



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving PWGSC/TPSGC reception des
soumissions
Victory Building/Édifce Victory
Room 310/pièce 310
269 Main Street/269 rue Main
Winnipeg
Manitoba
R3C 1B3
Bid Fax: (204) 983-0338

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 Hotel Services	
Solicitation No. - N° de l'invitation W3999-19V025/A	Date 2019-11-18
Client Reference No. - N° de référence du client W3999-19V025	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-10923	
File No. - N° de dossier WPG-9-42074 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-30	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 229-3862 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE KEY WEST KEY WEST Florida 33040 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

Public Works and Government Services Canada - Western
Region
Victory Building/Édifce Victory
Room 310/pièce 310
269 Main Street/269 rue Main
Winnipeg
Manitoba
R3C 1B3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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W3999-19V025/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W3999-19V025

Buyer ID - Id de l'acheteur
wpg080
CCC No./N° CCC - FMS No./N° VME

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Hotel Services

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Canadian Armed Forces (CAF) requires a contract for the provision of hotel services in Key West, Florida, USA for SAR Tech Rescue Dive Exercises and R2MR Training. The period of the Contract is from 01 March 2020 to 31 December 2020 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional 2 consecutive 1 year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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) (<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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Suite 310, 269 Main Street
Winnipeg, MB R3C 1B3
E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (204) 983-0338

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

-
- a. an individual;
 - b. an individual who has incorporated;
 - c. a partnership made of former public servants; or
 - d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes [] No []**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes [] No []**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

-
- e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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 Manitoba.

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

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in **Annex B**.

3.1.2 Electronic Payment of Invoices – Bid

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

If **Annex E** 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.

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in **Annex G**.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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) (<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](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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC *Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources.

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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex A**.

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in **Annex D**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within **2 calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ **TBD**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex D**. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 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.

6.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 01 March 2020 to 31 December 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*
Supply Specialist
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 310-269 Main Street
Winnipeg, MB R3C 1B3

Telephone: (204) 229-3862 Facsimile: (204) 983-7796
E-mail address: cathleen.almonte@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **TBD**

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

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

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 – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at **Annex "B"**

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **TBD** . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.3 Single Payment

H1000C (2008-05-12) Single Payment

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) T2304 – Direct Request by Customer Department

C0710C (2007-11-30) Time and Contract Price Verification

C2000C (2007-11-30) Taxes – Foreign-based Contractor

6.7.5 Electronic Payment of Invoices – Contract

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

6.7.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.8 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:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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 [2035](#) (2018-06-21), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated TBD .

6.12 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

STATEMENT OF WORK

1. OVERVIEW AND GENERAL REQUIREMENTS

1.1. Background

- 1.1.1. The Canadian Armed Forces (CAF) will be participating in continuation dive training in Key West, Florida and will require Hotel Services for the duration of the training.
- 1.1.2. It is anticipated that the training will take place from 7 March – 24 April 2020, where the Search and Rescue Technicians in total will be composed of approximately one hundred and twenty (120) personnel, all qualified CAF divers.

1.2. Objective

- 1.2.1. The CAF requires a contractor to provide Hotel Services in support of the dive training in Key West, for up to 3 years (2020-2022) with the first set of dates commencing on 07 March-24 April 2020. Future dates for 2021/2022 would be approximately in the same timeframe as 2020.

1.3. Scope

- 1.3.1. The Contractor is required to deliver the following services in support of the CAF's training in Key West Florida, as follows;
 - a. Hotel Services for approximately one hundred and twenty eight (120) people as indicated in the matrix at sec 2.2.1
- 1.3.2. The general approach to the work described in this SOW is that the contract will be managed and administered by a single Prime Contractor who will either deliver all required services, or through sub-contracts, arrange for the delivery of the required services. In either scenario, the Prime Contractor will be wholly responsible for the seamless delivery of all of the required services and will proactively take the necessary measures to ensure that any conflicts or issues are promptly addressed and resolved. The Contractor must provide the services in the location identified in sec 2.2.1
- 1.3.3. In the event CAF is delayed during the deployment or re-deployment phase, hotel services may be additionally required and requested by the Contracting Authority for 3-5 days.

1.4. CAF Responsibilities

- 1.4.1. The CAF will provide a single Point of Contact (POC) to assist with booking requirements and changes.
- 1.4.2. The CAF Technical Authority (TA) will inform the contractor no later than forty-eight (48) hours before any associated occupancy date cancellations. The CAF TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least forty-eight (48) hrs prior to the occupancy dates with the exception of unforeseen circumstances.

