

ANNEX B – TECHNICAL PROPOSAL FORM

Bidder Information:

Complete Legal Name of the Company	
Name of Hotel	
Address	
City	
Province	
Postal Code	
Contact Person	
Position/Title	
Email address	
Telephone Number	

Criteria	Bidder is to insert information
Mandatory Technical Criteria MT 1	
The bidder must clearly demonstrate that the hotel is within 20km from Carling Campus as noted in Annex A Section 2.1	
2.1.1 Distance from Carling Campus (in Km)	
Mandatory Technical Criteria MT 2	
The bidder must clearly demonstrate that the rooms and services offered comply with the requirements noted in Annex A Section 2.2	
2.2.1 Number of Rooms Available (with type)	
2.2.2 Room rates (by available types)	
2.2.3 Free Wi-Fi Internet	
Mandatory Technical Criteria MT 3	
The bidder must clearly demonstrate that the hotel restaurant offers the meals for the specified number of persons comply with the requirements noted in Annex A Section 2.3	
Tuesday September 14, 2021 (50 persons)	
Thursday September 16, 2021 (50 persons)	
Mandatory Technical Criteria MT 4	
The bidder must clearly demonstrate that the conference rooms with the mentioned tables and chairs are available and comply with the requirements noted in Annex A Section 2.4	
Item Number 1 – Conference Room Available	
Item Number 2 – Conference Room Available	
Item Number 3 – Conference Room Available	
Item Number 4 – Conference Room Available	
Mandatory Technical Criteria MT 5	
The bidder must clearly demonstrate that the items comply with the requirements noted in Annex A Section 2.5	
2.5.1 – Small fridge present	
2.5.2 – Microwave oven present	

Mandatory Technical Criteria MT 6	
The bidder must clearly demonstrate that internet availability complies with the requirements noted in Annex A Section 2.6	
Indicate upload speed (in Mbps)	
Indicate download speed (in Mbps)	
Indicate latency (in ms)	
Mandatory Technical Criteria MT 7	
The bidder must clearly demonstrate that Wi-Fi internet availability complies with the requirements noted in Annex A Section 2.7	
2.7.1 Wi-Fi Internet Available (Indicate speed in Mbps)	
Mandatory Technical Criteria MT 8	
The bidder must clearly demonstrate that a stage is available and comply with the requirements noted in Annex A Section 2.8	
2.8.1 – Stage – 36' X 8'	
2.8.2 – Armchairs X 4	
Mandatory Technical Criteria MT 9	
The bidder must clearly demonstrate that the following items comply with the requirements noted in Annex A Section 3	
3.2 – The client is authorised to bring and install his AV equipment in the conference rooms.	
3.3 – Hand sanitizer must be available in all conference rooms.	
3.4 – Confirm that frequent cleaning services must be done in order to reduce the spread and risk of any infectious virus or disease.	
3.5 – Bathrooms must be located near conference room #4 (Indicate distance).	
3.6 – There must a source of drinking water near conference room #4 (Indicate distance).	
Optional Technical Criteria OT 1	
The bidder must clearly demonstrate that the required audio/visual and SI equipment comply with the requirements noted in Annex A Section 2.8	
2.8.1 – AV Requirements	
2.8.2 – Simultaneous Interpretation Requirements	
2.8.3 – Audio/SI technician Availability	

Comments:	
Signature of Authorised Representative of Bidder	
Name	Function/Title
Signature	Date