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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Contractor must provide the services detailed at Annex A.

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>) 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.

Section 08 of the 2003 2020-05-28 Standard instructions is deleted in its entirety. Bids transmitted by epost Connect service and by facsimile will not be accepted. See article 2.2 entitled Submission of Bids for delivery information

2.2 Submission of Bids

Bids must be submitted only to the Contracting Authority by email (Martin.Morin3@forces.gc.ca).

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than 4 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.

2.4 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.

2.5 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

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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. The technical bid must be submitted using Annex B.

Section II: Financial Bid

Bidders must submit their financial bid using Annexe C.

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

Items must meet the Mandatory Technical Criteria that are specified Statement of Requirement in Annex A.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price 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/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must provide the requirements detailed at Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C 2020-05-28, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Term of Contract

Canada may exercise this option at any time by sending a written notice to the Contractor at least 21 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Period of the Contract

The period of the Contract is from date of contract to 17 June 2022.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Martin Morin
Title: G4 Contracts
Organisation: Canadian Army Headquarters
Address: 60 Moodie Drive, Bldg CC-6
Ottawa, ON
K1A 0K2

Telephone: 343-550-9017
E-mail address: Martin.Morin3@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: Maj Tyler Macleod
Title: DAS 4-2
Organization: Canadian Army Headquarters
Address: 60 Moodie Drive, Bldg CC-6
Ottawa, ON
K1A 0K2

Telephone: 613-904-6425
E-mail address: Tyler.Macleod@forces.gc.ca

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

6.6.3 Contractor's Representative

Will be fill at contract award

6.7 Payment

6.7.1 Basis of Payment

Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with section 12.

If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

6.7.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Terms of Payment

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.

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must at a minimum include the following:

- (a) The contract number
- (b) Description of the service performed
- (c) The amount invoiced (exclusive of HST);
- (d) The amount of HST

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment in the Invoice block;
- b. One (1) copy must be sent by email 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 wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C 2020-05-28 General conditions: Services (medium complexity);
- (c) [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive ;
- (d) Annex A, Statement of Work;

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A – STATEMENT OF REQUIREMENT FOR THE CANADIAN ARMY COUNCIL 2022

1.0 SCOPE

1.1 Purpose

The purpose of this Statement of Requirement (SOR) is to describe the requirements and work effort required from the Contractor by the Department of National Defense (DND) for the supply of items and services to meet the requirements for the acquisition and support of the Canadian Army Council 2022.

1.2 Background

The Army Council is a major governance event for the Canadian Army that occurs five times each year. General Officers and Sergeant-majors from across the country gather to meet in order to discuss the priorities of the Army and are provided direction and guidance pertaining to key operational and institutional activities.

This year, the Army Council will be in a hybrid format as we expect COVID-19 to continue to impact events. We anticipate that no more than 70 people will be in Ottawa for the Army Council but that more participants will join us virtually. The physical presence will be limited by and adjusted to adhere to all Public Health Measures (local, provincial and federal).

2.0 MANDATORY CONFERENCE REQUIREMENTS

2.1 Location

2.1.1 The hotel must be located within 20 km of Carling Campus (60 Moodie Drive, Ottawa, On, K1A 0K2).

2.2 Parking

2.2.1 The hotel must be able to provide, within its property, enough space to park 60 cars.

2.3 Hotel Rooms

2.3.1 The contractor needs to have between 10 and 25 rooms available for the participants to the conference with a check-in on 14 June 2022 and a check-out on 17 June 2022. The final number of rooms required will be confirmed 7 days weeks prior to the conference by the Technical Authority.

2.3.1.1 Room rates must be in accordance with the [Government of Canada Accommodation Directory](#).

2.3.1.2 Internet: The rooms must have free Wi-Fi internet access.

2.3.2 Hotel Room Payment: Participants to the conference who will be staying at the hotel will be responsible for paying their rooms (and all additional costs) and will make the necessary payment arrangements during their check-in.

