



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

**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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

Title - Sujet Accommodations & Rations for Cadets	
Solicitation No. - N° de l'invitation W0100-20S023/A	Date 2019-12-11
Client Reference No. - N° de référence du client W0100-20S023	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-032-5662	
File No. - N° de dossier MCT-9-42063 (032)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-08	
Time Zone Fuseau horaire Atlantic Standard Time AST	
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: Savoie (MCT), Ginette	
Buyer Id - Id de l'acheteur mct032	
Telephone No. - N° de téléphone (506) 381-2680 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE MARITIME FORCES ATLANTIC Summerside Prince Edward Island B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Accommodations & Rations for Cadet s Accommodations & Rations for Cadets	W0100	W0100	1	Each	\$	XXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

1.2 Statement of Work - Bid

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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.

1.4 Canadian Content

The requirement is subject to a preference for Canadian services.

1.5 epost Connect service

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.

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.

2.1.1 SACC Manual Clauses

SACC Reference
C9000T

Section
Pricing

Date
2010/08/16

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in New Brunswick/Prince Edward Island (NB/PEI) the email address is:

TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@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.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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 FPS, 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 FPS 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 five (5) 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 **Prince Edward Island**.

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 (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex D Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

(Mandatory Technical Criteria as specified in Annex "C")

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014/06/26), Evaluation of Price - Bid

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010/08/16), Basis of Selection - Mandatory Technical Criteria

Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual clause [A3050T](#) (2018/12/06) Canadian Content Definition

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause [A3050T](#) (2018/12/06) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

Statement of Work - Contract

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010C](#) (2018/06/21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from January 23, 2020 to February 19, 2020 inclusive.

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Amd. No. - N° de la modif.
File No. - N° du dossier
M-9-42063

Buyer ID - Id de l'acheteur
mct 032
CCC No./N° CCC - FMS No./N° VME

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ginette Savoie
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1
Telephone: (506) 381-2680
Facsimile: (506) 851-6759
E-mail address: ginette.savoie@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:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (Offeror please complete)

Name: _____
Title: _____
Organization: _____

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mct 032
CCC No./N° CCC - FMS No./N° VME

Address: _____

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

Basis of Payment - Firm Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ _____ (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.

For the firm price portion of the Work only, 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.

(Derived from - Provenant de: C0207C, 2013/04/25)

6.7.2 Single Payment

SACC Manual clause [H1000C](#) (2008/05/12), Single Payment

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.
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.

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.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9.3 SACC Manual Clauses

SACC Reference	Section	Date
A3060C	Canadian Content Certification	2008/05/12

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Prince Edward Island**.

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Buyer ID - Id de l'acheteur
mct 032
CCC No./N° CCC - FMS No./N° VME

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) 2010C (2018/06/21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____

6.12 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance – No Specific Requirement	2016/01/28

STATEMENT OF WORK

2020 Canadian Cadet Organizations Biathlon
Championship Series (CCOBCS) Stage III – NS Provincial
Cadet Biathlon Championship and PE Provincial Cadet
Biathlon Championship.

1.0. Scope

1.1. Objective

To obtain commercial meals and accommodations for personnel in Summerside, Prince Edward Island (PEI) area from 23-27 January 2020 and from 13-17 February 2020 in support of two 2020 Canadian Cadet Organizations Biathlon Championship Series (CCOBCS) Stage III – Provincial Cadet Biathlon Championships.

1.2. Background

- 1.2.1. The aim of the Cadet Marksmanship and Biathlon programmes is to develop cadets' interest in competitive sport while promoting the safe and proficient use of firearms. These activities are valuable in helping cadet corps/squadrons achieve other aspects of the cadet programme related to leadership, citizenship and sensible living. By helping to achieve these outcomes through offering a challenge and fun, these programmes go a long way to enhancing the attractiveness of the Cadet programme as a whole to today's youth.
- 1.2.2. The events will be part of the CCOBCS which will require two Provincial Championships to take place in PEI. One in January 2020 and one in February 2020. To facilitate these events, meals and commercial accommodations will be required for the personnel involved.
- 1.2.3. A contract is required to use a non-Department of National Defence (DND) facility because these championships will take place in PEI where no suitable DND facility exists to feed or accommodate the number of personnel involved.

