



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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**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 Nanoose Bay hotel for FY 21/22	
Solicitation No. - N° de l'invitation W0103-228990/A	Date 2021-08-13
Client Reference No. - N° de référence du client 6000544531	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-80300	
File No. - N° de dossier lp003.W0103-228990	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-09-13 Heure Avancée de l'Est HAE	
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: Gagnon, Nicholas	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (000) 000-0000 ()	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 NANOOSE BAY, BRITISH COLUMBIA
FOR THE CANADIAN ARMED FORCES (CAF) – 4th Canadian Ranger Patrol Group**

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File No. - N° du dossier
Ip003. W0103-228990

Buyer ID - Id de l'acheteur
Ip003
CCC No./N° CCC - FMS No./N° VME

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) – 4th Canadian Ranger Patrol Group (4 CRPG) require the provision of accommodation services in the area of NanOOSE Bay, British Columbia for seventy (70) members. These services are required when the CAF deploy to the area of NanOOSE Bay between the approximate dates of 29th of November to 4^h December 2021 to participate in the Commanding Officer Annual Staff Training (COAST) Exercise.

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: Nick Gagnon, TPSGC.PADGTLPreSoum-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)

Canada requests that prices appear in the financial bid only. No prices to 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. Suppliers are required submit their technical bid by providing information required in Annexes C, D, E.

Section II: Financial Bid

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

Section III: Certifications

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

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.

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", "E" and "F", 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 bid with the lowest evaluated price (in Annex B, Basis of Payment) 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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 September 30th, 2022 inclusive.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least three (3) months before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Nick Gagnon
Title : Procurement Officer
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, Ottawa, ON, K1A 0R5
Telephone :
E-mail address : TPSGC.PADGTLPRRecSoum-APTMDLPBidRec.PWGSC@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 Technical Authority *"To be inserted at Contract Award"*

The Technical Authority for the Contract is:

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

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

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.

6.5.3 Contractor's Representative *"To be inserted at Contract Award"*

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 Unit Price(s)

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.

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 1 copy must be forwarded to the following address for certification and payment:

To be inserted at contract award

- b. 1 copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract:

To be inserted at contract award

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".

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6.14 Renovation Work

The Contractor agrees to give 15 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

ACCOMMODATION REQUIREMENT: 4 CRPG COMMANDING OFFICER'S ANNUAL STAFF TRAINING (COAST) 2021

Introduction

1. The Commanding Officer (CO) of the 4th Canadian Ranger Patrol Group (4 CRPG) will conduct CO's Annual Staff Training (COAST) Exercise in the area of NanOOSE Bay, British Columbia for seventy (70) members 29 November to 4 December 2021. The dates are inclusive of travel to and from the area of NanOOSE Bay. This Statement of Work (SOW) details the required specifications for accommodations and meeting rooms for this training exercise, necessary to initiate the contracting process. Personnel will arrive on 29 November 2021 from both Comox airport and Nanaimo airport; and depart on 4 December 2021.
2. CO 4 CRPG's aim for COAST is to ensure that mandatory Canadian Armed Forces (CAF) and Canadian Army (CA) training requirements are conducted by all 4 CRPG military staff centrally on an annual basis. 4 CRPG staff is located over four provinces and this annual training event provides the Commanding Officer with a single yearly ability to conduct this training with all of his full-time personnel in a single location away from various distractions.
3. The Primary Training Audience (PTA) are full-time Canadian Armed Forces (CAF) members of 4 CRPG from across Western Canada.
4. As this is an annual training event, we would also want renewal options for November/December 2022 and November/December 2023. Expected training dates for the second and third year are 28 November to 3 December 2022 and 27 November to 1 December 2023. Due to growth within our organization, rooms for 2022 and 2023 are expected to increase from 70 to 75. Meeting rooms are expected to be the same/similar requirements. Actual COAST dates for 2022 and 2023 are subject to change due to operational requirements. Renewal option to be verified by 4 CRPG minimum of 90 days of start date.

