



**RETURN OFFER TO/ RETOURNER LES
OFFRES À :**

Office of the Secretary to the Governor General
Bureau du secrétaire du gouverneur général

Attention: Stéphanie Patry

By e-mail to:

OSGGContracts@gg.ca

**Request for Standing Offer
Demande d'offre à commandes**

**Offer to: Office of the Secretary to the
Governor General (OSGG)**

We hereby offer to sell to, 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.

**Offre au : Bureau du secrétaire du
gouverneur general (BSGG)**

Nous offrons par la présente de vendre au Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Instructions : See Herein
Instructions: Voir aux présentes**

Issuing Office – Bureau de distribution

Office of the Secretary to the Governor General
Bureau du secrétaire du gouverneur général
Matériel Management | Gestion du matériel
1, promenade Sussex Drive
Ottawa, Ontario K1A 0A1

Title — Sujet: Hotel Accommodation Services	
Solicitation No. — N° de l'invitation 20211682	Date: January 27, 2022

Solicitation Closes — L'invitation prend fin At /à: 14 :00 (hours/heures) On/le : March 8, 2022	Time Zone — Fuseau horaire <input checked="" type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est) <input type="checkbox"/> EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)
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F.O.B. — F.A.B.
Plant-Usine: **Destination:** **Other — Autre:**

Address Enquiries to — Adresser toutes questions à:
All communications related to this solicitation must be sent to:

EMAIL: OSGGContracts@gg.ca

Attn: Stéphanie Patry

Telephone No. — No de téléphone: 613-218-9665	FAX No. — No de télécopieur :
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Destination - of Goods and or Services:
Destination – des biens et ou services :
Office of the Secretary to the Governor General (OSGG) —
Bureau du secrétaire du gouverneur général

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
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Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:

Telephone No. — No de téléphone:	FAX No. — No de télécopieur :
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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 _____



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; and
- Part 5 5A, Standing Offer, and 5B, Resulting Contract Clauses:
 - 5A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 5B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2 Summary

This is an anticipatory requirement pending the lifting of Public Health restrictions that would allow a return to regular operations.

- 1.2.1. The Office of the Secretary to the Governor General (OSGG) is seeking to establish multiple Standing Offers for Hotel Accommodations in the National Capital Region (NCR) of Canada, on an “as and when requested” basis, as outlined at Annex A, Statement of Work.
- 1.2.2 The period for making Call-ups against the Standing Offer will be from the effective date of the Standing Offer to May 31, 2024.
- 1.2.3 The Offeror grants to Canada the irrevocable option to extend the term of the Standing Offer by three (3) additional periods of one (1) year.
- 1.2.4 The Standing Offers will be ranked on a cost per point basis of selection as detailed in Part 4 of the Request for Standing Offer (RFSO).
- 1.2.6 There are no security provisions associated with the requirement.
- 1.2.6 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement (CCoFTA), Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), Canada-Panama Free Trade Agreement (CPaFTA), Canada-United Kingdom Free Trade Continuity Agreement (Canada-UK TCA), and the World Trade Organization Agreement on Government Procurement (WTO-AGP).

1.3 Debriefings



- 1.3.1 Offerors may request a debriefing on the results of the offer solicitation process. Offerors should make the request to the Contracting Authority within 15 working days from receipt of the results of the offer solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Office of the Procurement Ombudsman (OPO)

- 1.4.1 The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400 for goods and under \$105,700 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by email at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5 Offer

- 1.5.1 By submitting an Offer, the Offeror offers to provide and deliver the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Authorized User requests such goods or services or combination of goods and services, in accordance with the Standing Offer.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 Offerors who submit an Offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).
- 2.1.2 The [2006](#) (2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.
- 2.1.3 Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

- 2.2.1 Offers must be submitted by email, only to the Office of the Secretary to the Governor General (OSGG) by the date, time and place indicated on page 1 of the Request for Standing Offers.
- 2.2.2 Due to the nature of the Request for Standing Offers, hard copy offers and offers transmitted by facsimile will not be accepted.

2.3 Enquiries – Request for Standing Offers

- 2.3.1 All enquiries must be submitted in writing to the Standing Offer Authority **no later than fourteen (14) calendar days before the Request for Standing Offers (RFSO) closing date**. Enquiries received after that time may not be answered.
- 2.3.2 Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4 Former Public Servants

- 2.4.1 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 with FPS, offerors 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 offers is completed, Canada will inform the Offeror 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 offer non-responsive.