1.3. Terminology

1.3.1. Commercial Accommodations

- 1.3.1.1. "Single Rooms" must consist of a room with a double or queen size bed, private bathroom and a sitting room suitable as a work / meeting space;
- 1.3.1.2. "Double Rooms (double occupancy)" must consist of a room with two double or queen size beds and a private bathroom intended for double occupancy; and
- 1.3.1.3. "Double Rooms (triple occupancy)" must consist of a room with three double or queen beds and a private bathroom intended for triple occupancy OR two double or queen beds that will allow enough room for a cot or single air mattress to be set-up (with DND providing a cot or air mattress, sleeping bag, pillow and these beds will not be required to be made up) and a private bathroom intended for triple occupancy. No transition time is required to prepare the rooms with cots and DND will provide a work party and vehicles to remove and replace the cots or air mattresses.

1.3.2. Meals

- 1.3.2.1. “Breakfast” refers to the meal described in the Breakfast Section of the enclosed "2020 Meal Guidelines"
- 1.3.2.2. “Lunch” refers to the meal described in the Lunch Section of the enclosed "2020 Meal Guidelines";
- 1.3.2.3. “Supper” refers to the meal described in the Supper Section of the enclosed "2020 Meal Guidelines"; and
- 1.3.2.4. “Bagged Supper” refers to the meal described in the Bagged Supper Section of the enclosed "2020 Meal Guidelines"

2.0. Reference Documents

2.1. 2020 Meal Guidelines: Details the requested menu composition.

3.0. Requirements

3.1. Commercial Accommodations

3.1.1. The Contractor must provide the following numbers and types of room by night:

Item	Date	Total Requirement
3.1.1.1	23 Jan 20	<ul style="list-style-type: none">• 2 X Single Rooms; and• 10 X Double Rooms (double occupancy)
3.1.1.2	24 Jan 20	<ul style="list-style-type: none">• 2 X Single Rooms;• 32 X Double Rooms (double occupancy); and• 11 X Double Rooms (triple occupancy)
3.1.1.3	25 Jan 20	<ul style="list-style-type: none">• 2 X Single Rooms;• 32 X Double Rooms (double occupancy); and• 11 X Double Rooms (triple occupancy)
3.1.1.4	26 Jan 20	<ul style="list-style-type: none">• 2 X Single Rooms• 4 X Double Rooms

3.1.2. The Contractor must provide the following numbers and types of room by night:

Item	Date	Total Requirement
3.1.2.1	13 Feb 20	<ul style="list-style-type: none"> • 2 X Single Rooms; and • 12 X Double Rooms (double occupancy)
3.1.2.2	14 Feb 20	<ul style="list-style-type: none"> • 2 X Single Rooms; • 19 X Double Rooms (double occupancy); and • 32 X Double Rooms (triple occupancy)
3.1.2.3	15 Feb 19	<ul style="list-style-type: none"> • 2 X Single Rooms; • 19 X Double Rooms (double occupancy); and • 32 X Double Rooms (triple occupancy)
3.1.2.4	16 Feb 19	<ul style="list-style-type: none"> • 2 X Single Rooms; and • 3 X Double Rooms (double occupancy)

Conference Room, Meeting and Storage Space Requirements:

- 3.1.3. The Contractor must provide one (1) ground floor room with walk out access for storage of equipment from 24-27 January 2020;
- 3.1.4. The Contractor must provide one (1) meeting room suitable for use as an office either in or as close as possible to the accommodations area as possible from 24-26 January 2020;
- 3.1.5. The Contractor must provide one (1) conference room with seating for 30 persons 1900 to 2200 hrs on both 25 and 26 January 2020; and
- 3.1.6. The Contractor must provide one (1) room with space for up to 35 teens use as a supervised common area 1800 to 2200 hrs on both 25 and 26 January 2020. This could be a dining room or unused meeting room.
- 3.1.7. The Contractor must provide one (1) ground floor room with walk out access for storage of equipment from 13-17 February 2020;
- 3.1.8. The Contractor must provide one (1) meeting room suitable for use as an office either in or as close as possible to the accommodations area as possible from 13-16 February 2020;
- 3.1.9. The Contractor must provide one (1) conference room with seating for 30 persons 1900 to 2200 hrs on both 14 and 15 February 2020; and
- 3.1.10. The Contractor must provide one (1) room with space for up to 95 teens use as a supervised common area 1800 to 2200 hrs on both 14

and 15 February 2020. This could be a dining room or unused meeting room.

