

REQUEST FOR PROPOSAL (RFP)

ACCOMMODATION SERVICES GREATER HONOLULU AREA, HI. IN SUPPORT OF CANADIAN ARMED FORCES

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-22-0233

Submit Proposals by email to Amber Tower

Email to: amber.tower@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to amber.tower@forces.gc.ca

RFP Closing Time and Date: 04 May 2022 @ 1100 EDT

(All proposals must be received by DND by the RFP Closing Time and Date)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

This requirement is Unclassified and there is no security associated with this requirement.

1.2 Statement of Work

The work to be performed is detailed under Annex A of the resulting contract clauses.

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

Unless otherwise specified in the bid solicitation or directed by the Contracting Authority, bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (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 Ontario.

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 separate sections as follows:

Section I: Technical Bid: one (1) soft copy by email;

Section II: Financial Bid: one (1) soft copy by email;

Section III: Certifications: one (1) soft copy by email; and

Section IV: Additional Information: one (1) soft copy by email.

Prices must appear in the financial bid only. No prices must 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bids not meeting these mandatory technical criteria will be declared non-responsive:

MT1	The Contractor must provide rooms in accordance with the number, types and dates as outline in Annex A SOW, Table 2.1 and defined in Annex A SOW, Para 3.3 and 3.4.
MT2	The Contractor must provide conference/meeting rooms in accordance with the number and dates as outlined in Annex A SOW
MT3	The Contractor must provide parking in accordance with the number and dates as outlined in Annex A SOW, Table 2.2.1 and defined in Annex A SOW, Para 2.2.
MT4	The accommodations facilities must be located within the geographical boundaries of the map in Annex A SOW, Para 4.3.1.

By providing a bid, the bidder agrees to comply with all aspects of the Statement of Work. Full compliance of the Statement of Work is Mandatory.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

The price of the bid will be evaluated in USD. Bidder must complete Annex B following the instructions provided within the Annex.

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0069T (2007-05-25), Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest priced responsive proposal, including single and double rooms, conference rooms and parking spaces, will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" 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/canada/esdc-labour) 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 (2020-05-08), 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 date of the Contract to 30 August 2022.

6.5 Authorities

(to be inserted at contract award)

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(to be inserted at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

(to be inserted at contract award)

Name: _____

Title: _____

Telephone: _____

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

C0207C (2013-04-25) Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price, 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 Limitation of Expenditure

C6001C (2017-08-17) Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Terms of Payment

H1000C (2008-05-12) – 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 delivered has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(to be inserted at contract award)

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

6.8 Invoicing Instructions

1. 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.
2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 Ontario.

6.11 Priority of Documents

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 Articles of Agreement;
- (b) general conditions 2010C (2020-05-28) General Conditions – Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments; and
- (f) the Contractor's bid dated _____.

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence 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.

Solicitation No. - N° de l'invitation

W8484-22-0233

Client Ref. No. - N° de réf. du client

W8484-22-0233

Amd. No. - N° de la modif.

File No. - N° du dossier

W8484-22-0233

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

-
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

1.0 SCOPE

The Canadian Armed Forces (CAF) requires the provision of services in the Greater Honolulu Area, HI, USA, for accommodations and hotel amenities.

1.1 Background. These services are required when the CAF deploys to Honolulu/Waikiki, HI, USA, for the period of 13 June to 11 August 2022 to participate in the Rim of the Pacific Exercise (RIMPAC) 2022.

2.0 GENERAL REQUIREMENTS

2.1 Hotel Accommodations. The CAF will require Single and Double occupancy rooms as per the table below, totaling 6,544 room nights.

Check in Date	Check out Date	Days	Single Occupancy	Double Occupancy	Total Room Nights
13-Jun	11-Aug	59	2	15	1003
18-Jun	08-Aug	51		15	765
20-Jun	07-Aug	48	2		96
23-Jun	06-Aug	44		6	264
24-Jun	05-Aug	42		4	168
25-Jun	07-Aug	43	3	5	344
26-Jun	03-Aug	38		11	418
26-Jun	05-Aug	40	19		760
02-Jul	03-Aug	32	5	40	1440
06-Jul	26-Jul	20		7	140
06-Jul	03-Aug	28	40		1120
27-Jul	03-Aug	7		3	21
02-Aug	03-Aug	1		5	5
Total		453	71	111	6544

2.2 Parking. Parking must be available in accordance with the dates and parking spaces required listed in the table below at 2.2.1. Parking spaces must be within the vicinity of the hotel(s) and no more than 500 meters 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 will 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). CAF personnel will self-park and retrieve the vehicles from the parking location. Valet services will not be permitted.

