**

Bidders must submit the required 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

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

No.	Mandatory Technical Criterion	Met / Not Met
MT1	<p><b>Venue availability</b> The Bidder must provide a statement that all of the required rooms outlined in Section D3.1 of Appendix "D", Statement of Work are available during any three (3) consecutive days between May 11, 2020 and May 15, 2020, inclusively.</p>	
MT2	<p><b>Hospitality</b> The Bidder must provide a hospitality menu that offers the required food and beverage options and does not exceed amounts as detailed in Section D3.2 of Appendix "D", Statement of Work.</p>	
MT3	<p><b>Vegetarian option</b> The Bidder must provide a hospitality menu that includes a vegetarian option in all meals and does not exceed amounts as detailed in Section D3.2 of Appendix "D", Statement of Work.</p>	
MT4	<p><b>Meeting room capacity</b> The Bidder must provide *floor layouts and digital photos to demonstrate that all rooms meet the capacity requirements as detailed in Section D3.1 of Appendix "D", Statement of Work.</p> <p>*Floor layouts and digital photos may be submitted as an attachment to the bid but cannot exceed 10MB in size. Suppliers may submit multiple emails as long as each email does not exceed 10MB. Bidders may also submit external website link to the floor layouts and photos.</p>	
MT5	<p><b>Meeting room location</b> The Bidder must provide a statement or *floor plan to indicate that no meeting rooms or other requested rooms will be located below the ground floor (i.e. basement level).</p>	



	*Floor layouts and digital photos may be submitted as an attachment to the bid but cannot exceed 10MB in size. Suppliers may submit multiple emails as long as each email does not exceed 10MB. Bidders may also submit external website link to the floor layouts and photos.	
MT6	<b>Internet</b> The Bidder must provide a statement that free wireless internet access will be provided for all meeting rooms and hotel rooms.	
MT7	<b>Hotel rooms</b> The Bidder must provide a statement that they will block 50 hotel rooms from the day before the event to the last day. A total of three (3) nights.	
MT8	<b>AV requirements</b> The Bidder must provide a statement that all AV requirements outlined in Section D3.4 of Appendix “D”, Statement of Work will be met.	
MT9	<b>Natural light (main meeting room)</b> The Bidder must provide *digital photos to demonstrate that the main meeting room has at least one window which provides natural light.  *Digital photos may be submitted as an attachment to the bid but cannot exceed 10MB in size. Suppliers may submit multiple emails as long as each email does not exceed 10MB. Bidders may also submit external website link to the floor layouts and photos.	
MT10	<b>Venue Location</b> The bidder must provide a statement that its proposed venue is located within a 1.1km radius from 1 Wellington ST, Ottawa ON K1A 0A6 <b>OR</b> within a 1.1km radius from 1 Place Ville Marie, Montréal QC H3B 3Y1  The inclusion zone can be found below links. <a href="https://www.mapdevelopers.com/draw-circle-tool.php?circles=%5B%5B1100%2C45.4255976%2C-75.6953701%2C%22%23AAAAAA%22%2C%22%23000000%22%2C0.4%5D%5D">https://www.mapdevelopers.com/draw-circle-tool.php?circles=%5B%5B1100%2C45.4255976%2C-75.6953701%2C%22%23AAAAAA%22%2C%22%23000000%22%2C0.4%5D%5D</a> - OTTAWA  <a href="https://www.mapdevelopers.com/draw-circle-tool.php?circles=%5B%5B1100%2C45.5013572%2C-73.569111%2C%22%23AAAAAA%22%2C%22%23000000%22%2C0.4%5D%5D">https://www.mapdevelopers.com/draw-circle-tool.php?circles=%5B%5B1100%2C45.5013572%2C-73.569111%2C%22%23AAAAAA%22%2C%22%23000000%22%2C0.4%5D%5D</a> - MONTREAL	

The bid must also meet the following mandatory financial criteria

No.	Mandatory Financial Criteria	Met / Not Met
MF1	The value of the requirement as identified within Appendix “E” Basis of Payment, must not exceed <b>\$60,000.00 CAD</b> for <b>Section A –Hospitality Services, Section B – Meeting Rooms and Section C - Audiovisual</b> , including all professional remuneration fees, overhead costs, administration, and profits. Applicable taxes are excluded.	