Requirements

5. The contractor must teleconference with the conference organizer as required prior to the event to review requirements and finalize details but specifically within five (5) business days in advance of the start time unless otherwise indicated by the event organizer.
6. The contractor must provide:
 - a. safe, clean and comfortable accommodation for five (5) nights (29 November – 3 December 2021) with check-out on the morning of 4 December 2021;
 - b. seventy (70) single occupancy standard guest rooms. Occupancy is not based on the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed(s). If another type of room is offered (superior guest room, studio, suite), it must be at no additional cost to Canada.
Each room must include the following:
 - One or two beds and bedding (double, queen or king size)
 - Bathroom (shower or bath tub)
 - Climate control
 - Telephone
 - Alarm clock
 - Table or desk

-
- c. one (1) large-sized conference room with audio and visual capability to accommodate seventy-five (75) persons (including guest speakers/facilitators) for two (2) days between 07:00 and 18:00 hours, 30 November and 2 December 2021, with an option to opt out of the 2 December 2021 requirement;
 - d. one (1) large-sized conference room with audio and visual capability to accommodate seventy-five(75) persons (including guest speakers/facilitators) for one (1) day between 07:30 and 23:59 hours, 3 December 2021;
 - e. one (1) medium conference room to accommodate thirty (30) persons for one (1) evening between 18:00 and 22:00 hours, 29 November 2021 and must provide one (1) medium conference room to accommodate thirty (30) persons for one (1) half day between 13:00 and 18:00 hours on 30 November 2021 and one full day between 07:00 and 18:00 hours on 2 December 2021;
 - f. four (4) small conference rooms to accommodate twelve (12) persons for two (2) days between 07:00 and 18:00 hours, 1 and 2 December 2021 with an option to opt out or reduce number of meeting rooms;
 - g. parking attached or adjacent to the establishment to accommodate at least twenty (20) vehicles, parking fees must be included in the room night fee; and
 - h. an onsite restaurant capable of providing three (3) meals per day for up to seventy (70) personnel, thereby reducing the need to travel to purchase meals.
7. The contractor must provide:
- a. internet connectivity in rooms and conference areas, WIFI and/or LAN;
 - b. an onsite fitness centre; and
 - c. a business centre with computer/print/fax capability;
8. All rooms must be co-located within 100m of the conference facilities for both security and time/space considerations to ensure personnel are able to meet tight timings for training.
9. The location of the accommodation must be a maximum of 30 minutes from a specific point driving distance of the required training area: Nanoose Bay, British Columbia. Google Maps will be used to calculate distances.
10. Extra services such as premium cable or mini bar are outside the scope of this requirement. If such charges are incurred, they will be the responsibility of the room occupant.
11. The contractor must ensure that renovations to its facility do not take place during the period of this contract but only during the period when the rooms are required.

12. Meeting room requirements:

Room	Date Required	Time Required	Comments
Medium-sized Meeting Room: 30 persons	29 November 2021	18:00 - 22:00	With bar
Medium-sized Meeting Room: 30 persons	30 November 2021	13:00 – 18:00	
Large-sized Meeting Room: 75 person	30 November 2021	07:00 – 18:00	
Medium-sized Meeting Room: 30 persons	1 December 2021	07:00 – 18:00	
Small-sized Meeting Room(s): 12 person	1 December 2021	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out
Small-sized Meeting Room(s): 12 person	2 December 2021	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.
Large-sized Meeting Room: 75 persons	2 December 2021	07:00 – 18:00	May be opted out
Large-sized Meeting Room: 75 persons	3 December 2021	07:00 – 23:59	

Cancellation

13. The following conditions apply:

- a. If a notice of cancellation is given at least 14 days in advance: no cancellation fee applies;
- b. If a notice of cancellation is given less than 14 days in advance: a cancellation fee equivalent to the value of maximum 70 room nights applies (taxes excluded). In the event where other reservations are made following to DND's cancellation, then the cancellation fee would be waived if at least 70 room nights are booked by other guests; and
- c. If less than 70 room nights are booked by other guests, the cancellation fee applied to DND would be the equivalent to the value for the maximum of 70 rooms less the number of rooms booked by other guests. The Contractor must advise DND of such bookings in the event of a cancellation.

ANNEX "B"- BASIS OF PAYMENT

The Contractor 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 the proposed rates.**

Basis of payment will be firm daily rate per accommodation. 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.

