



RETURN OFFER TO/ RETOURNER LES OFFRES À :

Office of the Secretary to the Governor General –
Bureau du secrétaire du gouverneur général
Materiel Management and Procurement –
Gestion du matériel et approvisionnement
Attention:

By e-mail to:
OSGGContracts@gg.ca

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

The reference document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Offres à : Bureau du secrétaire du gouverneur général (BSGG)

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments — Commentaires :

THIS DOCUMENT DOES NOT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE AUCUNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office – Bureau de distribution

Office of the Secretary to the Governor General –
Bureau du secrétaire du gouverneur general
Materiel Management and Procurement –
Gestion du matériel et approvisionnement
1, promenade Sussex Drive
Ottawa ON K1A 0A1

Title — Sujet: Hotel Accomodation Services	
Solicitation No. — N° de l'invitation 20211682	
Solicitation Amendment No. — N° de la modification de l'invitation 001	Date: February 2, 2022

Solicitation Closes — L'invitation prend fin At /à: 02:00 PM (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: Stephanie Patry

Telephone No. — No de téléphone:	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 (BSGG)

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. — No de téléphone:	FAX No. — No 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



Solicitation Amendment 001 is issued to:

1. Respond to questions 1 through 2, received during the solicitation period.

1. Questions and Answers

Question 1

Is off-site valet parking a requirement for this RFP if the hotel has on-site, self-parking available? If not, do we just leave that section blank?

Answer 1

The Office of the Secretary to the Governor General requires parking for its guest staying at the hotel. As indicated in the Statement of Work at Annex A, section 3.5, paragraph 3.5.2:

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

If the Offeror has on-site parking facilities, then Valet Service for Offsite Parking is not a requirement and vice-versa. Pricing for parking should be included in only one (1) of the pricing columns, as applicable.

Question 2

Would our hotel be considered if:

1. we are able to offer 125 rooms in a group block?
2. our meeting spaces do not accommodate 100 people?

Answer 2

Group blocks of 125 rooms would be sufficiently large to accommodate our groups. To be issued a standing offer the hotel must also meet all mandatory requirements of the Request for Standing Offer.

The OSGG will not be holding meetings at the Hotel. We require only that the reception area (front desk/ lobby) be large enough to accommodate approximately 100 people guests will congregate to wait for the transportation to Rideau Hall and may receive a short briefing session by the Events Coordinator.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.