2.4.2 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:



- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. 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.

2.4.3 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes** **No**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- i. name of former public servant;
- ii. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental web sites 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](#)

2.4.4 Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** **No**

If so, the Offeror 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.

2.5 Applicable Laws

- 2.5.1 The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



- 2.5.2 An Offeror may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offeror. Offerors are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Offer.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

3.1.1 Canada requests that offerors provide their offer in separate sections as follows:

- i. Section I: Technical Offer (one (1) soft copy)
- ii. Section II: Financial Offer (one (1) soft copy)

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

3.1.2 **Format of Offer:** Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- i. use 8.5 x 11 inch page layout;
- ii. use a numbering system that corresponds to the offer solicitation;
- iii. include a title page at the front of each section of the offer that includes the title, date, offer solicitation number, offeror's name and address and contact information of its representative; and
- iv. include a table of contents.
- v. soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format (.pdf)
 - Microsoft Word 2010/2013 (.doc)

3.2 Section I: Technical Offer

3.2.1 In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

3.2.2 **Submission Form:** Offerors are requested to include the Submission Form – **Attachment 1 to Part 3** with their offers. It provides a common form in which offerors can provide information required for evaluation and standing offer award, such as a contact name, the Offeror's Procurement Business Number, the Offeror's status as a former public servant, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Offer Submission Form is incomplete or requires correction, Canada will provide the Offeror with an opportunity to do so.

3.3 Section II: Financial Offer

3.3.1 Offerors must submit their financial offer in accordance with the **Annex B, Basis of Payment**.

3.3.2 **Blank Prices:** Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



ATTACHMENT 1 TO PART 3 – OFFER SUBMISSION FORM

OFFER SUBMISSION FORM	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) [see the Standard Instructions 2003] Note to Offerors: Please ensure that the PBN you provide matches the legal name under which you have submitted your offer. If it does not, the Offeror will be determined based on the legal name provided, not based on the PBN, and the Offeror will be required to submit the PBN that matches the legal name of the Offeror.	
Jurisdiction of Contract: Province or territory in Canada the Offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the offer solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Offeror a FPS in receipt of a pension as defined in the offer solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Offeror a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes _____ No _____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"



On behalf of the Offeror, by signing below, I confirm that I have read the entire offer solicitation including the documents incorporated by reference into the offer solicitation and I certify that:

1. The Offeror considers itself able to meet all the mandatory requirements described in the offer solicitation;
2. This offer is valid for the period requested in the offer solicitation;
3. All the information provided in the offer is complete, true and accurate; and
4. If the Offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in the standing offer and resulting contract clauses included in the Request for Standing Offer solicitation.

**Signature of Authorized Representative
of Offeror**

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Offers will be evaluated in accordance with the entire requirement of the offer solicitation including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

- 4.1.1.1 **Mandatory Technical Criteria:** Each offer will be reviewed to determine whether it meets the mandatory requirements of the offer solicitation. Any element of the offer solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are included at **Attachment 1 to Part 4 - Offer Evaluation Criteria**.
- 4.1.1.2 **Point-Rated Technical Criteria:** Each offer will be rated by assigning a score to the rated requirements, which are identified in the offer solicitation by the word "rated" or by reference to a score. Offerors who fail to submit complete offers with all the information requested by this offer solicitation will be rated accordingly. The rated requirements are included at **Attachment 1 to Part 4 - Offer Evaluation Criteria**.

4.1.2 Financial Evaluation

- 4.1.2.1 For the purposes of financial evaluation, **Annex B, Basis of Payment** will be used.
- 4.1.2.2 Only the offers that are technically responsive will be considered for financial evaluation.
- 4.1.2.3 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- 4.1.2.4 The Offeror must provide an all-inclusive seasonal per night rate **including either the Municipal Accommodation Tax (MAT) or the Tax on Lodging**, for the initial offer period and for each option period.
- 4.1.2.5 The Offeror must provide a rate for either:
 - a) self-parking rate for venues with onsite parking facilities; **OR**
 - b) Offsite parking rate including Valet service for venues without onsite parking facilities.

4.2 Basis of Selection

4.2.1 Lowest Cost per Point

To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers, and
- b. meet all mandatory technical evaluation criteria including the validation site visit.