#### 4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

No.	Point Rated Technical Criteria	Scoring Methodology	Points Obtained
R1	<p><b>Natural light (main meeting room)</b> The Bidder should provide *digital photos to demonstrate that the main meeting room has windows and natural light.</p> <p>*Digital photos may be submitted as an attachment to the bid but cannot exceed 10MB in size. Suppliers may submit multiple emails as long as each email does not exceed 10MB. Bidders may also submit external website link to the floor layouts and photos.</p>	<ul style="list-style-type: none"> <li>• 4 or more windows – 10 points</li> <li>• 2-3 windows – 5 points</li> <li>• 1 window – 0 points</li> </ul>	/10
R2	<p><b>Natural light (breakout room)</b> The Bidder should provide *digital photos to demonstrate that the breakout room has windows and natural light.</p> <p>*Digital photos may be submitted as an attachment to the bid but cannot exceed 10MB in size. Suppliers may submit multiple emails as long as each email does not exceed 10MB. Bidders may also submit external website link to the floor layouts and photos.</p>	<ul style="list-style-type: none"> <li>• 3 or more windows – 10 points</li> <li>• 1-2 windows – 5 points</li> <li>• No windows – 0 points</li> </ul>	/10
R3	<p><b>Hotel guest room rate</b> The Bidder should state the guaranteed nightly rate for the block of 50 guest rooms.</p> <p>Federal government rate: \$200</p>	<ul style="list-style-type: none"> <li>• Within federal government rate – 10 points</li> <li>• Up to \$50 above federal government rate – 7 points</li> <li>• \$51-\$100 above federal government rate – 5 points</li> <li>• Over \$100 above federal government rate – 0 points</li> </ul>	/10
R4	<p><b>Ceiling-mounted projector</b> The Bidder should provide a statement to indicate whether a</p>	<ul style="list-style-type: none"> <li>• Projector and screen are available – 2 points</li> </ul>	/2

	ceiling-mounted projector and screen are available in the main meeting room.	<ul style="list-style-type: none"> <li>• Projector and screen are not available – 0 points</li> </ul>	
<b>Total points awarded</b>			/32

#### 4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive firm fixed prices for the services being proposed in accordance with the bid solicitation, for the contract period.

The “TOTAL EVALUATED PRICE” in Appendix “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

#### 4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria.

4.2.1.2 Bids not meeting (a) or (b) will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest



combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined rating</b>		83.84	75.56	80.89
<b>Overall rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## 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 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<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 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.





### **5.2.3 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

#### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

There is no security requirement associated with the requirement.

### **6.2 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.



## PART 7 - RESULTING CONTRACT CLAUSES

### APPENDIX “A”, GENERAL TERMS AND CONDITIONS

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

#### A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

#### A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### A4. General Conditions

A4.1 General Conditions [CIC-GC-001 \(2019-02-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.

## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information;
- h) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">A9117C</a>	<a href="#">2007-11-30</a>	<a href="#">T1204 - Direct Request by Customer Department</a>
<a href="#">A9116C</a>	<a href="#">2007-11-30</a>	<a href="#">T1204 Information Reporting by Contractor</a>
<a href="#">C0705C</a>	<a href="#">2010-01-11</a>	<a href="#">Discretionary Audit</a>

### B3. Security Requirement

There is no security requirement associated with the requirement.

### B4. Period of Contract

The period of the Contract is from date of contract award to May 31, 2020.

### B5. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### B6. Certifications / Compliance and Additional Information

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.

## **B7. 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.

## **B8. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

## **B9. Authorities**

### **B9.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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.

### **B9.2 Project Authority**

The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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.

### **B9.3 Technical Authority**

**<The Technical Authority for the Contract is to be identified at Contract award>**

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## **B10. Proactive Disclosure of Contract 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.



## APPENDIX “C”, TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit/room rental prices, as specified in Appendix “E” for a cost not to exceed \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and 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.

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of 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 delivered has been accepted by Canada.



#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (*to be determined at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. Invoicing Instructions**

1. 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.

Each invoice must be supported by:

- b) a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - ) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **C6. Travel and Living Expenses**

"Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above."





## APPENDIX “D”, STATEMENT OF WORK

Provision of Event Space, Hospitality and Hotel Rooms for the 2020 Senior Officials’ Meeting of the Intergovernmental Consultations on Migration, Asylum and Refugees

### D1. Background

The Intergovernmental Consultations on Migration, Asylum and Refugees (IGC) is an informal, multilateral engagement forum comprised of seventeen (17) member states. Canada is currently serving as Chair of the IGC for the 2019-2020 year under the theme of “Game-Changing Solutions: Applying Innovation to the Migration Management Continuum.”

As a component of Canada’s chairmanship obligations, Immigration, Refugees and Citizenship Canada (IRCC) is coordinating the 2020 Senior Officials’ Meeting of the IGC. The meeting itself will take place during any three (3) consecutive days between May 11, 2020 and May 15, 2020, inclusively.

