



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

TPSGC.PADGTLPRCRecSoum-APTMDLPBidRec.
PWGSC@tpsgc-pwgsc.gc.ca

Or see clause 2.2 of the RFP

**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

Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
L'Esplanade Laurier, East Tower 7t
L'Esplanade Laurier, Tour est 7e é
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet DND Hotel and Meal services-Vancouv	
Solicitation No. - N° de l'invitation W0103-218893/A	Date 2020-11-26
Client Reference No. - N° de référence du client W0103-218893	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-015-79366	
File No. - N° de dossier lp015.W0103-218893	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-10 Heure Normale du l'Est HNE	
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: Dumoulin Daguihl, Mireille	Buyer Id - Id de l'acheteur lp015
Telephone No. - N° de téléphone (819) - ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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

**REQUEST FOR PROPOSAL (RFP)
FOR ACCOMMODATION SERVICES IN VANCOUVER ISLAND
FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

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Client Ref. No. - N° de réf. du client
W0103-218893

Amd. No. - N° de la modif.
File No. - N° du dossier
lp0015. W0103-218893

Buyer ID - Id de l'acheteur
lp0015
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this requirement.

1.2 Statement of Work

The Canadian Armed Forces (CAF) requires provision of meals and hotel accommodations to isolate CAF members for 10 days upon return to Vancouver Island after Christmas and New Year's Leave. The CAF needs up to 80-120 single rooms, from 27 December 2020 until 5 January 2021 (Period 1), and up to 80-120 rooms from 4 January 2021 to 14 January 2021 (Period 2).

More details are provided in Annex "A" – Statement of Work.

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Attn: Mireille Dumoulin Daguilh, TPSGC.PADGTLPRcSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca by the date and time indicated on page 1 of the bid solicitation.

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

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 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 British Columbia, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

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.

Bidders are encouraged to highlight (in Annex E) all the components of their proposal for this Statement of Work (SOW).

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “C” 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.

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

Bids must comply with all terms and conditions of this Request for Proposal, including Mandatory technical and financial Criteria in Annexes “A”, “B” and “E” to be considered responsive.

Each mandatory technical criterion should be addressed separately, in **Annex “E”**, Technical Evaluation Grid.

Bidders can provide additional documentation in their bid demonstrating that their proposed facility meets each and every criterion. Supporting documentation could include but not limited to a printed operator's manual, printed technical/sales brochures and/or certifications.

Canada will not check websites. All information needed to evaluate the Technical Bid must be provided by the Bidder in the Technical Bid package.

A bid that fails to meet all mandatory requirements of this RFP shall be disqualified from the bidding process and be given no further consideration.

A bid in which all the mandatory criteria have been met will proceed to the financial evaluation stage.

4.2 Basis of Selection

A bid must comply with all mandatory technical and financial evaluation criteria of the bid solicitation to be declared responsive. The responsive offer with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a Contract.

A bid must comply with all requirements of the bid solicitation to be declared responsive. **The responsive bid with the lowest total estimated value (in Annex B- Basis of Payment) will be recommended for award of contract.**

Priority for contract award will be given to full bids providing all accommodations under one (1) establishment.

Should there be no full bids, partial responsive bids will be accepted, and multiple contracts may be awarded based on lowest price, until the requirement is fulfilled. Partial bids may be submitted for Period 1 and/or Period 2.

Partial bids must provide a minimum of sixty (60) single-occupancy guestrooms under one (1) establishment for any of the accommodation period.

Should there be no partial bids with the minimum of sixty (60) single-occupancy guestrooms under one (1) establishment, the remaining of partial bids will be considered until the requirement is satisfied with minimum number of Contracts.

The final number of required guestrooms could vary based on Client final requirements.

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.

5.2 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.

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

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) (<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 (2020-05-28), 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 the issuance of the contract until March 14, 2021 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Mireille Dumoulin Daguilh
Title : Supply Specialist
Department : Public Works and Government Services Canada
Acquisitions Branch
Division : Travel Procurement Services Division - LP
Address : Building Esplanade Laurier, East Tower
140 O'Connor Street, 7th floor St 013 Ottawa, ON, K1A 0R5
Telephone : 613-407-4443
E-mail address : mireille.dumoulindaguilh@tpsgc-pwgsc.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: ***"To be inserted at Contract Award"***

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 *"To be inserted at Contract Award"*

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File No. - N° du dossier
Ip0015. W0103-218893

Buyer ID - Id de l'acheteur
Ip0015
CCC No./N° CCC - FMS No./N° VME

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone : _____
Facsimile : _____
E-mail address : _____

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- Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. 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.