2.4 Restaurant/Bar Area

2.4.1 The hotel must have a restaurant with a bar on its premises.

2.4.2 Group Rate for meals: The restaurant must provide a selection of meals at a group rate discount.

2.4.3 Payment: The participants will pay for their all their meals and drinks.

2.5 Conference Rooms

2.5.1 The hotel must provide three (3) conference rooms that are able to accept the indicated number of participants while respecting public health COVID 19 social distancing policies (2 m between participants) and contain the indicated number of tables and chairs:

Item	Room Size	Use	Number of participants	Number of Tables required	Number of Chairs required
1	Large	Main Room where the Army Council will be held	50	30	60
2	Small	Control Room used by the Support Personnel	10	5	10
3	Small	Private Meeting Room	4	1	4

2.5.2 The three (3) rooms are required from 14 June 2022 at 07:00 until 17 June 2022 at 18:00.

2.6 Additional requirements for the Main Conference Room (Item #1 in table 2.5.1)

2.6.1 The Main Conference room must be large enough to setup the tables in a “U” shaped disposition while spacing the chairs at two (2) meters intervals. This setup should be made with 36 personnel seated at the U and the remainder in a row 2 meters behind the U.

2.6.2 **Internet access:** The Large Conference Room must have a wired internet connection with a minimum of 30 Mbps upload and download speed capacity or higher and less than 100 ms of latency.

2.7 Additional requirements for the Support Personnel Room (Item #2 in table 2.5.1)

2.7.1 The support staff must be allowed to bring food and beverage from home for their own consumption during their presence in support of the Army Council.

2.7.2 A small refrigerator must be present in this room.

2.7.3 A microwave oven must be present in this room.

2.8 Additional requirements for the Small Conference Room (Item #3 in table 2.5.1)

2.8.1 The Small Conference Room will be used to support private discussions or concurrent virtual meetings for senior staff. An internet connection suitable to support connecting to an online meeting is required.

2.8.2 The Small Conference Room must be large enough and have the necessary portable clothes racks with hangers to allow 50 person to store their dress uniforms (one suit and pair of shoes per persons) prior to the parade and still have enough space to support point 2.7.1.

2.9 Changing Rooms

2.8.1 Access to a change facilities is required on 16 June 2022 between 13:00 and 15:00 for 45 males and 5 females attending the conference to change into dress uniforms prior to a parade.

3.0 MANDATORY CEREMONY/PARADE REQUIREMENTS

3.0.1 For the moment, this requirement has not been confirmed yet. The confirmation for this requirement will be confirmed at contract award.

3.1 Exterior space

3.1.1 An exterior location roughly 50 m X 100 m with 70 chairs and 10 tables (additional to interior chairs and tables to enable smooth transition from inside to outside).

3.1.2 Electrical power must be easily accessible to support the Audio and visual equipment provided by the Canadian Army to allow the event to be broadcast virtually.

3.1.3 The exterior space must be available on 16 June 2022 from 0800 to 1700.

3.2 Interior space

3.2.1 The interior space will be used as an Alternate Parade Area and will be used to support a parade if the weather does not permit the use of the exterior area.

3.2.2 The layout must have 5 tables with five chairs at the front of the room facing an audience of 50 chairs spaced evenly at 2 m distance. Audio and visual equipment will be added by the Canadian Army to allow the event to be broadcast virtually.

3.2.3 The interior space must be available on 16 June 2022 between 08:00 and 18:00.

3.3 Reception Area

3.3.1 The interior space will be used to support a reception after the parade.

3.3.2 The reception will occur on 16 June 2022 between 16:30 and 18:00.

3.4 Reception requirements (refreshments)

3.4.1 The reception must include light snacks like platters of cheese, meat, fruit, sweets and sandwiches and also refreshments consisting of water, juice, soft drinks, etc. for 75 person. Must not contain alcoholic beverages/punches. Supply list of items that will be part of the quote.

3.4.2 A bar serving alcoholic beverages must be either located within the reception area or be within a very short distance from it. Participant will pay for their drinks. No alcoholic beverages can be charged in this contract.

3.5 Ceremony Coordination

3.5.1 The Technical Authority will coordinate this event and confirm whether the parade will occur outdoor or indoor the morning of 16 June 2022.

4.0 OPTIONAL REQUIREMENTS

4.1 Additional requirements for the Main Conference Room (Item #1 in table 2.5.1)

4.1.1 Audio/Video Requirements:

ITEM	QTY	DETAIL
Screens	2	9x16 (or similar)
Projectors	2	10-12K
PA	4	Ground support powered cabinets
Screen Video Management	1	6x2 Matrix
Video Distribution	2	1x4 DA (HDMI output)
Wireless Handheld	2	Q&A
Wireless Laveliere	2	Backup
Mic Stand	2	Backup
Audio Console	1	12+ channel
LED PAR	8	Drape up lights
Lightning Console	1	12+ channel
Pipe and Drape	6	10' Panels
Delegate mics + console	28	Standard

4.1.2 The hotel is authorised to subcontract the audio/video portion of the contract with a specialty company/firm. They require nonetheless to confirm that they will have it present in the large conference room for the dates required and give the cost that we will be charged for it and the technician.