- 4.2.2 Offers not meeting (a) or (b) will be declared non-responsive. The responsive offers will be ranked by season for the initial period and in each option period in accordance with the lowest evaluated price per point and will be issued a standing offer. **The lowest cost will be based on combined rates for room and parking.**
- 4.2.3 The table below illustrates an example where all three (3) offers are responsive and the ranking of Offerors is determined by lowest evaluated price per point per season.



	Achieved Points	Seasonal Rate (Room + Parking combined)			
		Spring	Summer	Fall	Winter
Offeror 1	60	\$229	\$209	\$249	\$219
	Calculations	$229/60 = 3.82$	$209/60 = 3.48$	$249/60 = 4.15$	$219/60 = 3.65$
	Seasonal Ranking	2nd	1st	1st	1st
Offeror 2	45	\$185	\$175	\$199	\$205
	Calculations	$185/45 = 4.11$	$175/45 = 3.88$	$195/45 = 4.33$	$205/45 = 4.55$
	Seasonal Ranking	3rd	3rd	2nd	3rd
Offeror 3	52	\$195	\$185	\$229	\$199
	Calculations	$195/52 = 3.75$	$185/52 = 3.56$	$229/52 = 4.40$	$199/52 = 3.83$
	Seasonal Ranking	1st	2nd	3rd	2nd



ATTACHMENT 1 TO PART 4 – OFFER EVALUATION CRITERIA

1. Mandatory Technical Criteria

- 1.1 The offer must meet the mandatory technical criteria specified below. The offeror must provide the necessary documentation to demonstrate compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by an offeror to meet any one of the mandatory requirements will render the offeror's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "not met".

Number	Mandatory Technical Criterion	MET	NOT MET
MT1	<p>The Offeror's venue property must be located within a 4-km radius (see Appendix A) of Rideau Hall (1 Sussex Drive, Ottawa ON K1A 0A1)</p> <p>The Offeror must provide the venue property name, address and radius distance of venue from Rideau Hall.</p> <p>The proposed venue name:</p> <p>Address:</p> <p>Radius distance from Rideau Hall: _____ km</p> <p>The OSGG will validate the distance using an online map.</p>		
MT2	<p>The Offeror must demonstrate compliance with sections 3.4.2, 3.4.3 and 3.4.4 of Annex A, Statement of Work.</p> <p>The Offeror must use the MT2 checklist located at Attachment 2 to Part 4 of the solicitation document.</p> <p>Note: OSGG representatives may validate the Offeror's response through a venue visit, if required by Canada, of the venues that are deemed compliant following the evaluation of its offer.</p>		
MT3	<p>The Offeror must demonstrate, by providing concrete examples, that their venue has experience dealing with a variety of guests <u>including but not limited to</u> the following groups:</p> <ol style="list-style-type: none"> 1. Business leaders or celebrities; 2. Government dignitaries (domestic or international); and 3. Persons with mobility restrictions. 		
MT4	<p>The Offeror must demonstrate that the venue has a minimum of 200 guest rooms.</p> <p>The Offeror must provide substantiation to demonstrate that the venue meets the requirements.</p>		



4.4 Point Rated Technical Criteria

4.4.1 Each technical offer that meets all the mandatory requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
RT 1	The Offeror should indicate the radius distance between the venue and Rideau Hall (1 Sussex Drive, Ottawa ON K1A 0A1) <ul style="list-style-type: none"> i. Venue is located at or less than two (2) km radius = 20 points ii. Venue is located at or less than three (3) km radius = 15 points iii. Venue is located at or less than four (4) km radius = 10 points 	Maximum 20 points	
RT2	The Offeror should indicate the various educational, social & cultural activities within one (1) km of the venue's proximity. <ul style="list-style-type: none"> i. Restaurants maximum 3 points <ul style="list-style-type: none"> a. 1 restaurant = 1 point b. 2-4 restaurants = 2 points c. 5+ restaurants = 3 points ii. Gallery and/or museums = 1 point iii. Shopping centres = 1 point iv. Bike paths, parks and walking trails = 1 point 	Maximum 6 points	
RT3	The Offeror should demonstrate the venue's various arrival/entrance/exit points with sufficient space to accommodate motor coach arrivals and departures: <ul style="list-style-type: none"> i. Curbside = 1 point ii. Motor coach lay-by = 3 points iii. Entrance way = 5 points 	Maximum 5 points	
RT4	The Offeror should demonstrate how the venue is accessible to persons with disabilities: <ul style="list-style-type: none"> i. Wheelchair accessible elevator = 2 points ii. Wheelchair accessible washroom in proximity to the lobby = 2 points 	Maximum 4 points	
RT5	The Offeror should demonstrate the venue's capability in offering rooms with two (2) beds. <ul style="list-style-type: none"> i. Less than 100 rooms = 1 point ii. From 101 to 150 rooms = 5 points iii. From 151 to 200 rooms = 10 points 	Maximum 10 points	
RT6	The Offeror should indicate the bed size in rooms with two (2) beds. <ul style="list-style-type: none"> i. Two (2) Double Beds = 5 points ii. Two (2) Queen Beds = 10 points 	Maximum 10 points	
RT7	The Offeror should indicate how many days prior to the scheduled event date will cancellations be accepted before a	Maximum 10 points	