6.7.2 Limitation of Price

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.

6.7.3 Terms of payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

To be inserted at contract award

6.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:

To be inserted at contract award

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
Mireille.DumoulinDaguilh@tpsgc-pwgsc.gc.ca

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 _____ (***To be inserted at contract award***).

6.11 Priority of Documents

If there is a discrepancy between the wordings 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 2010C (2020-05-28);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Electronic Payment Instruments;
- f) Annex D, Information and Contact;
- g) the Contractor's bid dated _____. (***To be inserted at contract award***).

6.12 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

-
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
 - (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
 - (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.14 Renovation Work

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

ANNEX "A"- STATEMENT OF WORK

Hotel Accommodation and meal Services – Vancouver Island 27 December 2020 - 14 January 2021

Statement of Requirement - Meals and Accommodations

The Canadian Armed Forces (CAF) requires provision of meals and hotel accommodations during COVID-19 to isolate CAF members for 10 days in efforts upon return to Vancouver Island after Christmas and New Year's Leave to suppress the disease in enough CAF members so they may safely return to work and coursing.

SCOPE

The Canadian Armed Forces (CAF) requires the services over 2 periods:

Period 1: Up to 80-120 single rooms each with private bathroom for a 10 day/10 night period starting 27 Dec 2020 until 5 Jan 2021; and

Period 2: Up to 80-120 single rooms each with private bathroom for a 10 day/10 night period starting 4 Jan 2021 until 14 Jan 2021.

Services include three meals daily, delivered to guestrooms. Additional services required are listed below. Hotel staff will have extremely limited contact with guests. Hotel staff will not be allowed to enter any of the guest rooms for the duration of the contract, except in the event of an emergency. Guests will be confined to their rooms for the duration of their stay, except in the event of emergency. A Canadian Forces Hotel Guest Liaison Officer will be identified to hotel staff to address concerns from either the guests or the hotel.

Detailed Requirements

1. Guests per room: 160-240 number of rooms required. 1x guest per room.
2. Meal Delivery: The Hotel must provide 3 meals per day. Meals must include non-alcoholic beverage options. Each meal service must include a vegetarian option. Guests who require vegetarian option will be identified in advance. The Contractor must deliver the meals to each guest room door (breakfast, lunch, supper) during the following pre-set times:
 - i. Breakfast (0700-0900) –hot breakfast with fruit and cereal components;
 - ii. Lunch (1130-1300) – mix of hot and cold options;
 - iii. Supper (1700-1830) – hot plates with meat, vegetable and starch components, and dessert options.

Guests will leave dirty dishes after each meal outside their guest room. The Hotel must pick up dirty dishes 3 x per day using hotel staff.

All Hotel staff involved with food preparation and delivery are required to maintain the highest level of personal, food and equipment hygiene and maintain hygiene standards in accordance with applicable federal, provincial and municipal regulations, policy and advice.

3. Between meal snack options – Hotel to provide option for guests to order, via hotel telephone or other means, a snack that can be delivered to each guest room door between meal hours as per a promulgated menu and schedule of availability. Snack purchases will not be covered by this contract and are to be billed directly to hotel guest as an incidental cost.

4. Linen service – guests will leave dirty linens outside room door 2 times per week on scheduled days and the hotel must replace with fresh linen on same day. The Hotel staff must leave fresh linens outside room door. Each guest is responsible for making own bed and replacing linens.
5. Laundry service – The Hotel must provide personal laundry service. The Guests will leave personal laundry outside of guest room door and then advise hotel staff. The Contractor must provide 1 x personal laundry service per week per guest, included in the room rate. Guests requiring additional laundry service will be charged directly by the hotel as incidental service. The Hotel must leave clean laundry outside guest room door.
6. Room cleaning – The Contractor must thoroughly clean and sanitize each guest room prior to guest check-in. Each guest is responsible for the daily cleaning of their own room. The Contractor must pre-equip each guest room with cleaning products for toilet, bath and/or shower, sink. If additional cleaning products are required in a guest room, the guest will contact hotel management for replenishment as required.