4.1.3 The items listed in the AV Requirements table must be setup and functional no later 14 June 2022 at 08:00. The cost for the setup must be included in the submission.

5.0 CONSTRAINTS

5.1 Submissions

All submissions must be in Canadian dollars.

5.2 Client Equipment

The client will bring some of our AV equipment. There will not be a penalty to bring our own equipment and install it in the conference rooms.

5.3 Hand Sanitizing

Hand sanitizer must be available in all conference rooms.

5.4 Cleaning

Frequent cleaning services must be done in order to reduce the spread and risk of any infectious virus or disease.

5.5 Bathrooms

Bathrooms must be located near the Main conference room.

5.6 Water

There must a source of drinking water near the Main conference room.

6.0 SUBMISSION

6.1 Technical Submission

Technical submission must be provided using Annex B

6.2 Financial Submission

Financial submission must be provided using Annex C

6.3 Evaluation selection method

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ANNEX B – TECHNICAL PROPOSAL FORM

Bidder Information:

Complete Legal Name of the Company	
Name of Hotel	
Address	
City	
Province	
Postal Code	
Contact Person	
Position/Title	
Email address	
Telephone Number	

Mandatory Technical Criteria		
SOW Item	Criteria	Bidder is to insert information confirming compliance
2.1.1	Within 20 KM from Carling Campus, 60 Moodie Drive, Ottawa ON (indicate distance)	
2.2.1	Parking space for 60 cars	
2.3	Hotel room availability and compliant rates	
2.4	Operating Restaurant and bar on premises	
2.5 (item 1)	Large Conference Room	
2.5 (item 2)	Small Conference Room	
2.5 (item 3)	Small Conference Room (large enough to contain the items in point 2.7.2)	
2.5.2	Wired Internet Access – Upload Speed	
	Wired Internet Access – Download Speed	
	Wired Internet Access – Latency	
2.6.1	Support staff authorized to bring their own food for their consumption during their work hours	
2.6.2	Small refrigerator located in the small conference room used by support staff (item 2)	
2.6.3	Microwave oven located in the small conference room used by support staff (item 2)	
2.8	Access to changing rooms	
3.1	Exterior space for a ceremony	
3.2 / 3.3	Interior space/Reception area	
3.4.1	Refreshments	

3.4.2	Bar in the reception area	
5.3	Hand sanitizer must be available in all conference rooms.	
5.5	Bathrooms must be located near conference room #1. (Indicate distance).	
5.6	There must a source of drinking water near conference room #1. (Indicate distance).	
Optional Technical Criteria		
4.1.1	AV Requirements available	
Comments:		
Signature of Authorized Representative of Bidder		
Name		Function/Title
Signature		Date

ANNEX C – FINANCIAL PROPOSAL FORM

Bidder Information:

Complete Legal Name of the Company	
Name of Hotel	
Address	
City	
Province	
Postal Code	
Contact Person	
Position/Title	
Email address	
Telephone Number	

The prices below are the total costs per item for the total amount of days required (i.e. the conference rooms are required for four (4) days, therefore the price quoted must be the total cost for the 4 days).

Item	Cost
SOW 2.5 – Item 1 – Large Size Conference Room for the Army Council	
SOW 2.5 – Item 2 – Small Size Conference Room for Support Staff	
SOW 2.5 – Item 3 – Small Size Conference Room for Private Meetings	
SOW 2.6.2 – Small Fridge Present	
SOW 2.6.3 – Microwave Oven Present	
SOW 3.1 – Exterior space	
SOW 3.1 – Interior space	
SOW 3.4 – Refreshments	
SOW 4.1.2 – Cost for wired internet access in Conference room #1	
SOW 4.1.3 – Audio/Video (AV) Requirements	
Other costs (Specify):	
Sub Total	
GST/HST	
PST	
Grand Total	
Signature of Authorized Representative of Bidder	
Name	Function/Title
Signature	Date