Number	Point Rated Technical Criterion	Weighting (Points)	Cross Reference to Proposal
	cancellation fee is applied. i. Ten (10) to eight (8) days = 3 points ii. Seven (7) to five (5) days = 5 points iii. Less than five (5) days = 10 points		
Total Points: 65 points			



ATTACHMENT 2 TO PART 4 – MT2 CHECKLIST

A venue visit may be performed by OSGG representatives with offerors who meet all technical criteria. Each qualified offeror will be given 3 to 5 business days following notice from the OSGG that Offer was declared responsive to organize a venue visit. The purpose of the venue visit, if required by Canada, is to validate the offeror's answers.

Item No.	Description	Yes	No
1.	The Facility – as per section 3.4.2 of Annex A, Statement of Work		
i.	Large reception area to handle approximately 100 people	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Various arrival entrance/exit points with sufficient space to accommodate motor coach arrivals and departures (up to 55 passengers)	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Accept all major credit cards	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Smoke free environment	<input type="checkbox"/>	<input type="checkbox"/>
v.	Accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Secure luggage holding area for arrivals and departures	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Superior level of cleanliness throughout facilities and guest rooms	<input type="checkbox"/>	<input type="checkbox"/>
2.	Guest Rooms - as per section 3.4.3 of Annex A, Statement of Work		
i.	One (1) king or one (1) queen bed or two (2) double or two (2) queen beds	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Minimum of two (2) wheelchair accessible guest rooms	<input type="checkbox"/>	<input type="checkbox"/>
iii.	In-room safes	<input type="checkbox"/>	<input type="checkbox"/>
iv.	In-room hair dryers	<input type="checkbox"/>	<input type="checkbox"/>
v.	Alarm clocks/wake up calls	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Irons and ironing boards	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Free wireless high-speed internet access	<input type="checkbox"/>	<input type="checkbox"/>
3.	Amenities – as per section 3.4.4 and 3.5 of Annex A, Statement of Work		
i.	Restaurant on-site	<input type="checkbox"/>	<input type="checkbox"/>
ii.	24 hours front desk services	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Daily housekeeping	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Laundry and dry-cleaning services	<input type="checkbox"/>	<input type="checkbox"/>
v.	Taxi stand on-site or pick-up via concierge	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Availability of mini-fridges on request	<input type="checkbox"/>	<input type="checkbox"/>
vii.	On-site parking or valet service to off-site parking is available	<input type="checkbox"/>	<input type="checkbox"/>



PART 5 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A STANDING OFFER

5.1 Offer

5.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

5.2 Security Requirements

5.2.1 There is no security requirement applicable to this Standing Offer.

5.3 Standard Clauses and Conditions

5.3.1 All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

5.3.2 General Conditions

5.3.2.1 [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

5.4 Term of Standing Offer

5.4.1 Period of the Standing Offer

5.4.1.2 The period for making call-ups and providing services against the Standing Offer is from effective date_of the Standing Offer to May 31, 2024, inclusive.

5.4.2 Extension of Standing Offer

5.4.2.1 If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

5.4.2.2 The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5.5 Authorities

5.5.1 Standing Offer Authority

5.5.1.1 The Standing Offer Authority is:

Name: Stephanie Patry
Title: Senior Contracting Officer
Office of the Secretary to the Governor General
Materiel Management and Procurement
Address: 1 Sussex Drive
Ottawa, Ontario K1A 0A1
Telephone: 613-218-9665
E-mail: OSGGContracts@gg.ca



5.5.1.2 The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.5.2 Project Authority

5.5.2.1 The Project Authority for the Standing Offer is:

The Project Authority for the Standing Offer will be identified at Standing Offer award.

5.5.2.2 The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.5.3 Offeror's Representative To be completed by Offeror

Name: _____

Telephone: _____ - _____ - _____

E-mail address: _____

5.6 Proactive Disclosure of Contracts with Former Public Servants

5.6.1 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.