2. DETAILED TECHNICAL REQUIREMENTS

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

2.1. Technical Requirement

- 2.1.1. Nine (9) rooms must be double occupancy and non-smoking.
 - 2.1.2. Seven (7) single rooms for the Dive Serial OPI's for the duration and non-smoking. (1 per serial)
 - 2.1.3. Five (5) single rooms for Master Warrant Officer ranks on their respective dive serials.
 - 2.1.4. Two (2) single rooms for the Mental Health staff for three night stay on each of the serials.
 - 2.1.5. All amenities must be segregated from the basic room rate, no further cost against the CAF than those established.
 - 2.1.6. General room cleaning service must be performed on a daily basis.
 - 2.1.7. Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis.
 - 2.1.8. At least one (1) sanitized (cleaned) drinking glass per room occupant must be provided.
 - 2.1.9. Bedding exchange must occur on weekly basis, unless CAF TA requests bi-weekly.
 - 2.1.10. Rooms must be equipped with single beds or larger with comfortable bedding. A sofa bed or cot is not acceptable
 - 2.1.11. Each room will include a private three piece bathroom with minimum of a toilet, sink, and shower.
 - 2.1.12. Serviceable television with remote and cable.
 - 2.1.13. Safes must be made available within the room or at the front desk for CAF personnel.
 - 2.1.14. Alarm Clock or wake-up call service.
 - 2.1.15. Rooms must have armchairs or sofa for the room occupants and guest.
 - 2.1.16. At least two (2) electrical outlets.
 - 2.1.17. Each room will be equipped with a refrigerator and coffee machine with daily coffee and tea replenishment, at no extra cost to the room occupants.
 - 2.1.18. Telephone capable of making international calls. Occupants will pay personal phone charges at time of check-out and billed directly to the occupant of the rooms.
 - 2.1.19. The hotel must be equipped with Free Wi-Fi access in the rooms and throughout the common areas.
 - 2.1.20. Rooms must meet the local Hotel Industry standard for hygiene and sanitation.
 - 2.1.21. Secure parking must be available for a minimum of four to six (4-6) vehicles within the hotel grounds.
- 2.2. General Requirements:**
- 2.2.1 The CAF requires the provision of Hotel Services of double rooms continuously for the dates indicated in the matrix below, with 2 single rooms for Mental Health staff on the dates indicated and 2 single rooms on each of the seven serials for OPI staff;

Location	Number of Bed Spaces	Double Occupancy	Check-In date	Check Out Date	Single Rooms MH staff
Key West, Fl	18	9	7 Mar 20	13 Mar 20	3 nights, 10 th -12 th
Key West, Fl	18	9	14 Mar 20	20 Mar 20	3 nights, 17 th - 19 th
Key West, Fl	18	9	21 Mar 20	27 Mar 20	3 nights, 24 th - 26 th
Key West, Fl	18	9	28 Mar 20	3 Apr 20	3 nights, 31 st -2nd
Key West, Fl	18	9	4 Apr 20	10 Apr 20	3 nights 7 th -9 th
Key West, Fl	18	9	11 Apr 20	17 Apr 20	3 nights 14 th -16 th
Key West, Fl	18	9	18 Apr 20	24 Apr 20	3 nights 21 st ,23rd

- 2.2.2 The Hotel must be located within 10 km of the downtown core of Key West. From Garrison Bight Marina, Key West Bight and Southernmost Point.
- 2.2.3 A CAF representative will complete an inspection of the accommodation and facilities to ensure they meet the CAF standards for hygiene and safety. (Time and person to be confirmed by CAF TA).
- 2.2.4 Personnel shall not be relocated to another room during their stay unless it becomes necessary as directed by the CAF TA.
- 2.2.5 The CAF must be able to reduce or increase the bed spaces by fifteen (15) % on any one night given forty-eight (48) hour notice (if bed spaces are available).
- 2.2.6 The hotel awarded the contact must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a secure luggage storage area must be provided on request.
- 2.2.7 Hotel facility must have the capability for occupants to do their own laundry, on site at the occupants own expense.
- 2.2.8 Hotel facility to provide one on site conference room, that can accommodate up to 20 pers on the second last day of each serial for briefings and the ability for two interview rooms. Either a dividing wall to separate into two individual rooms for privacy, or individual interview rooms x 2.

2.3. Contractors Responsibilities

- 2.3.1 Contractor must provide full access to all hotel amenities for the duration of the personnel's stay. Including but not limited to parking, restaurant(s) and an adequate fitness facility on site that has both cardio equipment and free weights.
- 2.3.2 The Contract must provide a local staff member as the primary Point of Contact (POC) for all matters relating to hotel services. The POC must be available from 0800hrs to 1800hrs daily. Outside these hours, a contact person and cell phone number must be provided to the CAF TA if different than the designated individual. These individuals must be able to communicate effectively in English.

