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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Contractor must provide the services detailed at Annex A.

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>) 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.

Section 08 of the 2003 2020-05-28 Standard instructions is deleted in its entirety. Bids transmitted by epost Connect service and by facsimile will not be accepted. See article 2.2 entitled Submission of Bids for delivery information

2.2 Submission of Bids

Bids must be submitted only to the Contracting Authority by email (Martin.Morin3@forces.gc.ca).

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than 4 calendar days before the bid closing date. Enquiries received after that time may not be answered.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

2.5 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

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

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

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. The technical bid must be submitted using Annex B.

Section II: Financial Bid

Bidders must submit their financial bid using Annexe C.

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 Criteria are specified in Annex B.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) 2014-05-26, Evaluation of Price-Bid

4.2 Basis of Selection

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 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 provide the services detailed 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 2020-09-11 to 2020-09-17.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Martin Morin
Title: G4 Contracts
Organisation: Canadian Army Headquarters
Address: 60 Moodie Dr, Bldg CC-6
Ottawa, ON
K1A 0K2

Telephone: 343-550-9017
E-mail address: Martin.Morin3@forces.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 Technical Authority

The Technical Authority for the Contract is:

Name: Maj Josh Robbins
Title: DAS 4-2
Organization: Canadian Army Headquarters
Address: 60 Moodie Dr, Bldg CC-6
Ottawa, ON
K1A 0K2

Telephone: 613-904-6440
E-mail address: Cole.Petersen@forces.gc.ca

The Technical Authority named above 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 Technical Authority, however the Technical 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.

6.6 Payment

6.6.1 Basis of Payment

Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with section 12.

If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) 2017-08-17 Limitation of Price

6.6.3 Terms of Payment

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

6.7 Certifications and Additional Information

6.7.1 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.

6.8 Applicable Laws

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

6.9 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 General conditions: Services (medium complexity);
- (c) Annex A, Statement of Work;

6.10 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](#)".

ANNEX "A" – STATEMENT OF WORK FOR THE 2021 CANDIAN ARMY CONFERENCE

1.0 SCOPE

1.1 Purpose

The purpose of this Statement of Requirement (SOR) is to describe the requirements and work effort required from the Contractor by the Department of National Defense (DND) for the supply of items and services to meet the requirements for the acquisition and support of the Canadian Army Week Conference 2021.

1.2 Background

The Army Week is a major event for the Canadian Army that occurs every year in September and culminates with the Canadian Army Run. General Officers and Sergeant-majors from across the country (and internationally) gather to meet and discuss the priorities of the Army and are given direction and guidance for the year ahead.

This year, the Army Week is moving to a hybrid format as we expect COVID-19 to continue to impact many of our regular events. This Army Week we anticipate that no more than 150 people will be in Ottawa for the Army Week but that over 500 participants will join us virtually. The physical presence will be limited by and adjusted to adhere to all Public Health Measures (local, provincial and federal).

2.0 GENERAL REQUIREMENTS

2.1 Location

2.1.1 The hotel must be located within 20km of Carling Campus (60 Moodie Dr, Ottawa, On, K1A 0K2).

2.2 Hotel Rooms

2.2.1 The contractor needs to have between 30 and 40 rooms available for the participants to the conference with a check-in on Monday September 13, 2021 and a check-out on Friday September 17, 2021 (5 nights). The final number of rooms required will be confirmed 3 weeks prior to the conference.

2.2.2 Room rates must be in accordance with the [Government of Canada Accommodation Directory](#).

2.2.3 Internet: The rooms must have free Wi-Fi internet access.

2.2.4 Payment: Participant to the conference who will be staying at the hotel will be paying their rooms individually and will make the necessary payment arrangements during their check-in.