5.7 Identified Users

5.7.1 The Identified User authorized to make call-ups against the Standing Offer is: the Office of the Secretary to the Governor General.

5.8 Call-up Procedures

5.8.1 Right of First Refusal

6.8.1.1 The call-ups will be made based on the "right of first refusal" basis. The authorized call-up authority shall approach the offeror ranked 1st place to determine if the requirement can be satisfied by that offeror. If the offeror ranked 1st is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror ranked in 2nd, and so on, until one offeror indicates that it can meet the requirement of the call-up.

5.9 Call-up Instrument

5.9.1 The Work will be authorized or confirmed by the Identified User using the duly completed form [PWGSC-TPSGC 942](#), *Call-up against a Standing Offer* or an electronic equivalent.

5.10 Limitation of Call-ups

5.10.1 Individual call-ups against the Standing Offer must not exceed \$100,000.00 (applicable taxes included).



5.11 Financial Limitation

- 5.11.1 The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Amount to be inserted at SO award*) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.
- 5.11.2 The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

5.12 Priority of Documents

- 5.12.1 If there is a discrepancy between the wording 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 call up against the Standing Offer, including any annexes;
 - b) the articles of the Standing Offer;
 - c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
 - d) the general conditions [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
 - e) Annex A, Statement of Work;
 - f) Annex B, Basis of Payment;
 - g) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

5.13 Applicable Laws

- 5.13.1 The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).



B RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

5.1 Statement of Work

5.1.1 The Contractor must perform the Work described in the call-up against the Standing Offer.

5.2 Standard Clauses and Conditions

5.2.1 General Conditions

5.2.1.1 [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

5.2.2 SACC Manual Clauses

5.2.2.1 The following SACC Manual Clauses are incorporated by reference and form part of this Contract.

ID	Date	Title
A9117C	2007-11-30	T1204 – Direct Request by Customer Department

5.3 Term of Contract

5.3.1 Period of the Contract

5.3.1.1 The Work must be completed in accordance with the call-up against the Standing Offer.

5.4 Proactive Disclosure of Contracts with Former Public Servants

5.4.1 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.

5.5 Payment

5.5.1 Basis of Payment

5.5.1.1 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.

5.5.1.2 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.

5.5.2 Method of Payment

5.5.2.1 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 delivered has been accepted by Canada.



5.6 Invoicing Instructions

- 5.6.1 The Contractor must submit invoices in accordance with the information required in the General Conditions.
- 5.6.2 By submitting invoices the Contractor is certifying that the goods and/or services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- 5.6.3 All invoices must be submitted using the following method:
- i. Only one (1) copy of the invoice must be sent to: OSGGContracts@gg.ca
 - ii. Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.
 - iii. This email address (OSGGContracts@gg.ca) is to be used for submitting invoices and for payment status inquiries.

5.7 Insurance

- 5.7.1 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.

5.8 Dispute Resolution

- 5.8.1 The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

5.9 Contract administration

- 5.9.1 The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian offerors to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



ANNEX "A"

STATEMENT OF WORK

FOR THE PROVISION OF HOTEL ACCOMMODATION SERVICES IN SUPPORT OF THE OFFICE OF THE SECRETARY TO THE GOVERNOR GENERAL (OSGG)

1.0 GENERAL

1.1 The purpose of this Statement of Work (SOW) is to define the scope and the deliverables that apply to the work and responsibilities required to provide hotel accommodation services in support of the OSGG.

2.0 SCOPE

2.1 Objective

2.1.1 The objective is to identify a hotel accommodation service provider that is clean, safe, professionally managed, bilingual and friendly, and has flexible staff to assist the recipients and guests of the OSGG and of the governor general of Canada on an “as-and-when-required” basis.

2.2 Background

2.2.1 The governor general of Canada hosts approximately fifteen (15) honours events a year. Each honours event requires hotel accommodation as recipients and guests of recipients travel from across Canada to attend ceremonies held at Rideau Hall.

2.2.2 Please visit the following link for more information on the various Canadian honours:
<https://www.gg.ca/en/honours/canadian-honours>.

2.2.3 Securing a hotel is important for the OSGG’s events coordinators as they develop information packages that are sent to each recipient, providing logistical details such as where they will stay and how they can request their rooming preferences. Preparations for each ceremony begin about two (2) to three (3) months prior to the event.