2.2.1

Parking Table			
Check in Date	Check out Date	Days	Spots
13-Jun	11-Aug	59	11
17-Jun	10-Aug	54	12
25-Jun	05-Aug	41	30
27-Jun	05-Aug	39	12
01-Jul	04-Aug	34	22
05-Jul	24-Jul	19	18
25-Jul	04-Aug	10	14
06-Aug	07-Aug	1	6

2.3 Conference Space (50 persons size):

2.3.1 Proposed hotel must have a conference space as and when required, based on availability. This space must be large enough to accommodate 50 personnel seated.

2.3.2 Proposed hotel must have computer projector with screen and microphone with speakers for use in the conference space, as and when required.

2.3.3 The Conference space will be required from 1300 – 1700 local time on 27 June and 3 July 2022. Confirmation of these dates will be coordinated by the CAF TA with the Contractor after award of the contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The proposed hotel must provide the requested seats.

2.4 Conference Space (60 persons size):

2.4.1 Proposed hotel must have a conference space, or equivalent, available from 14 June 2022 at 0500 local time until 11 August 2022 at 2359 local time that is accessible 24/7. It must contain a working space of no less than three-thousand (3000) square feet contained in either a single room or two or more adjoining rooms. This conference space will require controlled access, meaning that hotel staff will need to have CAF approval to enter the space. Hotel staff must be escorted by CAF personnel at all times when accessing this conference space.

2.4.2 The conference space must located in a hotel accommodating CAF personnel.

2.4.2 Conference room contents: The conference space must have the following as a minimum:

- Suitable chairs, rectangular tables to accommodate up to sixty (60) personnel in a classroom or office space configuration;
- One (1) conference table of sufficient size for twelve (12) people to sit around it in chairs;
- A minimum of one (1) dedicated phone line (with phone number and phone);
- Reliable high speed internet access for multiple Wi Fi capable computers, cable preferred;
- Access to nearby water station;
- Access to washroom facilities;
- Access to minimum (6) wall/floor electrical outlets (total of 12 electrical sockets) (115 volt); and
- Four (4) large garbage cans

3.0 TECHNICAL REQUIREMENTS

3.1 Additional Room Charges. The Canadian Government will not pay for personal phone call charges, room service, bar charges, or movie rentals/pay per view. All fees of those types will be charged to the individual(s) in those rooms and will not form part of this contract.

3.2 Room Damages. Any damage to rooms will be reported to an identified CAF accommodations officer for investigation. Individuals 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.

3.3 Single Occupancy Rooms. Single Occupancy Rooms must have at a minimum:

- A double bed or larger with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
- A private full bath with a minimum of a toilet, sink, shower and/or tub, and towels;
- A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- A serviceable television with remote control and cable. No pay per view charges will be paid by the CAF; all personal charges will be paid by personnel at time of check out as television charges beyond cable service will not form part of this contract;
- A safe within the room or at minimum, a suitable substitute available at the front desk;
- An arm chair or sofa;
- An alarm clock or reliable access to wake-up call services;
- One (1) available electrical outlet;
- Coffee machine with available coffee and tea;
- Blackout curtains; and
- Air-conditioning.

3.4 Double Occupancy Rooms. Double Occupancy Rooms must have at a minimum:

- Two (2) double beds or larger with North American standard bedding and mattress less than five (5) years old. A sofa bed or cot will not be acceptable;
- A private full bath with a minimum of a toilet, sink, shower and/or, and towels;
- A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The CAF will not be invoiced for personal calls made from rooms as telephone charges will not form part of this contract;
- A serviceable television with remote control and cable. No pay per view charges will be paid by the CAF, all personal charges will be paid by personnel at time of check out as television charges beyond cable services will not form part of this contract;
- A safe within the room or at minimum, a suitable substitute available at the front desk;
- An arm chair or sofa;
- An alarm clock or reliable access to wake-up call services;
- Two (2) available electrical outlets;
- Coffee machine with available coffee and tea;
- Blackout curtains; and
- Air-conditioning.