3.2. Meals Requirements

3.2.1. The Contractor must provide the following meals by day:

Item	Date	Hot Breakfast	Lunch	Deployed Lunch	Hot Supper	Bagged Supper
3.2.1.1	23 Jan 20	0	0	0	22	0
3.2.1.2	24 Jan 20	22	3	19	58	0
3.2.1.3	25 Jan 20	99	2	97	99	0
3.2.1.4	26 Jan 20	99	2	97	9	0
3.2.1.5	27 Jan 20	9	0	0	0	0

3.2.2.

Item	Date	Hot Breakfast	Lunch	Deployed Lunch	Hot Supper	Bagged Supper
3.2.2.1	13 Feb 20	0	0	0	25	0
3.2.2.2	14 Feb 20	24	3	26	134	0
3.2.2.3	15 Feb 20	134	2	132	134	0
3.2.2.4	16 Feb 20	134	2	132	8	126
3.2.2.5	17 Feb 20	8	0	0	0	0

3.3. Constraints

3.3.1. The Contractor's facility must be within a 50km drive of Brookvale Ski Park, under normal weather conditions.

3.3.2. The Contractor must ensure daily cleaning of rooms (washrooms, garbage / recycling etc) and replacement of towels and amenities as necessary.

3.3.3. In the event of inclement weather that prevents the competition from occurring, DND reserves the right to cancel either a portion of the

23-27 January requirement, or its entirety prior to close of business on 20 January 2020. Any such cancellations shall be invoked by the Contracting Authority, and notice shall be provided to the Contractor in writing;

- 3.3.4. In the event of inclement weather that prevents the competition from occurring, DND reserves the right to cancel either a portion of the 13 – 17 February requirement, or its entirety prior to close of business on 10 February 2020. Any such cancellations shall be invoked by the Contracting Authority, and notice shall be provided to the Contractor in writing.
- 3.3.5. DND reserves the right to increase or decrease the dates/quantities of the 23-27 January requirement described above prior to close of business on 20 January 2020. Any such changes shall be invoked by the Contracting Authority, and notice shall be provided to the Contractor in writing;
- 3.3.6. DND reserves the right to increase or decrease the dates/quantities of the 13 – 17 February requirement described above prior to close of business on 10 February 2020. Any such changes shall be invoked by the Contracting Authority, and notice shall be provided to the Contractor in writing.
- 3.3.7. The personnel involved in this activity are Canadian Forces members and Canadian Cadets and as such are deemed to be government employees on government business and thus entitled to the federal government rate for accommodations, should such a rate exist.
- 3.3.8. Require all mini bar / snack items to be removed from all rooms and room telephones and televisions must have any capabilities disabled that would enable the occupant to charge extra costs to the room. Newspapers and other complimentary items are not required. Any additional room charges incurred will be the responsibility of the occupant(s); and
- 3.3.9. The Contractor must provide use of a dining facility with sufficient tables and chairs for all breakfast and supper meals. Lunch meals are to be provided in bulk (NOT individually boxes or bagged);
- 3.3.10. General, daily meal timings to be as follows. Note that meal times must include the ability to schedule a flex period of one-hour on either side of each hot meal to accommodate unforeseen scheduling changes. The Competition Logistics Officer shall coordinate this in advance with the Contractor as required:

3.3.10.1. Breakfast: 0630 to 0830 hours;

3.3.10.2. Lunch (23-27 Jan): Pick-up 0800 hours; and

3.3.10.3. Lunch (13 – 17 Feb): Pick-up 1030 hours;
and

3.3.10.4. Supper: 1630 to 1800 hours

3.3.11. Supper on 25 January 2020 must be available until 1900 hours due to late arrivals. The Competition Logistics Officer shall coordinate appropriate timings in advance with the Contractor; and

3.3.12. Supper on 14 February 2020 must be available until 1900 hours due to late arrivals. The Competition Logistics Officer shall coordinate appropriate timings in advance with the Contractor; and

3.3.13. Supper bagged meals on 16 February 2020 shall be picked up at the Contractor's kitchen no later than 1330 hours.

3.3.14. From 23 – 27 January, 2020 the Contractor must provide access to a photocopier for miscellaneous photocopying requirements less than one thousand (1000) pages.

3.3.15. From 13 – 17 February, 2020 the Contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period 13-17 February 2020.