3.0 REQUIREMENT

3.1 The OSGG is seeking hotel accommodation services from a local hotel with a minimum designation of 3-star hotel ratings or three (3) diamonds from the AAA/CAA Diamond-Rating Program, located within a four-kilometre (4 km) radius of Rideau Hall (1 Sussex Drive, Ottawa ON K1A 0A1). The Offeror and its resources will be required to interact with business leaders, dignitaries, celebrities and recipients from all walks of life. A typical honours event has up to 40 to 50 recipients attending from across the country.

3.2 The table below represents the OSGG’s approximate yearly requirement for hotel accommodation. This information is not to be considered a guarantee.

Name of Events	No. of Ceremonies per Year	# of recipient guest rooms	# of friends and family guest rooms	Length of stay
Order of Military Merit	3 throughout the year	Up to 50	Up to 50	Up to 2 nights
Order of Canada	5-6 throughout the year	Up to 45	Up to 45	Up to 2 nights
Presentation of other Canadian honours	4-6 throughout the year	Up to 45	Up to 45	1 night



3.3 Estimated length of stay required may vary depending on the number of recipients with limited flight availability and time zone constraints on their return trip.

3.4 Accommodations

3.4.1 The OSGG requires a venue that can provide guest room accommodation for each recipient.

3.4.2 The Offeror's venue must provide the following:

- i. Minimum of two hundred (200) guest rooms;
- ii. Minimum of two (2) guest rooms that are wheelchair accessible;
- iii. Large reception area to handle approximately 100 people;
- iv. Various arrival/entrance/exit points with sufficient space to accommodate motor coach arrivals and departures (up to 55 passengers);
- v. Accept all major credit cards;
- vi. Smoke-free environment;
- vii. Accessibility for persons with disabilities;
- viii. Secure luggage holding area for arrivals and departures; and
- ix. Superior level of cleanliness throughout the facilities and guest rooms (for example: hair not found on the linen and bathroom surfaces; public spaces outside the room are tidy; the pool and gym area are tidy; no stains on water glasses or coffee machines; carpets are routinely cleaned; dust is not present on surfaces e.g. TV screens, furniture, etc.).

3.4.3 Each guest room must have:

- i. One (1) king or one (1) queen bed or two (2) double or two (2) queen beds;
- ii. In-room safes;
- iii. In-room hair dryer;
- iv. Alarm clocks/wake-up calls;
- v. Irons and ironing boards; and
- vi. Free, wireless high-speed internet access.

3.4.4 Amenities available to recipients and their guests:

- i. Restaurant on-site;
- ii. 24-hour front desk services;
- iii. Daily housekeeping;
- iv. Laundry and dry-cleaning services;
- v. Taxi stand on-site or pick-up via concierge; and
- vi. Availability of mini fridges on request.

3.5 Parking

3.5.1 The OSGG requires parking on an "as-and-when-required" basis.

3.5.2 The Offeror must provide either on-site self-parking, where facilities exist, or valet service for off-site parking.

3.5.3 Parking must include unlimited, 24-hour "in and out" privileges.

3.5.4 The Offeror must invoice the OSGG for parking upon usage only and only for those identified in the parking column of the rooming list provided by the OSGG.

3.5.5 If valet service is available and requested by the guest for on-site parking, the fee for this additional service is to be charged to the guest directly and is not to be invoiced to the OSGG.



4.0 FRIENDS AND FAMILY BLOCK

- 4.1 An additional block of rooms for friends and family of the recipient must be offered at the same rate as the original block, reserved on a first come, first served basis.
- 4.2 The Offeror must provide the OSGG with the booking code to be used by friends and family within one (1) week of receiving the call-up.
- 4.3 These rooms are to be booked directly by the guests and are at the expense of the individual. Friends and family of the recipients are to call the hotel reservation line directly or use its online reservation system.
- 4.4 The friends and family block of rooms must remain available until ten (10) business days prior to the event date.

5.0 CONSTRAINTS

- 5.1 The OSGG is responsible for paying for the room, MAT/Tax on lodging and taxes only. All other fees such as incidentals, hotel expenses (minibar, room service, movies, cots, calls, dry cleaning, etc.) are to be paid for by the guest.
- 5.2 Check-in for all guest rooms must be no later than 3 p.m.
- 5.3 The Offeror must not relocate recipients to other properties without the written consent of the OSGG.
- 5.4 Bilingual staff must be on duty 24 hours.
- 5.5 Reservations may be made online instead of by phone provided that the Offeror's online reservation system can accept the friends and family booking code provided to the OSGG.