3.5 It is desirable that the Contractor accommodate CAF personnel in one (1) hotel facility. If it is not feasible to accommodate all personnel in one hotel, the Contractor must provide the total required accommodations in no more than two (2) hotels. In this instance, both hotels must meet the requirements

outlined in this document, and must be within 500 meters of one another. Additionally, it is preferable that the rooms are block booked by floor, rather than being spread throughout the hotel.

The conference space requirements outlined at paragraphs 2.3 and 2.4 are a single requirement with preference that both be located in the same hotel. If not feasible then the requested conference spaces can be split between the two hotels to meet the requirement.

3.6 **Room Access.** Access to all rooms occupied by CAF personnel may be required throughout the duration of the contract by designated CAF personnel. These designated personnel will be identified via a list to be provided to the Contractor Point(s) of Contact (POC). When required by the CAF designated personnel, the Contractor shall ensure that the designated personnel are granted access to any rooms occupied by CAF personnel.

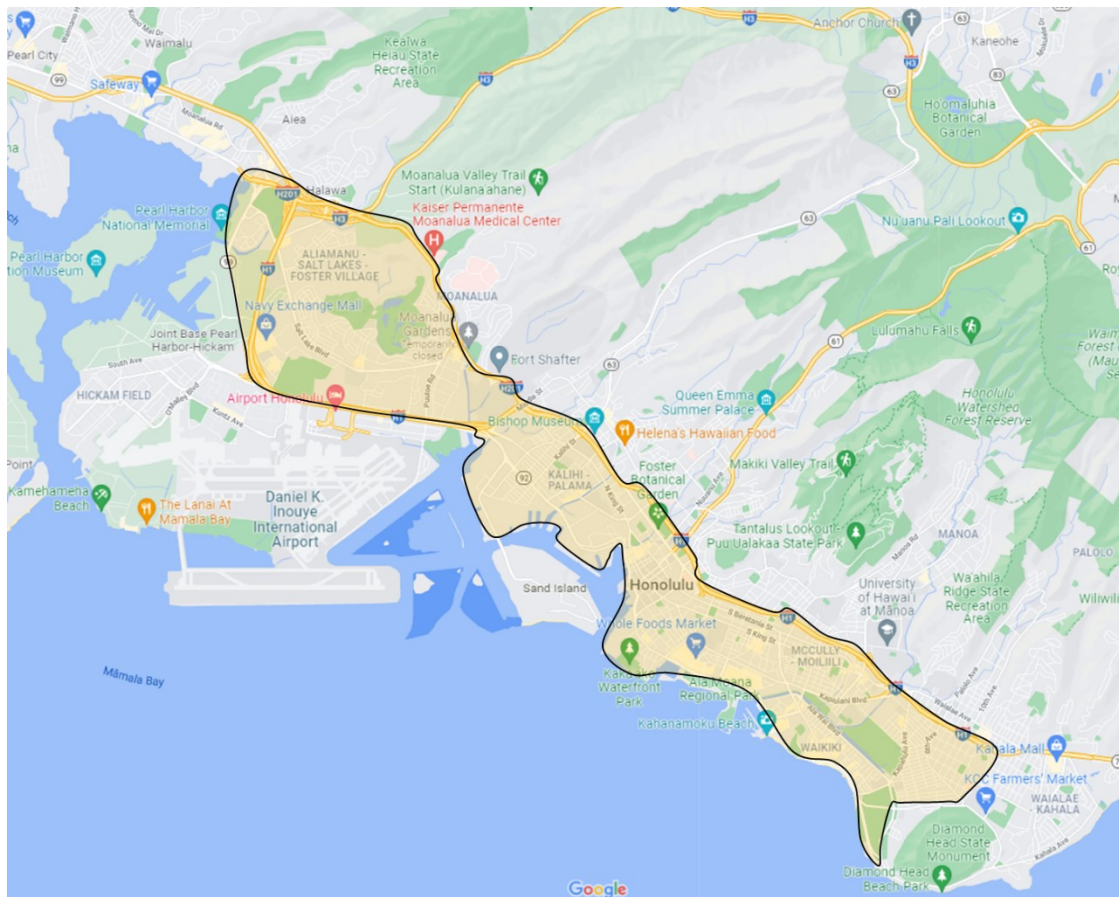
3.9.1 The Contractor must provide one room key per person staying in each room. Keys will be picked up and managed by an identified point of contact of the CAF.