3. DELIVERABLES

- 3.1 Provide hotel service as indicated in section 2.1 and 2.2

ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm, all-inclusive prices/rates for the period of the proposed Contract for all items listed hereafter.

Rates must include all additional fees, if applicable, such as cleaning fees, resort fees, pet fees, etc.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE BIDDER'S FINANCIAL PROPOSAL.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the Bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the services in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

The estimated quantities specified below are provided for evaluation purposes only.

Payment will be made in accordance with the following pricing.

TASK AUTHORIZATONS

Services may be required on an "as and when requested" basis and authorized by the Technical Authority. The work requested must be for the type of services defined in Annex A.

PRICING SCHEDULE 1: ACCOMMODATIONS

Firm Unit Rates, applicable taxes extra					
TASK NO.	DESCRIPTION	EST QTY	UNIT OF ISSUE	FIRM DAILY RATE (USD)	EXTENDED RATE (USD)
		(A)		(B)	(A*B)
A	Contract Period: 01 March 2020 to 31 December 2020				
1	Double Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$

Firm Unit Rates, applicable taxes extra																										
TASK NO.	DESCRIPTION	EST QTY	UNIT OF ISSUE	FIRM DAILY RATE (USD)	EXTENDED RATE (USD)																					
		(A)		(B)	(A*B)																					
2	Single Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$																					
	Applicable taxes & fees:				\$																					
	Bidder to indicate (if applicable): <table style="width: 100%; border: none;"> <tr><td>Federal Tax:</td><td>_____</td><td>%</td></tr> <tr><td>State Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Local Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Marketing Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Other Fees:</td><td>_____</td><td>%</td></tr> <tr><td></td><td>_____</td><td>%</td></tr> <tr><td></td><td>_____</td><td>%</td></tr> </table>				Federal Tax:	_____	%	State Tax:	_____	%	Local Tax:	_____	%	Marketing Tax:	_____	%	Other Fees:	_____	%		_____	%		_____	%	
Federal Tax:	_____	%																								
State Tax:	_____	%																								
Local Tax:	_____	%																								
Marketing Tax:	_____	%																								
Other Fees:	_____	%																								
	_____	%																								
	_____	%																								
	Subtotal (i):				\$																					
B	Option Year 1: 01 January 2021 to 31 December 2021																									
3	Double Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$																					
4	Single Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$																					
	Applicable taxes & fees:				\$																					
	Bidder to indicate (if applicable): <table style="width: 100%; border: none;"> <tr><td>Federal Tax:</td><td>_____</td><td>%</td></tr> <tr><td>State Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Local Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Marketing Tax:</td><td>_____</td><td>%</td></tr> <tr><td>Other Fees:</td><td>_____</td><td>%</td></tr> <tr><td></td><td>_____</td><td>%</td></tr> <tr><td></td><td>_____</td><td>%</td></tr> </table>				Federal Tax:	_____	%	State Tax:	_____	%	Local Tax:	_____	%	Marketing Tax:	_____	%	Other Fees:	_____	%		_____	%		_____	%	
Federal Tax:	_____	%																								
State Tax:	_____	%																								
Local Tax:	_____	%																								
Marketing Tax:	_____	%																								
Other Fees:	_____	%																								
	_____	%																								
	_____	%																								
	Subtotal (ii):				\$																					

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Firm Unit Rates, applicable taxes extra					
TASK NO.	DESCRIPTION	EST QTY	UNIT OF ISSUE	FIRM DAILY RATE (USD)	EXTENDED RATE (USD)
		(A)		(B)	(A*B)
C Option Year 2: 01 January 2022 to 31 December 2022					
5	Double Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$
6	Single Occupancy Accommodation in accordance with Annex A – Statement of Work.	378	Room/Night	\$	\$
	Applicable taxes & fees:				\$
	Bidder to indicate (if applicable): Federal Tax: _____ % State Tax: _____ % Local Tax: _____ % Marketing Tax: _____ % Other Fees: _____ % _____ % _____ %				
	Subtotal (iii):				\$

PRICING SCHEDULE 2: MEETING SPACE

Should conference rooms be complimentary, please indicate "No Charge" in the daily rental column.