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 2021	Check-out 2021	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in CAD) (c)	Total estimated value (in CAD) (a*b*c)
Single or double Occupancy (1 or two beds)					
29 November	4 December	70	5	\$	\$
Total Occupancy					\$ _____
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:					\$

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MEETING ROOM REQUIREMENTS

Conference Room Size	Date Required	Time Required	Comments	Daily Rate (in \$)	Total estimate value (in \$)
Small-sized Meeting Room(s): (Capable of accommodating 12 people)	1 Dec. 2021	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
	2 Dec. 2021	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
Medium-Sized Conference Room (Capable of accommodating 30 people)	29 Nov. 2021	18:00 – 22:00	With bar		
	30 Nov. 2021	13:00 – 18:00			
	1 Dec. 2021	07:00 – 18:00			
Large-Sized Conference Room (Capable of accommodating 75 people)	30 Nov. 2021	07:00 – 18:00			
	2 Dec. 2021	07:00 – 18:00	May be opted out		
	3 Dec. 2021	07:00 – 23.59			

Accommodations & Meeting Rooms Total, <u>without taxes</u> (in CAD \$):	
Accommodations & Meeting Rooms Total, <u>with taxes</u> (in CAD \$):	

Applicable provincial tax: _____
 Applicable federal tax: _____
 Applicable marketing/accommodation tax: _____

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 : _____

Option 1 – November 2022

OCCUPANCY & PARKING PRICE

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

Check-in 2022	Check-out 2022	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in CAD) (c)	Total estimated value (in CAD) (a*b*c)
Single or double Occupancy (1 or two beds)					
28 November	3 December	75	5	\$	\$
Total Occupancy					\$ _____
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:					\$

MEETING ROOM REQUIREMENTS

Conference Room Size	Date Required	Time Required	Comments	Daily Rate (in \$)	Total estimate value (in \$)
Small-sized Meeting Room(s): (Capable of accommodating 12 people)	30 Nov. 2022	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
	1 Dec. 2022	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
Medium-Sized Conference Room (Capable of accommodating 30 people)	28 Nov. 2022	18:00 – 22:00	With bar		
	29 Nov. 2022	13:00 – 18:00			
	30 Nov. 2022	07:00 – 18:00			
Large-Sized Conference Room (Capable of accommodating 75 people)	29 Nov. 2022	07:00 – 18:00			
	1 Dec. 2022	07:00 – 18:00	May be opted out		
	2 Dec. 2022	07:00 – 23.59			

Accommodations & Meeting Rooms Total, <u>without taxes</u> (in CAD \$):	
Accommodations & Meeting Rooms Total, <u>with taxes</u> (in CAD \$):	

Option 2 – November 2023

OCCUPANCY & PARKING PRICE

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

Check-in 2023	Check-out 2023	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in CAD) (c)	Total estimated value (in CAD) (a*b*c)
Single or double Occupancy (1 or two beds)					
27 November	2 December	75	5	\$	\$
Total Occupancy					\$
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:					\$

MEETING ROOM REQUIREMENTS

Conference Room Size	Date Required	Time Required	Comments	Daily Rate (in \$)	Total estimate value (in \$)
Small-sized Meeting Room(s): (Capable of accommodating 12 people)	29 Nov. 2023	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
	30 Nov. 2023	07:00 – 18:00	Up to 4 separate meeting rooms for breakout sessions. May be opted out.		
Medium-Sized Conference Room (Capable of accommodating 30 people)	27 Nov. 2023	18:00 – 22:00	With bar		
	28 Nov. 2023	13:00 – 18:00			
	29 Nov. 2023	07:00 – 18:00			
Large-Sized Conference Room (Capable of accommodating 75 people)	28 Nov. 2023	07:00 – 18:00			
	29 Nov. 2023	07:00 – 18:00	May be opted out		
	30 Nov. 2023	07:00 – 23.59			

Accommodations & Meeting Rooms Total, <u>without taxes</u> (in CAD \$):	
Accommodations & Meeting Rooms Total, <u>with taxes</u> (in CAD \$):	

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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;
- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI).

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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=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD0x&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 CRITERIA

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. Bidder must provide all information needed to evaluate their Technical Bid, 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 met **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 Bidder is offering the following amount of guestrooms:

From 29 November to 4 December 2021 : _____ (insert amount of guestrooms).
From 28 November to 3 December 2022 : _____ (insert amount of guestrooms)
From 27 November to 1 December 2023 : _____ (insert amount of guestrooms).