4.0 MANDATORY REQUIREMENTS

4.1 The following are mandatory technical criteria for accommodation services:

4.2 The Contractor must provide the services outlined in the Statement of Work.

4.3 **Location Requirements.** The Contractor must ensure that facilities are located within the geographical boundaries of the map below at 4.3.1



4.4 Point of Contact. The Contractor must provide local staff member(s) as the primary point of contact for all matters relating to accommodation services. The individual(s) must be available from 0800 to 1800 local time daily. For matters occurring outside these hours, a contact person and number must be provided if different than the designated individual(s). The individual(s) must be able to communicate effectively in English.

4.5 Room Requirements:

4.5.1 Hotel Facilities Requirements. The Contractor must provide the following facilities: Single Occupancy rooms and Double Occupancy rooms as outlined in paragraph 2.1 and further described in paragraphs 3.4 and 3.5.

4.5.2 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.

4.5.3 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, a secured luggage storage area must be provided.

4.6 Amenities. The Contractor must provide access to all hotel amenities for the duration of the personnel's stay including but not limited to: parking, restaurant(s) and on-site fitness facility.

4.7 Parking. Parking spaces must be provided as described in paragraph 2.2.

4.8 Restaurant(s). There must be one (1) or more restaurants within a five (5) minute walk of the hotel. CAF personnel will be responsible to pay for their own purchases.

4.9 Fitness Facilities. A physical fitness facility sufficient for ten (10) people to use simultaneously must be located in the hotel where personnel are being accommodated. The area must have disinfectant cleaner for hygiene purposes to be used by users between uses. This facility must be available for use of all CAF personnel being accommodated at the hotel(s). The facility must be accessible 24/7 and provided at no additional cost.

4.10 Laundry Services. The hotel(s) must be capable of providing access to a laundry service or facilities as required. Individual CAF personnel will be responsible to pay for their own laundry and laundry services will not form part of this contract.

4.11 Access to Internet. The internet must be included via Wi-Fi throughout all common areas, guest rooms and conference rooms and provided at no additional cost.

4.12 Supplementary Internet. If the internet available within the hotel is not sufficient in bandwidth to run the computers and programs required for CAF operations, the hotel must allow a third party contractor to supplement the conference room with additional connectivity. This will be set up and taken down at the expense of the Canadian Government.

4.13 Cleaning:

4.13.1 Conference room must be cleaned, swept, with garbage emptied daily under the escort of an identified CAF representative.

4.13.2 Housekeeping services are to be provided a minimum every three (3) days or as coordinated by the CAF TA or TA's representative to include:

-
- Cleaning including bathrooms (toilet paper added as required);
 - Beds made up;
 - Fresh towels, soap and shampoo (based on single or double occupancy) provided;
 - At least one (1) sanitized (cleaned or disinfected is acceptable) drinking glass (based on single or double occupancy);
 - Coffee/tea replenished; and
 - Bed linen must be changed in accordance with the local accommodation standard, or at least every 3 nights and on occupant's departure.

5.0 ADMINISTRATION/SPECIAL INSTRUCTIONS

5.1 Kick-off meeting:

5.1.1 Upon the issuance of the contract, the Procurement Authority may contact the Contractor to coordinate a kick-off meeting. The purpose of this meeting is to allow all stakeholders an opportunity to:

- Review the details of the contract;
- Review CAF procedure (Quality Assurance, Supply, Finance);
- Clarify areas of confusion;
- Review and clarify scheduled activities; and
- Ensure that everyone understands their responsibilities under the contract.

5.1.2 The kick-off meeting must be held at one of the hotels proposed for the specific contract. Cost of holding a kick-off meeting will be at the Contractor's expense. However, travel and living expenses for Canadian Government personnel will be arranged and paid for by the Government of Canada. The kick-off meeting will be scheduled with as much advanced notice as possible to the Contractor.

