



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 Hotel Accommodation Services	
Solicitation No. - N° de l'invitation W0138-22FF01/A	Date 2021-12-03
Client Reference No. - N° de référence du client W0138-22FF01	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-80681	
File No. - N° de dossier lp003.W0138-22FF01	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 2021-12-21 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input 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 LEEUWARDEN, NETHERLANDS
FOR THE CANADIAN ARMED FORCES
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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 the provision of hotel amenities and accommodations services in Leeuwarden, Netherlands.

These services are required when the CAF deploys to Leeuwarden Air Base, Netherlands, for the period of the March 15 to the April 14 2022 to participate in the FRISIAN FLAG Exercise with the Royal Netherlands Air Force (RNLAf).

A total of:

**20 guest rooms from 15th to 22nd March, 2022, and
95 guest rooms from the 22nd of March 2022 to the 11th April 2022, and
20 guest room from the 11th to the 14th of April 2022.**

For an Estimated room nights of **2100**.

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.PADGTLPRCousm-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 **Quebec**.

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)

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.

3.2 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 Mandatory Technical Criteria

Bids must comply with all terms and conditions of this Request for Proposal, including **Mandatory Technical Criteria in Annex “E”** to be considered responsive.

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 the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. Bids will be ranked in accordance with the following:

1. The responsive bid providing all accommodations in one (1) hotel establishment with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a contract;
2. If no bids meet the criteria above, the responsive bid offering accommodations in a maximum of two (2) hotel establishments with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a contract;
3. If no bids meet the criteria above, partial responsive bids providing a minimum of 50% of the total required guestrooms in one (1) hotel establishment will be ranked according to lowest evaluated price. Multiple contracts may be awarded until the requirement is fulfilled.
4. Should there be no partial bid providing the minimum required guestrooms under one (1) establishment, lowest cost partial responsive bids within the mandatory area will be considered and multiple contracts may be awarded to fulfill all or a portion of the requirement.
5. All remaining partial bids will be considered and multiple contracts may be awarded to fulfill all or a portion of the requirement.

The final number of required guestrooms could vary based on Client's final requirement.

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 May 14th, 2022 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Nick Gagnon
Title : Supply Agent
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 : *To be inserted at Contract award*
E-mail address : *To be inserted at Contract award*

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 Authorities “To be inserted at Contract Award”

The Technical Authorities for the Contract are:

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

The Technical Authority(ies) named above are the representative of the department or agency for whom the Work is being carried out under the Contract and are responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authorities, however the Technical Authorities have 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 : _____

6.5.4 Hotel Point of Contact person *"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.

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 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.

6.7.3 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:

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) Annex E, Mandatory Technical Evaluation
- g) The Contractor's bid dated _____. (***To be inserted at contract award***).

6.12 Insurance Requirement – 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
EXERCISE FRISIAN FLAG 2022
Hotel Services in Leeuwarden, Netherlands

1. SCOPE

- 1.1 The Canadian Armed Forces (CAF) requires the provision of hotel amenities and accommodations services in Leeuwarden, Netherlands.
- 1.2 These services are required when the CAF deploys to Leeuwarden Air Base, Netherlands, **for the period of March 15 to April 14, 2022** to participate in the FRISIAN FLAG Exercise with the Royal Netherlands Air Force (RNLAf).

2. GENERAL REQUIREMENTS

- 2.1 Hotel Accommodations: The CAF will require single and double occupancy rooms, as per the table below:

Dates	Single Rooms	Double Rooms	Parking	Number of Nights
15 March to 22 March 2022	10	10	15	7
22 March to 11 April 2022	45	50	45	20
11 April to 14 April 2022	10	10	15	3

Note 1 : Check out will take place the morning of the date listed above.

Note 2: Option to extend for up to an additional ten (10) nights, which will be confirmed at a later date.

- 2.1 The Contractor must provide CAF with the option of decreasing the number of rooms by up to 25% up to 48 hours prior to 15 March 2022, without incurring any penalties.
- 2.2 Although it is not currently anticipated, there may be a requirement to add Single and Double rooms, up to an additional 10%, over the already identified requirement in paragraph 2.1.
- 2.3 The contractor will be advised no later than 48 hours prior to increasing the allocation, subject to availability.
- 2.4 Additional Room Charges: The CAF is not responsible for personal phone call charges, food and beverage charges, room service, minibar charges, movie rentals/pay per view, laundry fees, or other incidentals that a CAF member can personally incur. **The Contractor must charge all fees of those types, to the individual(s) in those rooms and will not form part of this contract.**
- 2.5 Room Damages: The Contractor must report any damage to rooms, to CAF Technical Authority (TA) for investigation. CAF members found responsible for damage caused to hotel property will be responsible to pay the charges. **All charges for damages will not form part of this contract, and will be settled outside of this contract.**