6.0 RESPONSIBILITIES

6.1 OSGG (client)

- 6.1.1 The OSGG will provide the Offeror with a final rooming list within a maximum of ten (10) calendar days prior to each event. The rooming lists will confirm the OSGG's exact number of rooms required.
- 6.1.2 The OSGG will respect the cancellation schedule agreed upon with the Offeror.

6.2 Offeror

- 6.2.1 The Offeror must provide the services of a coordinator to be available during office hours. The Coordinator will be responsible for acting on behalf of the Offeror, ensuring the smooth coordination of room allocation for recipients, friends and family, as well as complying with all contract-related issues, problem resolution, deadlines and liaising with the OSGG Project Authority (PA). The Offeror's coordinator must be available at all times during an event, either via cell phone or by email.
- 6.2.2 The Offeror's coordinator or backup must be available after hours to receive and respond to urgent requests, via phone or email, within three (3) hours of receiving a notification from the OSGG.
- 6.2.3 The Offeror's coordinator or backup must provide the OSGG events coordinator with two (2) check-in status report lists, one at 8 p.m. and one at midnight the night prior to the event date.
- 6.2.4 The Offeror must provide the name of a bilingual main point of contact and a toll-free number for reservations at the hotel within one (1) week of receiving a call-up. The contact person may be required to provide assistance to recipients and their friends and family, and to answer questions or resolve any issues that may arise during the reservation process. The contact person must be familiar with the relevant provisions of the standing offer and call-up.