3.4. Client Support

3.4.1. DND will provide insulated containers for hot drinks and water for all meals.

3.5. Timeframe and Delivery Dates

3.5.1. The Contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period 23-27 January 2020.

3.5.2. The Contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period 13-17 February 2020.

Meal Composition Guidelines

Breakfast meals:

The following servings are to be provided per person:

- 0.25 ea – Fruit (50% oranges, 50% bananas)
- 0.25 ea – Cereal, one cooked and three ready-to-eat with milk;
- 0.75 ea – Eggs, at least one style eggs (2 per person);

- 0.5 ea – One breakfast item (e.g. pancakes, french toast, etc - 2 per person);
- 0.75 ea – Breakfast meat (e.g. bacon - 3 strips per person, sausages - 2 per person);
- 0.75 – Potato;
- 0.25 ea – Baked beans;
- 0.5 ea – Cheese or yogurt;
- 1 ea - Toast with butter, margarine, assortment of jam & peanut butter;
- 1 ea – Fruit juice (variety);
- 1 ea – Milk (50% 2%, 50% Skim); and
- 0.5 ea – Coffee & tea, sugar and cream.

Lunch Meals:

The following servings are to be provided per person:

- 0.25 ea – Soup;
- 0.5 ea – Salad bar (6" plate);
- 1.5 ea - Sandwich, sub or wrap (variety assortment of at least 3 types, 90% meat, 10% vegetarian protein option);
- 1 ea- Desert type item, (i.e. packaged pastry, pudding etc);
- 0.5 ea - Assorted fruit (50% Bananas, 50% apples); and
- 1 ea – Dessert; and
- 1 ea – Milk (50% chocolate, 25% 2% and 25% Skim);
- 0.5 ea – Coffee & tea, sugar and cream; and
- Ice water

Deployed Lunch Meals:

The following servings are to be provided per person:

- 1.5 ea – Individually wrapped sandwich, sub or wrap (variety assortment of at least 3 types, 90% meat, 10% vegetarian protein option);
- 1 ea – Packaged Cheese and crackers;
- 1 ea – Packaged granola Bar;
- 1 ea – Packaged desert type item, (i.e. packaged pastry, pudding etc);
- 0.5 ea - Assorted fruit (50% Bananas, 50% apples); and

Meal Composition Guidelines

- 1 ea - Tetra juice pack;
- 1 ea - Milk (50% chocolate, 25% 2% and 25% Skim);
- 2 ea - Cookie (packaged or fresh, variety);
- 0.25 ea - Hot vegetable broth;
- 0.5 ea - Hot chocolate;
- 0.25 ea - Coffee, milk, sugar; and
- 1 ea – Disposable condiments, napkins, cups and eating utensils as applicable

Supper Meals:

The following servings are to be provided per person:

- 0.25 ea – Soup;
- 1 ea – Main protein entrée (90% meat, 10% vegetarian protein option);
- 1 ea – Starch item (e.g. Potato, rice, pasta);
- 1 ea – Cooked vegetable;
- 0.5 ea – Salad bar (6" plate);
- 0.75 ea – Bread product;
- 1 ea – Dessert; and
- 1 ea – Milk (50% chocolate, 25% 2% and 25% Skim);
- 0.5 ea – Coffee & tea, sugar and cream; and
- Ice water

BASIS OF PAYMENT
PEI Provincial Championships 23 – 29 Jan, 2020

Table 1A, Accommodations:

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Single Rooms, in accordance with Annex A	Per Room	8	\$ _____	\$ _____
2	Double Rooms (double occupancy), in accordance with Annex A	Per Room	76	\$ _____	\$ _____
3	Double Rooms (triple occupancy), in accordance with Annex A	Per Room	23	\$ _____	\$ _____
4	Storage Room, in Accordance with Annex A	Per Day	5	\$ _____	\$ _____
5	Meeting Room, in Accordance with Annex A	Per Day	4	\$ _____	\$ _____
6	Conference Room, in Accordance with Annex A	Per Day	2	\$ _____	\$ _____
7	Common Room, in Accordance with Annex A	Per Day	2	\$ _____	\$ _____
8	Photocopier Access, in accordance with Annex A	Per Photocopy	Up to a maximum of 1000	\$ _____	\$ _____
	Sub-total				

PEI Provincial Championships 23 – 29 Jan, 2020

Table 1B, Meals:

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Hot Breakfasts, in accordance with Annex A	Per Meal	228	\$ _____	\$ _____
2	Lunches, in accordance with Annex A	Per Meal	7	\$ _____	\$ _____
3	Deployed Lunches, in accordance with Annex A	Per Meal	212	\$ _____	\$ _____
4	Hot Suppers, in accordance with Annex A	Per Meal	187	\$ _____	\$ _____
5	Bagged Suppers, in accordance with Annex A	Per Meal	0	\$ _____	\$ _____
	Sub-total				

