

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W8484-23-0296/A

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

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

Cameron Ryan-Simpson, 7-4-4

via Email / par courriel :

CAMERON.RYAN-SIMPSON@forces.gc.ca

**Proposal To: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale Canada**

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

|  |   |
|--|---|
| <b>Title / Titre:</b><br>ATF Romania - Accommodations & Laundry /<br>FOA Roumanie - Services d'hébergement et de buanderie                                 | <b>Solicitation No / No de l'invitation:</b><br>W8484-23-0296/A |
| <b>Date of Solicitation / Date de l'invitation:</b><br>17 June 2022 / 17 juin 2022   |   |
| <b>Address Enquiries to – Adresser toutes questions à:</b><br>Cameron Ryan-Simpson<br>101 Colonel By Drive<br>D Major Proc 7<br>Ottawa, Ontario<br>K1A 0K2 |   |
| <b>Telephone No. / N° de téléphone:</b><br>N/A   | <b>FAX No / No de fax:</b><br>cameron.ryan-simpson@forces.gc.ca |
| <b>Destination:</b><br>Mihail Kogalniceanu<br>Romania  |   |

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

|  |
|--|
| <b>Solicitation Closes /<br/>L'invitation prend fin:</b><br><br>At / à :<br>11:00 AM (EDT) / 11h00 (HAE)<br><br><br><br><br><br><br><br><br><br>On / le :<br>24 June 2022 / 24 juin 2022 |
|--|

|   |   |
|---|---|
| <b>Delivery required / Livraison exigée:</b><br>04 July 2022 to 15 August 2022 (See various groups)<br>4 juillet 2022 au 15 août 2022 (voir divers groupes)                             | <b>Delivery offered / Livraison proposée:</b> |
| <b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>  |   |
| <b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b> |   |
| <b>Name / Nom:</b> _____  | <b>Title / Titre:</b> _____                   |
| <b>Signature:</b> _____   | <b>Date:</b> _____                            |



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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 Summary**

This bid solicitation is being issued to satisfy the requirement of the Department of National Defence for to obtain accommodation and laundry services in support of the CAF's operation in Mihail Kogalniceanu, Romania. There is potential to award multiple contracts based on room availability for dates 11 July 2022 to 10 August 2022.

### **1.3 Statement of Work**

The work to be performed is detailed under Article 6.2 of the resulting contract clauses, and Annex A, Statement of Work.

### **1.4 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.

### **1.5 Trade Agreements**

This requirement is subject to the Canada Free Trade Agreement (CFTA).

## **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-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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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** 2022-03-29 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Subsection 2.d of section 05, Submission of bids, is deleted in its entirety and is replaced with the following:

- d. send its bid only to the Department of National Defence organization receiving the bids as specified on page 1 of the bid solicitation;

Section 06, **Late Bids** is deleted in its entirety.

The text under Section 07, **Delayed bids**, is deleted in its entirety and is replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

Subsection 1 of Section 08, **Transmission by facsimile or by epost Connect**, is deleted in its entirety.

The text under Section 13, **Communications – solicitation period**, is deleted in its entirety and is replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation.

Failure to comply with this requirement may result in the bid being declared non-responsive.

Canada will submit all significant enquiries received and their replies directly to invited Bidders by electronic mail. For further information, consult subsection 3 of the Submission of bids section.

Subsection 2 of Section 20, **Further Information**, is deleted in its entirety.

## 2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation document.

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## 2.3 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in 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

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) email system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

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.

- By submitting a bid, the bidder is certifying that they meet and accept the terms and conditions of the resulting contract clauses including the mandatory criteria as outlined in Annex A, Statement of Work.

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## **Section II: Financial Bid**

Bidders financial bid must include at a minimum the information requirements contained in the Basis of Payment (Annex B).

Unit Price: The firm unit price must be quoted in EUROS.

The total amount of Applicable Taxes must be shown separately (for contractual purposes only)

## **Section III: Certifications**

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

## **Section IV: Additional Information**

Canada requests that Bidders provide information for the contact person responsible for:

### **General enquiries**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

## **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 financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

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#### **4.1.1 Technical Evaluation**

SACC A0031T – 2010-08-16 - 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.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Euros.

The entire financial bid will be evaluated.