### D2. Objective

The purpose of this procurement is to secure an event space, hospitality, audiovisual (AV) services and a block of hotel rooms in downtown Ottawa, ON **OR** in downtown Montreal, QC for delegates attending the 2020 Senior Officials’ Meeting of the IGC during three (3) consecutive days between May 11, 2020 and May 15, 2020, inclusively.

### D3. Project Requirements

#### D3.1 Meeting rooms

For the purpose of this meeting, multiple rooms will be required to facilitate discussions and host refreshment breaks, lunches and an evening reception.

#### 1. Main Meeting Room

- Required for three (3) consecutive days.
- Must be located at ground level or above.
- Large enough to accommodate eighty (80) delegates (forty (40) seated in a hollow square formation and forty (40) in classroom style seating) and all required audiovisual equipment.
- Windows/natural light required, with curtains or blinds.
- Area available outside of room that can accommodate refreshment breaks for eighty (80) delegates.
- Area available outside of room for a 6’ registration table and two (2) chairs for registration staff.
- Access to power outlets for laptops and AV equipment.
- Wireless internet access.

#### 2. Breakout Room for Lunches

- Required for three (3) consecutive days.



- Must be located at ground level or above.
- Large enough to accommodate eighty (80) delegates seated at round tables and a buffet area.
- Windows/natural light, if possible.
- Wireless internet access.

**3. Evening Reception Venue**

- Required on the first evening of the event.
- Must be located at ground level or above.
- Large enough to accommodate eighty (80) delegates in a stand-up cocktail reception, with space for food/beverage service and bistro tables.
- Wireless internet access.

**4. Bilateral Meeting Room**

- Required for three (3) consecutive days.
- Must be located at ground level or above.
- Small boardroom or other meeting room to be used for bilateral meetings.
- Must have capacity for at least five (5) people.
- Wireless internet access.

**5. Meeting Headquarters**

- Required for three (3) consecutive days.
- Must be located at ground level or above.
- Boardroom with capacity for ten (10) people.
- Must be equipped with a printer/scanner.
- Wireless internet access.

Event space is requested for the following meeting components:

Date/date range	Time	Function	Room	Number of people
Day 1	8:30-9:30	Welcome breakfast	Main meeting room lobby	80
Day 1-3	9:30-17:00	Senior Officials' Meeting of the IGC	Main meeting room	80
Day 1-3	11:00-11:30	AM refreshment break	Main meeting room lobby	80
Day 1-3	13:00-14:00	Lunch	Breakout room	80
Day 1-2	15:30-16:00	PM refreshment break	Main meeting room lobby	80
Day 1	17:00-19:00	Evening cocktail reception	Evening reception venue	80



Day 1-3	7:00-17:00	Coordination and planning	Meeting headquarters	10
Day 1-3	9:30-17:00	High-level meetings between senior officials	Bilateral meeting room	5

### D3.2 Hospitality requirements

Below are the anticipated food and beverage requirements for a maximum of eighty (80) delegates for three (3) consecutive days. The hospitality requirement is an estimate, but could change based on confirmation of final number of delegates.

#### Day one (1)

##### *Welcome breakfast*

- Continental breakfast.
- Coffee, tea, water and juices.

##### *Breaks*

- Morning break with coffee, tea, water and juices.
- Afternoon break with coffee, tea, water and juices.

##### *Lunch*

- Buffet with hot and cold options, featuring at least one (1) vegetarian entrée.
- Must include at least two (2) entrées and at least two (2) side dishes.
- Coffee, tea, water and juices,

##### *Evening reception*

- Standing reception with appetizers (6-8 pieces per person), including at least two (2) vegetarian options.
- Beverages including water, soft drinks, juices, coffee and tea.
- One (1) glass of wine per person.
- A cash bar where delegates can purchase additional beverages.

#### Day two (2)

##### *Breaks*

- Morning break with coffee, tea, water, juices and light snacks (e.g. sliced fruit, muffins).
- Afternoon break with coffee, tea, water and juices.

##### *Lunch*

- Buffet with hot and cold options, featuring at least one (1) vegetarian entrée.
- Must include at least two (2) entrées and at least two (2) side dishes.
- Coffee, tea, water and juices.

#### Day three (3)

##### *Breaks*

- Morning break with coffee, tea, water, juices and light snacks (e.g. sliced fruit, muffins).

### *Lunch*

- Buffet with hot and cold options, featuring at least one (1) vegetarian entrée.
- Must include at least two (2) entrées and at least two (2) side dishes.
- Coffee, tea, water and juices.