- 2.6 Additionally, it is preferable that the rooms be block booked by floor, rather than being spread throughout the hotel.
- 2.7 Room Access: designated CAF personnel may require access to all rooms occupied by CAF personnel throughout the duration of the contract. The Technical Authority (TA) will identify these designated CAF personnel, via a list the TA will provide to the Contractor's Representative(s).
- 2.8 The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by a point of contact of the CAF, designated by the TA.
- 2.9 Rooms allocated as per the contract must not be changed unless it becomes necessary to do so as a result of maintenance issues or as requested and coordinated by the CAF TA.

3. TECHNICAL REQUIREMENTS

- 3.1 Location Requirements: The hotel(s) must be located in Leeuwarden, Netherlands and within thirteen (13) kilometres driving of Leeuwarden Air Base, Keegsdijkje 7, 8919 AK Leeuwarden, Netherlands.
- 3.2 Parking: The Contractor must provide Parking for a minimum of 45 vehicles for the duration of the contract. Parking spaces must be within the vicinity of the hotel(s) and no more than a five (5) minute walk from the front entrance of the hotel.

Parking spaces must be large enough to accommodate a variety of rental vehicles including but not limited to, mini-vans and mid-sized vehicles. Occasionally, parking may be required for larger cube trucks which will be required for transporting luggage for CAF personnel.

This requirement will be clearly communicated to hotel staff by the CAF Technical Authority (TA).

- 3.3 Single Occupancy Rooms: The hotel must provide single occupancy rooms with the following minimum requirement:
 - a. A double bed or larger with standard bedding. A sofa bed or cot will not be acceptable;
 - b. Bed linens;
 - c. A private full bath with a minimum of a toilet, sink, shower, and towels;
 - d. A serviceable television with remote control and cable ;
 - e. A chair or sofa;
 - f. Reliable access to wake-up call services;
 - g. Two (2) available electrical outlets;
 - h. Blackout curtains;
 - i. Air-conditioning; and
 - j. Safes must be made available within the room or at a minimum at the front desk for CAF personnel storage only.
- 3.4 Double Occupancy Rooms: The hotel must provide Double Occupancy Rooms with the same minimum requirement as the single room occupancy(see above) plus with:
 - a. Two (2) double beds or larger with standard bedding. A sofa bed or cot will not be acceptable;

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- 3.5 The proposed hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, the Contractor must provide a secured luggage storage area.
- 3.6 Amenities: The Contractor must provide the CAF personnel access, to all hotel amenities for the duration of the personnel's stay and must include at least a self-serve laundry facility, a swimming pool and an on-site fitness facility.
- 3.7 Fitness center must include benches and free weights, and at least two (2) different types of cardio machines (treadmill, rower, stationary bicycle etc)
- 3.8 Restaurants: There must be at least three (3) or more restaurants within 2 kilometres walk of the hotel(s).
- 3.9 Laundry Facility: The hotel must provide access to a self-serve laundry facility on-site that can accommodate daily laundry services to CAF personnel and contains a minimum of three (3) washing machines and a minimum of three (3) drying machines. ***Individual CAF personnel will be responsible to pay for their own laundry and will not form part of this contract.***
- 3.10 Access to Internet: The Contractor must provide internet via Wi-Fi throughout all areas of the hotel.
- 3.11 Cleaning: Every second day (at a minimum) the Contractor must provide the following to the accommodations:
- All guestrooms thoroughly cleaned including bathrooms;
 - Beds made up, with fresh and clean linens as requested by guests;
 - Fresh towels, all toiletries (including but not limited to toilet paper, soap, shampoo) are added as required;
- 3.12 Access to guest rooms: All rooms must be accessed by internal corridors only, no exterior door.
- 3.13 Due to crew rest requirements, contractor must not permit noisy construction work taking place within or on grounds for the full duration of this contract.

4. CONSTRAINTS:

- 4.1 The Contractor will be given forty-eight (48) hours notice of when service dates may need to be amended due to flight delays;
- 4.2 Cancellation Policy: The Cancellation Policy for an individual room shall be 48 hours notice before check-in with no penalty. For less than forty-eight hours' notice, CAF will pay a penalty of one night per cancelled room.

5. CLIENT SUPPORT:

- 5.1 Department of National Defence will ensure that contractor is fully compensated for all work performed as per contracted amount.
- 5.2 Any support or service provided without the prior authorization of the Technical Authority is at the contractor's risk and expense.

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 the proposed rates**.

Basis of payment will be firm daily rate per accommodation.