Firm Unit Rates, applicable taxes extra					
TASK NO.	DESCRIPTION	EST QTY	UNIT OF ISSUE	FIRM DAILY RENTAL RATE (USD)	EXTENDED RATE (USD)
		(A)		(B)	(A*B)
A	Contract Period: 01 March 2020 to 31 December 2020				
7	Conference Room	7	room	\$	\$
8	Interview Room	7	room	\$	\$
	Applicable taxes & fees:				\$
	Bidder to indicate (if applicable):				
	Service Charge / Gratuity _____%				
	Subtotal (iv):				\$
B	Option Year 1: 01 January 2021 to 31 December 2021				
9	Conference Room	7	room	\$	\$
10	Interview Room	7	room	\$	\$
	Applicable taxes & fees:				\$
	Bidder to indicate (if applicable):				
	Service Charge / Gratuity _____%				
	Subtotal (v):				\$
C	Option Year 2: 01 January 2022 to 31 December 2022				
11	Conference Room	7	room	\$	\$
12	Interview Room	7	room	\$	\$
	Applicable taxes & fees:				\$
	Bidder to indicate (if applicable):				
	Service Charge / Gratuity _____%				
	Subtotal (vi):				\$

PRICING SCHEDULE 3: PARKING

Should parking be included in the room rate, please indicate "No Charge" in the Daily Rate/Parking Spot column.

Firm Unit Rates, applicable taxes extra					
TASK NO.	DESCRIPTION	EST NO. OF VEHICLES (A)	EST NO. OF NIGHT(S) (B)	FIRM DAILY RATE / PARKING SPOT (USD) (C)	EXTENDED RATE (USD) (A*B*C)
A Contract Period: 01 March 2020 to 31 December 2020					
13	Parking Spot	6	42	\$	\$
Applicable taxes & fees:					\$
Subtotal (vii):					\$
B Option Year 1: 01 January 2021 to 31 December 2021					
14	Parking Spot	6	42	\$	\$
Applicable taxes & fees:					\$
Subtotal (viii):					\$
C Option Year 2: 01 January 2022 to 31 December 2022					
15	Parking Spot	6	42	\$	\$
Applicable taxes & fees:					\$
Subtotal (ix):					\$

TOTAL EVALUATED PRICE:

Subtotal (i) + (ii) + (iii) + (iv) + (v) + (vi) + (vii) + (viii) + (ix) = \$ _____

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ANNEX C

DND 626 TASK AUTHORIZATION FORM

Reference attached pdf document titled, "*Annex C – DND 626*"

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ANNEX D

TASK AUTHORIZATION USAGE FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 July	01 April	30 June
10 October	01 July	30 September
10 January	01 October	31 December
10 April	01 January	31 March

Contract No.:	E0208-193095/001/WPG
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

cathleen.almonte@pwgsc-tpsgc.gc.ca Or
Facsimile: (204) 983-7796 Attn: Cathleen Almonte

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ANNEX E
to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX F

TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria. Bidders must demonstrate their ability to meet those criteria. Failure to meet each mandatory technical criteria will render the Bidder's proposal non-responsive and will be given no further consideration in the evaluation process.

Bidder's Cross Reference and/or Response (SIR – Supplemental Information Reference)

What's Expected in Bidder's Proposal for all Mandatory Criteria:

A written narrative, resumes, and/or technical information must be submitted with the Bidder's proposal at solicitation close to clearly demonstrate Bidder's compliance with the criteria detailed within this solicitation.

Bidders are requested to submit certifications, declarations and/or proof documents that substantiate information as part of their bid. If these documents are not provided at bid closing, the Contracting Authority will notify the Bidder that they have 2 business days to provide the requested documents. Failure to do so, and the Bidder will be deemed non-responsive and given no further consideration.

CRITERIA	DESCRIPTION	BIDDER'S CROSS REFERENCE AND/OR RESPONSE (SIR)
M1	Bidder must provide proof that their accommodations holds a 3 star rating (or equivalent) or higher.	
M2	Bidder must demonstrate that the hotel is located within 10 km of the downtown core of Key West. From Garrison Bight Marina, Key West Bight and Southernmost Point.	FACILITY ADDRESS: DISTANCE:
M3	POINT OF CONTACT: Bidder must identify a local staff member that will be the primary Point of Contact (POC) for all matters relating to hotel	PRIMARY POINT OF CONTACT:

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	<p>services. The POC must be available from 0800hrs to 1800 hrs daily.</p> <p>Outside these hours, a contact person and cell phone number must be provided if different from the designated POC.</p> <p>Proposed contacts must be able to communicate effectively in English.</p>	<p>ALTERNATIVE CONTACT (outside working hours):</p> <p>Cell No.: _____</p>
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**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		W3999-19V025/001/WPG Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.	
Delivery location – Expédiez à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date – Date de livraison/d'achèvement	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.