NS Provincial Championships 13-17 Feb, 2020

Table 2A, Accommodation:

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Single Rooms, in accordance with Annex A	Per Room	8	\$ _____	\$ _____
2	Double Rooms (double occupancy), in accordance with Annex A	Per Room	52	\$ _____	\$ _____
3	Double Rooms (triple occupancy), in accordance with Annex A	Per Room	63	\$ _____	\$ _____
4	Storage Room, in Accordance with Annex A	Per Day	5	\$ _____	\$ _____
5	Meeting Room, in Accordance with Annex A	Per Day	4	\$ _____	\$ _____
6	Conference Room, in Accordance with Annex A	Per Day	2	\$ _____	\$ _____
7	Common Room, in Accordance with Annex A	Per Day	2	\$ _____	\$ _____
8	Photocopier Access, in accordance with Annex A	Per Photocopy	Up to a maximum of 1000	\$ _____	\$ _____
	Sub-total				

NS Provincial Championships 13-17 Feb, 2020

Table 2B, Meals:

Item	Description	Unit of Measure	Quantity (A)	Unit Rate (B)	Extended Price (C = A x B)
1	Hot Breakfasts, in accordance with Annex A	Per Meal	301	\$ _____	\$ _____
2	Lunches, in accordance with Annex A	Per Meal	7	\$ _____	\$ _____
3	Deployed Lunches, in accordance with Annex A	Per Meal	290	\$ _____	\$ _____
4	Hot Suppers, in accordance with Annex A	Per Meal	301	\$ _____	\$ _____
5	Bagged Suppers, in accordance with Annex A	Per Meal	126	\$ _____	\$ _____
	Sub-total				

ANNEX C

Bids must meet the mandatory requirements specified below. To demonstrate the requirements of the technical specifications are respected bidders MUST respond with complete specification and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the contracting authority will so inform the bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

applicable section of SOW	Mandatory Technical Specifications and Requirements:	Yes/ No
3.3.1	The Contractor must be within a 50 km drive of Brookvale Ski park, under normal weather conditions.	
3.3.2	The Contractor must ensure daily cleaning of rooms (washrooms, garbage, recycling etc) and replacement of towels and amenities as necessary.	
3.3.3 3.3.4	In the event of inclement weather that prevents the competition from occurring, DND reserves the right to cancel either a portion of requirement, or its entirety as per terms set out in the Statement of Work.	
3.3.5 3.3.6	DND reserves the right to increase or decrease the dates/quantities as per the terms set out in the Statement of Work.	
3.3.8	Require all mini bar / snack items to be removed from all rooms and room telephones and televisions must have any capabilities disabled that would enable the occupant to charge extra costs to the room. Newspapers and other complimentary items are not required. Any additional room charges incurred will be the responsibility of the occupant(s).	
3.3.9	The Contractor must provide use of a dining facility with sufficient tables and chairs for all breakfast and supper meals. Lunch meals are to be provided in bulk (NOT individually boxes or bagged).	
3.3.10	General daily meal plans must follow the timings as set out in the statement of work. Meal times must also include the ability to schedule a flex period of one-hour on either side of each hot meal to accommodate unforeseen scheduling changes.	
3.3.11 3.3.12	Supper on 25 January, 2020 and on 14 February, 2020 must be available until 1900 hours due to late arrivals. The Competition Logistics Officer shall coordinate appropriate timings in advance with the Contractor.	
3.3.13	Supper bagged meals on 16 February 2020 shall be picked up at the Contractor's kitchen no later than 1330 hours.	
3.3.14 3.3.15	The Contractor must provide access to a photocopier for miscellaneous photocopying requirements less than one thousand (1000) pages.	

3.5.1 3.5.2	The Contractor must provide accommodation and meals, in accordance with the specifications outlined in this Statement of Work, during the period 23-27 January 2020, and 13-17 February, 2020.	
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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

Solicitation No. - N° de l'invitation
W0100-20S023
Client Ref. No. - N° de réf. du client
W0100-20S023

Amd. No. - N° de la modif.
File No. - N° du dossier
M-9-42063

Buyer ID - Id de l'acheteur
mct 032
CCC No./N° CCC - FMS No./N° VME

ANNEX “E”

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.