5.2 Project Manager. The Bidder must be able to provide a Project Manager for the contract, who will act as the Procurement Authority's main Point of Contact and liaise with other company personnel and Contractor's subcontractor(s) as necessary.

5.3 Quality Assurance. The Contractor will ensure that all of the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of service to the required standard shall be first dealt with by the liaison staff at the hotel and escalated to the CAF TA and CAF Contract Manager if the issue remains unsolved.

5.4 Cancellation Policy.

5.4.1 Subject to availability, the CAF must have the option of decreasing the number of rooms by up to 25% of the total identified in the table at paragraph 2.1 up to 48 hours before 13 June 2022, without incurring any penalties.

5.4.2 Rooms. During the contract period the Contractor will decrease the number of rooms with a one night per room penalty charged to Canada, when advised by the CAF TA at least forty-eight (48) hours in advance.

5.4.3 Parking. During the contract period the Contractor will decrease the number of parking spots with a one day penalty charged to Canada, when advised by the CAF TA at least forty-eight (48) hours in advance.

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 at Annex A – Statement of Work must be included in room price including porter services, gratuity and resort charges, if applicable, with the exception of parking space rate and conference room rate listed below.

Basis of payment will be firm daily rate per accommodation and service, applicable taxes to be included. All prices must be in USD.

The estimated numbers below are only for budgeting and evaluation purposes, the winning Bidder will be notified of the actual room nights, confirmed by Canada, 48 hours prior to check-in.

Single Occupancy

Check-In 2022	Check-Out 2022	Estimated number of rooms Single Occupancy	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate including tax (b) / USD	Resort Fees per room per night If applicable (c)	Total Estimated Value (a x(b+c))
13 Jun	11 Aug	2	59	118			
20 Jun	07 Aug	2	48	96			
25 Jun	07 Aug	3	43	129			
26 Jun	05 Aug	19	40	760			
02 Jul	03 Aug	5	32	160			
06 Jul	03 Aug	40	28	1120			
Total Estimated Value:							

Double Occupancy

Check-In 2022	Check-Out 2022	Estimated number of rooms Double Occupancy	Estimated number of nights	Estimated Number of room nights (a)	Daily Rate including tax (b) / USD	Resort Fees per room per night If applicable (c)	Total Estimated Value (a x(b+c))
13 Jun	11 Aug	15	59	885			
18 Jun	08 Aug	15	51	765			
23 Jun	06 Aug	6	44	264			
24 Jun	05 Aug	4	42	168			
25 Jun	07 Aug	5	43	215			
26 Jun	03 Aug	11	38	418			
02 Jul	03 Aug	40	32	1280			
06 Jul	26 Jul	7	20	140			
27 Jul	03 Aug	3	7	21			
02 Aug	03 Aug	5	1	5			
Total Estimated Value:							

Total Cost Accommodations: \$ _____ USD

Conference Rooms:**1/2 Day Rate to include tax:**

50 Person Conference Room	½ Day Rate (A)	Number of Half Days	Total Cost for meeting room (A*B)
27 June 2022		1	
03 July 2022		1	

Daily Rate to include tax:

60 Person Conference Room	Daily Rate (A)	Number of Days	Total Cost for meeting room (A*B)
14 June -11 August 2022		58	

Total Cost Conference Rooms: \$ _____ USD

PARKING SPACES:**Daily Rates to include tax:**

Dates	Daily Rate per Vehicle (A)	Days (B)	Parking Spaces (C)	Total cost for parking (A*B*C)
13-Jun – 11 Aug		59	11	
17-Jun – 10 Aug		54	12	
25-Jun – 05 Aug		41	30	
27-Jun – 05 Aug		39	12	
01-Jul – 04 Aug		34	22	
05-Jul – 24 Jul		19	18	
25-Jul – 04 Aug		10	14	
06-Aug – 07 Aug		1	6	

Total Cost Parking: \$ _____ USD

TOTAL OVERALL COST:

Total Cost Accommodations: _____

Total Cost Parking: _____

Total Cost Conference Rooms: _____

Total Overall Cost: _____

ANNEX "C"

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);