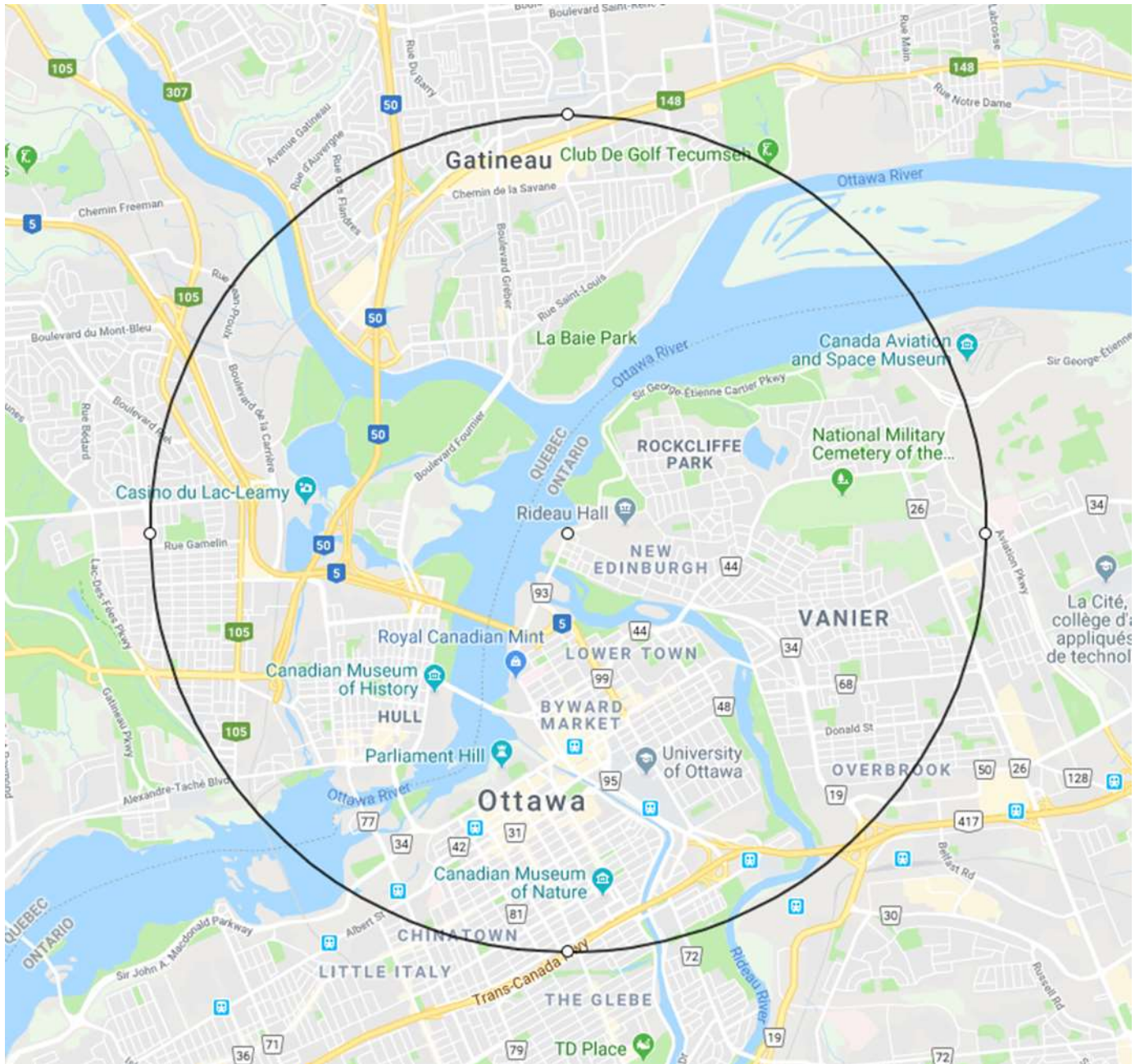


- 6.2.5 The Offeror must provide the booking confirmation numbers to the OSGG events coordinator within two (2) business days of receiving the rooming list from the OSGG.
- 6.2.6 The Offeror must adhere to Covid-19 public health restrictions and protocols applicable to its jurisdiction as they change or come into effect and have measures in place to prevent its spread.



APPENDIX A

4KM RADIUS MAP





ANNEX "B"

BASIS OF PAYMENT

THE FOLLOWING RATES/PRICES SHOWN BELOW ARE VALID FOR THE DURATION OF THE STANDING OFFER PERIOD.

1. ACCOMMODATION FEES

1.1 The Offeror will be paid the following all-inclusive **per night rates** for accommodation services. The rates must be all inclusive of any expenditure required to fulfill the work including, but not limited to, Municipal Accommodation Tax (MAT) and Tax on Lodging. All applicable taxes (GST/HST and QST) are extra.

2. CANCELLATION FEE

2.1 Any cancellations that reduce the final rooming list with less than ____ days' written notice (*number of days to be confirmed at contract award*) prior to the event date, the Contractor will be entitled to full payment.

3. PARKING

3.1 Self-Parking at hotel

3.1.2 Self-Parking is "as and when required" and charged upon usage. All applicable taxes are extra.

3.2 Valet Service for Offsite Parking

3.2.1 Valet service for offsite parking is "as and when required" and charged upon usage. Rate must include valet service and parking fee. All applicable taxes are extra.

A. STANDING OFFER PERIOD INITIAL PERIOD

Type of Accommodation	SO Award to May 31, 2024	Ranking * (by season)
	Rate per Night (including the MAT/Tax on Lodging)	
Spring - (March to May)		
Standard Room	\$	
Summer - (June to August)		
Standard Room	\$	
Fall - (September to November)		
Standard Room	\$	
Winter - (December to February)		
Standard Room	\$	

**Rankings will be determined at contract award.*

Onsite Parking Rate	Valet Service for Offsite Parking (Offer must include rate for valet service AND parking fee)
\$	\$



B. OPTION TO EXTEND THE TERM OF THE STANDING OFFER

Subject to the exercise of the standing offer option, the Contractor will be paid the following firm all-inclusive rates for work performed pursuant to the Contract, in accordance with Annex A, during the extended period of the Standing Offer. Applicable taxes are extra.

Type of Accommodation	Option Year 1 June 1, 2024 to May 31, 2025	Ranking * Option Year 1 (by season)	Option Year 2 June 1, 2025 to May 31, 2026	Ranking * Option Year 2 (by season)	Option Year 3 June 1, 2026 to May 31, 2027	Ranking * Option Year 3 (by season)
	Rate per Night (including the MAT/Tax on Lodging)		Rate per Night (including the MAT/Tax on Lodging)		Rate per Night (including the MAT/Tax on Lodging)	
Spring - (March to May)						
Standard Room	\$		\$		\$	
Summer - (June to August)						
Standard Room	\$		\$		\$	
Fall - (September to November)						
Standard Room	\$		\$		\$	
Winter - (December to February)						
Standard Room	\$		\$		\$	

**Rankings will be determined at contract award.*

	Onsite Parking Rate	Valet Service for Offsite Parking (Offer must include rate for valet service AND parking fee)
Option Year 1	\$	\$
Option Year 2	\$	\$
Option Year 3	\$	\$