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 rates, fees and applicable taxes will be used for financial evaluation.

Bidder must fill the table below: Contractor must show all applicable taxes in this table.

Solicitation No. - N° de l'invitation
W0138-22-FF01
Client Ref. No. - N° de réf. du client
W0138-22-FF01

Amd. No. - N° de la modif.
File No. - N° du dossier
Ip003. W0138-22-FF01

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

OCCUPANCY & PARKING PRICE

Check in 2022	Check out 2022	Number of Rooms Required	Number of Nights (a)	Number of Rooms Offered (b)	Daily Rate (in CAD) (c)	Total Value (in CAD) (a*b*c)
Single Occupancy (1 bed)						
March 15	March 22	10	7			
March 22	April 11	45	20			
April 11	April 14	10	3			
Subtotal Single Occupancy (X)						
Double Occupancy (2 beds)						
March 15	March 22	10	7			
March 22	April 11	50	20			
April 11	April 14	10	3			
Subtotal Double Occupancy (Y)						
Subtotal (X+Y)						
Taxes for accommodations						
Total of accommodations						
PARKING REQUIREMENTS						
If parking is not be included in the room price, please indicate parking price below:						
Check In 2022	Check Out 2022	Number of Vehicles	Number of Nights (a)	Number of Parking Spots (b)	Daily Rate (in CAD) (c)	Total Value (in CAD) (a x b x c)
March 15	March 22	15	7			
March 22	April 11	45	20			
April 11	April 14	15	3			
Subtotal parking						
Taxes for parking						
Total parking						
Subtotal Accommodations & Parking						
Total Taxes						
Total Accommodations & Parking						
Breakdown of Taxes and Fees						
Indicate % of applicable Federal Tax						
Indicate % of applicable State Tax						
Indicate % of applicable Local Tax						
Indicate % of applicable accommodation tax						

Estimated room nights: 2,100

Solicitation No. - N° de l'invitation
W0138-22-FF01
Client Ref. No. - N° de réf. du client
W0138-22-FF01

Amd. No. - N° de la modif.
File No. - N° du dossier
lp003. W0138-22-FF01

Buyer ID - Id de l'acheteur
lp003
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS

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

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

VISA Acquisition Card;	
MasterCard Acquisition Card;	
Direct Deposit (Domestic and International);	
Electronic Data Interchange (EDI);	
Wire Transfer (International Only);	

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=ZnVzZWVjdGlvb11yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

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

ANNEX "E"- MANDATORY TECHNICAL EVALUATION

1. GENERAL

Each mandatory technical criterion must be addressed separately, in the Mandatory 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.

All information needed to evaluate the Technical Bid must be provided by the Bidder in the Technical Bid package.

2. PROPOSAL REQUIREMENTS

A bid must meet **all mandatory requirements** to be declared responsive.

The Bidder must provide a completed **Annex E table (below)**.

Canada reserves the right to verify all other requirements included in **Annex "A" – Statement of Work**.

3. MANDATORY TECHNICAL EVALUATION GRID:

Item #	Annex A Reference	Requirement	Confirm that the hotel(s) meet the requirements
1	3.1	The hotel(s) must be located in Leeuwarden, Netherlands and within 13kms driving of Leeuwarden Air Base , Keegsdijkje 7, 8919 AK Leeuwarden, Netherlands. Please confirm and show highlighted driving route via google maps	
2	3.2	Must provide Parking for minimum of 45 vehicles Confirm by how many total parking spots are at the hotel	
3	3.3 & 3.4	The Hotel must provide Guestroom Rooms meeting the requirements in Annex A	
4	3.5	The hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes.	
5	3.6	The Hotel must include at least a self-serve laundry facility, a swimming pool and an on-site fitness facility. With full access for CAF personnel.	
6	3.7	Fitness center must include benches and free weights, and at least two (2) different types of cardio machines.	
7	3.8	There must be at least three (3) or more restaurants within a 2km walk of the hotel.	
8	3.9	The hotel must provide access to a self-serve laundry facility on-site with minimum three (3) washing machines and three (3) drying machines .	
9	3.10	The Contractor must provide internet via Wi-Fi throughout the all areas of hotel.	
10	3.11	The Contractor must provide room cleaning services a minimum of every other day .	
11	3.12	All rooms must be accessed by internal corridors only, no exterior entrance doors.	
12	3.13	Hotel must not permit noisy construction work taking place within or on grounds for the full duration of this contract	
13	4.2	<u>Cancellation Policy:</u> The Cancellation Policy for an individual room shall be 48 hours notice before check-in with no penalty. For less than 48hrs notice, CAF will pay a penalty of one night per cancelled room.	