The Contractor must pre-position broom/dustpan in each room. If the number of brooms are insufficient for each room, the Contractor must deliver additional ones to a guest room upon request. Protocols for sanitizing equipment delivered to each room will be developed and followed. Upon completion of use, the guest will place the vacuum/broom outside the room door and advise hotel staff

7. Garbage removal – guests will leave garbage outside room door daily at a scheduled time for daily removal by hotel staff. The Contractor must pre-position a 14 day garbage bag inside each guest room.
8. Guest Room requirements: In each guest room, the Contractor must provide, at no additional costs:
 - i. Bed, pillows and linens;
 - ii. Private bathroom with toilet, shower and/or bath, sink, towels;
 - iii. Coffee maker;
 - iv. Empty bar size refrigerator;
 - v. TV with cable access;
 - vi. Complimentary, high speed Internet access, suitable emailing, social media and for streaming Netflix, etc; and
 - vii. Telephone.
9. Incidental charges – The Contractor must deal incidental charges incurred by personnel, separately from the Contract. Incidental are defined as:
 - i. Telephone charges;
 - ii. Movie and pay-per-view rentals;
 - iii. Food and beverage charges outside of meal requirements;
 - iv. Charges for damages; and
 - v. Other incidental that a CAF member can personally incur.

10. Check-In Process – The CAF Liaison Officer will collect all keys for designated rooms from hotel staff prior to the arrival of each guest. The CAF Liaison Officer will assign rooms and distribute keys to guests upon controlled arrival. Guests will proceed directly to their assigned room without contact with hotel staff. If credit card information is required for snack and other services, this information shall be collected by the hotel staff calling the guest in their room as required.

11. Ill or Symptomatic Hotel Staff: If any hotel staff member becomes ill or symptomatic with COVID 19 symptoms, the Contractor must inform the CAF Liaison Officer as soon as possible.

12. Constraints: The Hotel must be located no farther than ten (10) kilometers driving distance from the CFB ESQUIMALT.

13. Cancellation Policy

13.1 The CAF will give the Contractor twenty-four (24) hours' notice of when service dates may need to be amended, without penalty, due to flight delays.

13.2 The CAF will give the Contractor forty-eight (48) hours' notice when services requested may need to be cancelled, with no penalty.
For less than forty eight hours' notice, CAF will pay a penalty of one night per cancelled room.

ANNEX "B"- BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Work at the following rates. Cost for all services stipulated in Annex A – Statement of Work, **must be included in room prices.**

Basis of payment will be firm daily rate per accommodation and per meal. Proposed room rates must include all fees, cleaning and laundry services as described in Annex A.

All applicable taxes must be shown separately.

Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

Note: All fees and applicable taxes will be used for financial evaluation. Contractor must show *all applicable taxes in this table.*

OCCUPANCY & PARKING PRICE

Bidder must fill the table below according to hotel room availability:

Check-in and check-out dates below are subject to hotel room availability.							
Period	Check-in 2020/ 2021	Check-out 2021	Number of proposed rooms (a)	Estimated number of nights (b)	Daily rate (in CAD) (c)	Total estimated value (in CAD) (a*b*c)	
	Single Occupancy (1 bed)						
1	27 Decem.	05 January		09	\$ _____	\$ _____	
2	04 January	14 January		10	\$ _____	\$ _____	
	Total estimated value of accommodations with applicable fees <u>without</u> applicable taxes:						\$ _____
	Total estimated value of Taxes for accommodations						\$ _____
	Total estimated value of accommodations <u>with</u> applicable taxes & fees:						\$ _____
	MEAL REQUIREMENTS						
	Arrival	Departure	Number of proposed rooms (a)	Estimated number of full days (b)	Number of meals (c=(3xaxb)+2)	Daily rate (in CAD) (d)	Total estimated value (in CAD \$) (c*d)
1	27 Decem.	05 January		08			\$ _____
2	04 January	14 January		09			
	Total estimated value of meals <u>without</u> applicable taxes:						\$ _____
	Total estimated value of Taxes for meals						\$ _____
	Total estimated value of meals <u>with</u> applicable taxes:						\$ _____
	Total estimated value of Accommodations and meals <u>without</u> applicable taxes & fees:						\$ _____
	Total estimated value of Accommodations and meals <u>with</u> applicable taxes & fees:						\$ _____

- Estimated total room nights: 2280
- **Note:** All fees and applicable taxes will be used for financial evaluation.