The hospitality requirements are subject to change. Preliminary catering guarantees will be given two (2) weeks prior to the conference and final catering guarantees will be given five (5) days prior to the conference.

Canada guarantees that the attendance shall not exceed eighty (80) delegates and shall not decrease by more than 20%. The contractor shall be entitled to charge and collect any reasonable cost incurred in the event the final guaranteed attendance figure provided is not within the limits stated in this paragraph.

The Venue must be able to provide food and beverage that does not exceed the values as outlined below:

- Breakfast: \$24.31 per person including all gratuities and service charges;
- Refreshment breaks: \$8.10 per person including all gratuities and service charges;
- Lunch: \$47.68 per person including all gratuities and service charges;
- Reception: \$48.63 per person including all gratuities and service charges.

The Venue must provide sample menu options for each item listed above.

On as required basis, the venue must be able to accommodate specific dietary restrictions such as, but not limited to gluten free, peanut free, lactose free, etc.

Possible allergens must be clearly displayed during food service.

### **D3.3 Hotel rooms**

As this meeting will be attended primarily by international delegates, the Venue must provide a block of fifty (50) hotel rooms for a total of three (3) nights. Check-in will be on the day before the event start date and check-out on the last day of the event. Delegates will be responsible for the reservation and payment of their own rooms, at which time any agreements will remain between the hotel and the delegate(s).

To facilitate the logistical requirements, meeting rooms and blocked hotel rooms must be either within the same building or within two buildings that are directly connected.

Canada will not be responsible for reservations or the payment of hotel rooms.

### **Rates**

Rates for guest rooms must be in single and double occupancy and must include wireless internet access for all guests in the room.

### **Attrition**

In return for agreeing to not charge attrition on guestrooms, the venue agrees to the following cut-off dates:

The block of rooms for the required dates must be held up to ninety (90) days prior to Day 1 of the event.

After that date, the bidder may release block of rooms as follows:

89 days prior to Day 1	From 50 to 40
60 days prior to Day 1	From 40 to 30
30 days prior to Day 1	From 30 to 0

Following these dates, any remaining hotel rooms will revert back to the hotel for resale. Any reservation requests after the agreed release date can be accepted based on availability and is not subject to contract rate.

Canada will not be responsible to pay for unreserved and unoccupied rooms.

### **Cancellation**

In the event that travel plans are changed; individual participants who have reserved a room may cancel up to three (3) days prior to their arrival date without any cancellation fees.

### **D3.4 Audiovisual Requirements**

The Venue will be responsible for providing the following audiovisual equipment, as well as coordinating the set-up and removal of all equipment in the main meeting room:

1. Six (6) 50 inch LCD screens on the floor in the centre of the hollow square;
  - a. Digital signals only (HDMI/DisplayPort).
2. One (1) digital sound mixing table;
3. One (1) podium microphone;
4. Forty-two (42) DCN microphones;
5. Two (2) 500W speakers on stands;
6. All required equipment/cables to play audio through the digital sound mixing table and speakers;
7. All required equipment/cables to connect laptops to the LCD screens and sound system for presentations.

The following audiovisual equipment is preferred but not required:

- One ceiling-mounted projector and large screen.

Note that a technician will be required to set up and dismantle all audiovisual equipment, but will not be required to operate the equipment during the meeting

### **D3.5 Venue and Related Services**

The Venue will be responsible for:

- a) Conducting space planning and layouts, and providing floor plans at least two (2) months in advance of the meeting.
- b) Providing all venue accoutrements (tables, chairs, podiums, etc.), including all set-up and take-down.
- c) Designating a point-of-contact to liaise with the IRCC project authority.



## **Constraints**

- a) To facilitate the logistical requirements, meeting rooms and blocked hotel rooms must be either within the same building or within two buildings that are directly connected.
- b) The venue must be accessible for persons with mobility constraints.
- c) Free wireless internet access must be provided to delegates in all venue spaces for the duration of the meeting.

## **D4. Additional Responsibilities**

### **D4.1 Contractor's Obligations**

- a) The Contractor will be responsible for facilitating one (1) in-person venue tour for the IRCC project authority after the contract has been awarded and at least four (4) months in advance of the event.
- b) The Contractor is responsible for setting up rooms and providing on site staff to service the rooms.
- c) The Contractor will be responsible for ensuring the provision of all required audiovisual equipment.
- d) All linens, glassware and flatware must be included in costs.
- e) The Contractor will be responsible for setting up rooms for meals and for providing staff services.
- f) The Contractor will be responsible for providing updates upon request from IRCC on the number of rooms booked in the hotel block.
- g) The Contractor must provide the project authority with keys to all reserved meeting rooms and offices for the duration of the event.