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

4. MANDATORY REQUIREMENTS :

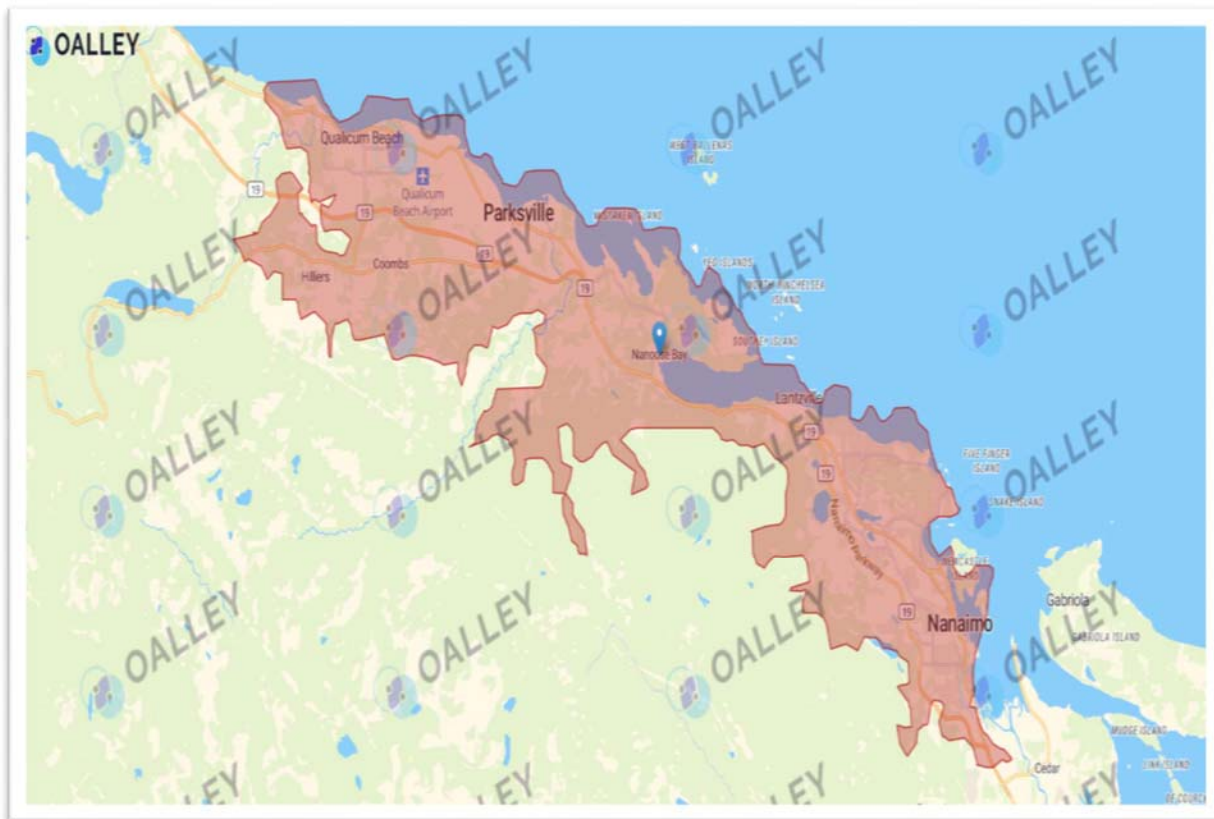
Item #	Annex A Reference	Requirement	Bidder's Information (Bidder to insert)	Criteria Met Yes or No (Reserved for evaluator)
1		Distance requirement: The driving distance of the property from a specific point is: Note: Bidder should include a screenshot of Google Maps to clearly indicate the driving routes between the property and Comox airport and Nanaimo airport.	_____ km _____ minutes away	
2		Small-sized Meeting Room(s): (Capable of accommodating 12 people) Medium-Sized Conference Room (Capable of accommodating 30 people) Large-Sized Conference Room (Capable of accommodating 75 people)	Insert meeting room square meters: _____m ² ; Insert Table dimensions: _____m X _____m; Insert number of chairs: _____	
3		All rooms must have a private bathroom with a minimum of toilet, sink, and shower.		
4		Rooms must be equipped with Air Conditioning.		
5		Rooms must have Wi-Fi access included in the room cost.		
6		The Contractor must perform general room cleaning service on a daily basis.		
7		The Contractor must provide on-site parking space for up to 20 vehicles for each accommodation period.		
8		The Contractor must provide access to high speed internet wi-fi and LAN, faxing and printing facilities, on site.		
9		Access to on-site fitness facilities.		
10		an onsite restaurant capable of providing three (3) meals per day for up to seventy (70) personnel,		

Note: For evaluation purposes, Google Maps will be used to confirm the distance of the property (km) from Comox and Nanaimo Airports.

ANNEX "F"- MADATORY AREA FOR HOTEL LOCATION

The hotel must be located no farther than 30 minutes driving distance from Nanoose Bay

(Insert map)



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