Taxes and Fees

Indicate % of applicable Federal Tax : _____

Indicate % of applicable State Tax : _____

Indicate % of applicable Local Tax : _____

Indicate % of applicable accommodation tax : _____

Indicate other applicable fees : _____

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File No. - N° du dossier
lp0015. W0103-218893

Buyer ID - Id de l'acheteur
lp0015
CCC No./N° CCC - FMS No./N° VME

**ANNEX "C" to PART 3 OF THE BID SOLICITATION
ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ Cheque;
- ☐ Direct Deposit (Domestic and International).

ANNEX "D" - INFORMATION AND CONTACTS

1. Bidder Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
Company legal name:	
Company operating name:	
Address:	
Procurement Business Number PBN if any:	
This company is:	An individual (); a Corporation () or a Joint Venture ()

2. Accommodation Company Information

Company legal name:	
Company operating name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN), if any:	

Note: Procurement Business Number (PBN) for Canadians Bidders only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a Contract. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlvdj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent

ANNEX "E"- MANDATORY TECHNICAL EVALUATION GRID

1. GENERAL

Each mandatory technical criterion should be addressed separately, in the Technical Evaluation Grid below.

Bidders can provide additional documentation in their bid demonstrating that their proposed facility meets each and every criterion. Supporting documentation could include but not limited to a printed operator's manual, printed technical/sales brochures and/or certifications.

Canada will not check websites. All information needed to evaluate the Technical Bid must be provided by the Bidder in the Technical Bid package.

2. PROPOSAL REQUIREMENTS

Bidders will be assessed in accordance with the criteria detailed in Annex "A", Statement of Work. A bid must meet **all mandatory requirements** to be declare responsive.

The Bidder should provide a completed Compliance Matrix (below). Canada reserves the right to verify all other mandatory requirements included in Annex "A" – Statement of Work.

3. QUANTITY OF SUBMITTED GUESTROOMS

The minimum number of single rooms is sixty (60) for any of the accommodation period.

The Bidder / property is offering the following amount of single guestrooms: _____ (insert amount of guestrooms) for period(s) #_____.

4. MINIMUM MANDATORY REQUIREMENTS: Bidder may insert, in the offer, a sample for the 3 meals.

Item #	Annex A Reference	Requirement	Bidder's comments	Criteria Met Yes (✓) / No (Reserved for evaluator)
1	Scope	The Contractor must provide single rooms each with private bathroom.		
2	2	The Contractor must provide 3 meals per day. Meals must include non-alcoholic beverage options. Each meal service must include a vegetarian option.		
3	2	The Contractor must deliver the meals to each guest room door (breakfast, lunch, supper) during the pre-set times.		
4	5	The Contractor must provide 1 x personal laundry service per week per guest.		
5	6	The Contractor must pre-equip each guest room with cleaning products for toilet, bath and/or shower, sink.		
6	6	The Contractor must pre-position broom/dustpan in each room.		
7	8	The Contractor must provide room equipped with bar size refrigerator.		
8	12	Distance requirement: The hotel must be located no farther than 10 km driving distance from CFB ESQUIMALT. Note: Bidder can include a screenshot of Google Maps to		

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		clearly indicate the driving routes between the property and CFB ESQUIMALT.		
9	13	Cancellation Policy: The CAF will give the Contractor forty-eight (48) hours' notice when services requested may need to be cancelled, with no penalty. For less than forty eight hours' notice, CAF will pay a penalty of one night per cancelled room.		

Note: For evaluation purposes, Google Maps will be used to confirm the distance of the property (10 km) from CFB ESQUIMALT.

ANNEX "F"- MADATORY AREA FOR HOTEL LOCATION

The hotel must be located no farther than 10 km driving distance from CFB ESQUIMALT.