### **D4.2 IRCC Obligations**

- a) Provide a contact person to be the liaison with the Contractor for technical direction and logistics.
- b) Provide information on hospitality requirements as per section D3.2.
- c) Provide information required for floor plans and direction on the coordination of room set-ups.
- d) Provide dietary restrictions, including allergies, and information in regards to delegates' meals at least five (5) days prior to the event.
- e) Provide the delegates with information on hotel room reservations and cut-off dates.

## **D5. Official Languages**

All services must be available in both of Canada's official languages, French and English.

## **D6. Availability of Personnel**

The Contractor certifies that he/she, its employees and subcontractors will be available to commence performance of the work from the contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.



## APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$60,000.00, including all options and travel expenses. All applicable taxes are excluded.**

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder’s response non-compliant and will be eliminated from the competition.

1. The Guest Room prices will be paid by the delegates of the conference who reserve the rooms.
2. Prices for meeting space and hospitality will be paid by Canada as per terms and conditions in this request for proposal.
3. The estimated numbers below are only for budgeting and evaluation purposes.

<b>Section A - Hospitality Services for three (3) consecutive days.</b>				
<b>Day</b>	<b>Function</b>	<b>(a) Estimated quantities</b>	<b>(b) Unit Price*</b>	<b>(c) Total Price = (a x b)</b>
Day 1	Welcome Breakfast	80	\$ to be inserted by Bidder	\$ to be inserted by Bidder
Day 1-3	AM refreshment break	80	\$ to be inserted by Bidder	\$ to be inserted by Bidder
Day 1-3	Lunch	80	\$ to be inserted by Bidder	\$ to be inserted by Bidder
Day 1-2	PM refreshment break	80	\$ to be inserted by Bidder	\$ to be inserted by Bidder
Day 1	Evening cocktail	80	\$ to be inserted by Bidder	\$ to be inserted by Bidder
<b>Total Bid Price for Section A - Hospitality Services excl. taxes</b>				<b>\$ to be inserted by Bidder</b>

\*Unit price includes all gratuities and service charges.

Section B - Meeting Rooms, for three (3) consecutive days.					
Room refers to SOW D3.1	Requirement	Day(s)	(a) Cost per room	(b) Number of days	Total Cost = (a x b)
#1	Main Meeting Room	Days 1-3	\$ to be inserted by Bidder	3	\$ to be inserted by Bidder
#2	Breakout Room for Lunches	Days 1-3	\$ to be inserted by Bidder	3	\$ to be inserted by Bidder
#3	Meeting Headquarters	Days 1-3	\$ to be inserted by Bidder	3	\$ to be inserted by Bidder
#4	Bilateral Meeting Room	Days 1-3	\$ to be inserted by Bidder	3	\$ to be inserted by Bidder
#5	Reception Venue	Day 1	\$ to be inserted by Bidder	1	\$ to be inserted by Bidder
<b>Total Bid Price for Section B – Meeting Rooms excl. taxes</b>					\$ to be inserted by Bidder

Section C – Audiovisual for three (3) consecutive days.			
Requirement	(a) Cost per room	(b) Number of days	Total Cost = (a x b)
Audiovisual	\$ to be inserted by Bidder	3	\$ to be inserted by Bidder
<b>Total Bid Price for Section C – Audiovisual excl. taxes</b>			\$ to be inserted by Bidder

The Section D - Accommodation, Total Bid Price is used for evaluation purposes only; it is not part of the Mandatory Financial Criteria limits and will not form part of the total contract cost.

All costs associated with accommodations is the responsibility of the delegate(s) reserving the rooms.

Section D – Accommodation for three (3) consecutive nights.				
Room Block	(a) Cost per Room	(b) Number of Rooms	(c) Number of days	Total Cost = (a x b x c)
Single and double Occupancy	\$ to be inserted by Bidder	50	3	\$ to be inserted by Bidder





<b>Total Bid Price for Section D – Accommodations excl. taxes</b>	\$ to be inserted by Bidder
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<b>TOTAL EVALUATED PRICE = Section A + Section B + Section C + Section D (excluding taxes)</b>	\$ to be inserted by Bidder
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# APPENDIX "F", VENDOR INFORMATION AND AUTHORIZATION FORM

## Vendor Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify): \_\_\_\_\_

## GST or HST Registration Number and Business Number (Revenue Canada)

\_\_\_\_\_

## Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.