2.3 Restaurant/Bar Area

2.3.1 The hotel must have a restaurant that is able to serve the specified meal according to the following table:

Date	Number of People	Meal
Tuesday September 14, 2021	50	Dinner
Thursday September 16, 2021	50	Dinner

2.3.2 Group Rate for meals: The restaurant must provide a selection of meals at a group rate discount.

2.3.3 Payment: The participants will pay for their meals.

2.4 Conference Rooms

2.4.1 The hotel must provide the following amount of conference rooms that must be able to accept the indicated number of participants while respecting COVID 19 social distancing public health policies:

Item Number	Room Size	Use	Number of participants	Number of Tables required	Number of Chairs required
1	Small	Support Personnel	10	6	10
2	Medium	Small Group Discussion	20	10	20
3	Medium	Small Group Discussion	20	20	40
4	Large	Main Conference Room	150	50	80

2.4.2 The conference rooms are required from Saturday September 12, 2021 at 08:00 to Friday September 17, 2021 at 17:00.

2.5 Additional requirements for the Support Personnel Room (Item #1 in table 2.3.1)

2.5.1 A small fridge must be present in this room.

2.5.2 A microwave oven must be present in this room.

2.6 Internet requirements for the Main Conference Room (Item #4 in table 2.3.1)

2.6.1 Internet access: The Main Conference Room must have a wired internet connection with a minimum of 30Mbps upload and download speed capacity or higher and less than 100ms of latency.

2.7 Wi-Fi Internet requirements for all the Conference Rooms in table 2.3.1

2.7.1 Free Wi-Fi internet access must be available for the conference participants.

2.8 Stage available in Large Conference Room (Item #4 in table 2.3.1)

2.8.1 A stage must be present in the conference room and must be at least 36 feet wide by 8 feet deep.

2.8.2 Four (4) armchairs must be present for the panel members.

2.9 (OPTIONAL REQUIREMENT) Audio/video requirements for the Large Conference Room (Item Number 4 in table 2.3.1):

2.9.1 AV Requirements:

ITEM	QTY	DETAIL
Screens	2	9x16 (or similar)
Projectors	2	10-12K
PA	4	Ground support powered cabinets
Screen Video Management	1	6x2 Matrix
Video Distribution	2	1x4 DA (HDMI output)

Wired Podium condenser Mics	2	Standard (Dynamic also acceptable)
Wired Lavelieres	6	Panel
Wireless Handheld	3	Q&A
Wireless Laveliere	2	Backup
Mic Stand	2	Backup
Audio Console	1	16+ channel
LED ETC	8	Stage wash
LED PAR	8	Drape up lights
Lightning Console	1	12+channel
Pipe and Drape	6	10' Panels
Delegate mics + console	30	Standard

2.9.2 Simultaneous Interpretation (SI) Requirements

ITEM	QTY	DETAIL
Booth + Interpreter Console	2	E/F 2 booths required for social distancing
IR radiators	4	Standard
Receivers	100	Standard
Audio/SI technician	1	Presence in large conference room according to timings in table 2.8.1

2.9.3 Presence requirement for the Audio/SI technician:

Day	From	To	# of Hours
Saturday September 11, 2021	09:00	15:00	6
Sunday September 12, 2021	09:00	15:00	6
Monday September 13, 2021	08:30	17:00	8.5
Tuesday September 14, 2021	07:00	17:30	10.5
Wednesday September 15, 2021	08:00	17:30	9.5
Thursday September 16, 2021	07:00	17:30	10.5
Friday September 17, 2021	08:00	12:00	4

TOTAL HOURS	55
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2.9.4 The hotel is authorised to subcontract the audio/video portion of the contract with a specialty company/firm. They require nonetheless to confirm that they will have it present in the large conference room for the dates required and give the cost that we will be charged for it and the technician.

2.9.5 The items listed in both the AV Requirements table and the SI Requirements table must be setup and function no later than Saturday September 11, 2021, at 08:00. The cost for the setup must be included in the submission

3.0 CONSTRAINTS

3.1 Submissions

All submissions must be in Canadian dollars.

3.2 Client Equipment

The client will bring some of our AV equipment. There will not be a penalty to bring his own equipment and installing it in the conference rooms.

3.3 Hand Sanitizing

Hand sanitizer must be available in all conference rooms.

3.4 Cleaning

Frequent cleaning services must be done in order to reduce the spread and risk of any infectious virus or disease.

3.5 Bathrooms

Bathrooms must be located near the Main conference room (Item #4 in table 2.3.1).

3.6 Water

There must a source of drinking water near the Main conference room (Item #4 in table 2.3.1).

4.0 Submission

4.1 Technical Submission

Technical submission must be provided using Annex B

4.2 Financial Submission

Financial submission must be provided using Annex C

4.3 Evaluation selection method

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.