Annex B is recommended to use to provide the pricing. Bidders should complete Annex B.

#### **4.2 Basis of Selection**

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

##### **4.2.1 One Establishment**

Priority for contract award will be given to full bids providing all accommodations at one (1) establishment.

##### **4.2.2 Multiple Establishments**

Should there be no single establishment capable of complying with the requirements, multiple establishments could be used to provide the required accommodations. Each establishment must provide accommodations for at least one (1) group, as outlined in Annex "B" – Basis of Payment.

The final number of required guestrooms could vary based on the final requirements of the client.

#### **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.

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## 5.1 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.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.1.2 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.1.3 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.html?_ga=1.229006812.1158694905.1413548969) website ([https://www.canada.ca/en/employment-social-development.html?\\_ga=1.229006812.1158694905.1413548969](https://www.canada.ca/en/employment-social-development.html?_ga=1.229006812.1158694905.1413548969)).

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

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 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

### 6.3.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within four (4) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 6.3.2 Task Authorization Limit

Any task authorization to be issued must be authorized by the Contracting Authority before issuance.

### 6.3.3 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by D Maj Proc 7-4-4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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## 6.4 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/standardacquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.4.1 General Conditions

**2010C** 2022-01-28, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 6.5 Term of Contract

### 6.5.1 Period of the Contract

The period of the Contract is from 04 July to 31 August 2022.

## 6.6 Authorities

### 6.6.1 Contracting Authority

*The Contracting Authority will be provided at Contract Award*

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

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

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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 will be provided at Contract Award*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_.

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**

*To be inserted at Contract Award*

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information:

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

## 6.7 Payment

### 6.7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

*SACC Manual clause C6000C 2017-08-17*

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" for a cost of \_\_\_\_\_ (insert the amount at contract award). Customs duties are excluded and 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 Monthly Payments

*SACC Manual Clause H1008C 2008-05-12 Monthly Payments*

### 6.7.3 Electronic Payment of Invoices – Contract

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

- a) VISA Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI);
- e) 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.

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2. The original must be emailed to the Contracting Authority at the email address shown on page 1 of the Contract for certification and payment.

## **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 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **6.11 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada

### **6.12 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) the general conditions 2010C 2022-01-28, General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Work
- (d) Annex B, Basis of Payment

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## **ANNEX "A" STATEMENT OF WORK**

### **1. OVERVIEW AND GENERAL REQUIREMENTS**

#### **1.1. Purpose**

The purpose of this Statement of Work (SOW) is to obtain contracted support for furnished accommodations, laundry services, cleaning services, gym access and parking near Mihail Kogalniceanu (MK) Airfield, Romania for a period of time estimated to be 1 month, from 04 July 2022 to the 15 August 2022 (inclusive).

#### **1.2. Background**

A detachment of the Canadian Armed Forces (CAF) will be deploying to MK Airfield, Romania, in support of a NATO operation. The CAF will require contracted support for accommodations, laundry services and gym access. There will be 6 detachments sent for support. In total 237 members will need to be accommodated between the 04<sup>th</sup> July and the 15<sup>th</sup> August 2022. The details are in the table at point 2.1.6.

### **2. TECHNICAL REQUIREMENTS**

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

#### **2.1. General Requirements**

- 2.1.1. The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers;
- 2.1.2. The Contractor must ensure that accommodations are located within, no more than, 30 road kilometers of the Mihail Kogalniceanu Airfield;
- 2.1.3. The Contractor must accommodate CAF personnel in one (1) facility location for each detachment;
- 2.1.4. The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue, or unless it is requested by the Department of National Defence (DND) Technical Authority (TA);
- 2.1.5. The Contractor must be able to provide CAF personnel with the appropriate facilities for personnel to be self-catering with respect to meals.
- 2.1.6. Room Requirements:

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a) The Contractor must provide single and double occupancy rooms as follows:

| Date                             | Total Persons | Single Occupancy Rooms | Double Occupancy Room | Number of Nights | Number of Parking |
|----------------------------------|---------------|------------------------|-----------------------|------------------|-------------------|
| <b>04 July 22 - 15 August 22</b> | 26            | 5                      | 13                    | 42               | 14                |
| <b>11 July 22 - 15 August 22</b> | 71            | 5                      | 36                    | 36               | 24                |
| <b>22 July 22 - 15 August 22</b> | 11            | 5                      | 5                     | 25               | 6                 |
| <b>25 July 22 - 15 August 22</b> | 13            | 0                      | 9                     | 22               | 7                 |
| <b>28 July 22 - 15 August 22</b> | 12            | 0                      | 8                     | 19               | 6                 |
| <b>30 July 22 - 15 August 22</b> | 104           | 3                      | 54                    | 17               | 34                |

- b) A single occupancy room is to be defined as at least one bed (single or larger). A sofa bed or cot will not meet the requirement.
- c) A double occupancy room is to be define as at least two beds (single or larger). A sofa bed or cot will not meet the requirement.
- d) All rooms must be non-smoking and have at a minimum:
- i. Single or larger bed with clean comfortable bedding;
  - ii. private full bath with a minimum of a toilet, sink and shower;
  - iii. capability of completely blocking out light during the day, if available i.e. blackout curtains or shutters, to allow rest for shift-workers;
  - iv. each person must have their own key to the room;
  - v. television with cable;
  - vi. Wi-Fi access in rooms;
  - vii. mini bar refrigerator; and
  - viii. removal of mini bar contents in all rooms.

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- e) In the case of apartments, there must be no more than two private rooms within the apartment, and a private full bath with a minimum of a toilet, sink and shower must be provided within the apartment. All other requirements described in para 2.1.5 must still be met.

## **2.2. Services**

- 2.2.1 Check-in and out. The accommodation must provide early check-in and late check-out services as required to accommodate flight changes. If not feasible, in lieu of early or late check-out, a secured luggage storage area must be provided.
- 2.2.2. High speed internet must be available and free on-site. It is preferable that the internet be wireless and accessible throughout common areas, including guest rooms and conference rooms. If wireless connections are not available, wired connections are acceptable;
- 2.2.3 Breakfast. The hotel must provide a breakfast from 0600 till 1000. The breakfast should have the option to provide fresh food that include but not limited to fruits, beverages, coffee, proteins source such as eggs, cereals and bread.
- 2.2.4. Amenities - Contractor must provide access to all building amenities for the duration of the personnels' stay:
- a) Parking must be available on-site, minimum of parking space listed in point 2.1.6 starting on the 04<sup>th</sup> of July to the 15<sup>th</sup> of August 22;
  - b) Restaurant(s): a restaurant must be located within 5 minute walking distance of the accommodation;
  - c) A Sport/Fitness center with cardio machines and weights must be provided by the accommodation.
- 2.2.5 Cancellation Policy: The Cancellation Policy for an individual room shall be 48 hours' notice before check-in with no penalty. For less than forty-eight hours' notice, CAF will pay a penalty of one night per cancelled room. The CAF holds the right to reduce the amount of rooms not required at any time. In this case, the CAF must give the contractor forty-eight hours' notice. For less than forty-eight hours' notice, CAF will pay a penalty of one night per cancelled room.

## **2.3. Laundry Services**

- 2.3.1 The accommodation must have laundry services on-site, or capable of providing laundry services through another provider, which will be included in the scope of services of the contract and included in the Basis of Payment. A list of laundry prices is required;
- 2.3.2. If the Contractor does not have self-serve facility, he must provide laundry services (wash and dry) as described in para 2.3.3, 2.3.4, 2.3.5, 2.3.6;



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### 2.3.3. Estimated quantities for domestic laundry per member:

- a) The Contractor must be able to handle laundry volumes generated from up to 268 personnel with each person generating up to one (2) laundry bag weighing no more than seven (7) kilograms, two (2) times per week. Each laundry bag is to remain closed with the laundry inside throughout the laundry cycle;
- b) Examples of clothing per bag (or per CAF member) per week includes seven (7) pairs of socks, seven (7) t-shirts, seven (7) underwear, seven (7) undershirts, two (2) uniforms (uniforms consist of one (1) pair of pants, one (1) shirt), plus miscellaneous personal clothing, such as trousers (any type), shirts, t-shirts, track pants, sweaters, pajamas, blouses, skirts, dresses, shorts, brassieres and gym outfits;
- c) The Contractor must ensure that CAF clothing and other customers' clothing are laundered and remain separated to avoid loss or mix-up;
- d) The Contractor will ensure that any personal items found among the garments and textiles being laundered are returned by the Contractor to the CAF;
- e) If ammunition, explosive substances, or other contraband are found, the Contractor shall immediately inform the CAF Point of Contact for disposal;
- f) The Contractor shall provide all equipment and supplies necessary to perform this service at their own facilities;
- g) The Contractor will ensure minimum lost, stolen and damaged items;
- h) The Contractor will be financially liable for any lost, stolen or damaged items;
- i) The Contractor shall only charge the CAF for the number of bags received;
- j) The Contractor shall provide a copy of the order for each laundry bag with each clean laundry bag delivered, to be used for reconciliation with each invoice; and
- k) The Contractor will coordinate the return of laundry with the CAF's on-site technical authority.
- l) The Contractor shall only use hypoallergenic washing powder, detergents, and other additives and compounds that guarantee a good washing and cleaning effect and gentle treatment of textiles. All laundered articles shall be fully dried in order to prevent mildew/ odor;
- m) The Contractor shall provide laundry services with a turnaround time of no longer than 48 hours. Turnaround time includes the time the bagged dirty laundry is picked up at CAF's location to the return of clean, dry and folded laundry to the original location;
- n) Pick-up and delivery must take place in a secured designated site within the apartment, agreed upon with the on-site DND Technical Authority. Exact dates for laundry pick-up and delivery will be specified by the DND Technical Authority
- o) DND reserves the right to inspect the items and if specified standards are not met, items will be re-washed until specifications are met. This will be done at no additional cost to DND

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## **2.4. Incidental Charges**

2.4.1. Incidental charges incurred by personnel must be dealt with separately from the Contract. Examples of incidental charges that would not be covered by this Contract include but are not limited to:

- a) Telephone charges;
- b) Food and beverage charges;
- c) Minibar charges;
- d) Charges for Damages; and
- e) Other incidentals.

## **2.5. Contractor Responsibilities**

- a) The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries or emergencies;
- b) The Contractor will ensure that the designated on-site representative is able to answer the lead times identified in this SOW, for the duration of the Contract;
- c) The Contractor must ensure that all of the requirements outlined in this SOW are met at all times. The Contractor must respond back to the CAF Point of Contact within 24 hours of being advised of any discrepancies related to hotel rooms, hotel amenities, meals, and laundry, and advise the CAF Point of Contact of the corrective action;
- d) The Contractor must ensure that hotel accommodations can be secured and booked by the dates specified in the Contract;
- e) The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred);
- f) The Contractor must ensure that accommodations are located no more than 30 driving kilometers of the Mihail Kogalniceanu (MK) Airfield, Romania;
- g) The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue; and
- h) The Contractor must have sufficient back-up power generation systems to ensure that power outages do not exceed two hours;

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## 2.6. Canadian Armed Forces Responsibilities

- a) Each CAF member will be responsible for dropping off their laundry bag along with a completed form of the laundry contents. The CAF Representatives will be made known to the contractor ahead of time.
- b) CAF personnel must advise the CAF on-site Technical Authority or his/her designate of any discrepancies/issues, who will in turn advise the Contractor.

## 2.7 Conference Room (60 people)

- 2.7.1 Proposed hotel must have a conference space available from 04th June 2022 until 15th August 2022 accessible 24/7. It must contain a working space large enough for sixty (60) personnel in either a single room or two (2) 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.
- 2.7.2 Conference room contents: The conference space must have the following as a minimum:
  - a) Suitable chairs and board room, rectangular tables to accommodate up to sixty (60) personnel in a classroom or office space configuration;
  - b) One (1) conference table of sufficient size for twelve (12) people to sit around it in chairs;
  - c) A minimum of one (1) dedicated phone line (with phone number and phone);
  - d) Reliable high speed internet access for multiple Wi Fi capable computers, cable preferred;
  - e) Access to nearby water station;
  - f) Access to wash room facilities;
  - g) Access to minimum four (4) electrical outlets (115 volt);
  - h) Four (4) large garbage cans; and
  - i) Projector (if available).

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**ANNEX "B" BASIS OF PAYMENT**

The Bidder must provide accommodations services in accordance with Annex A – Statement of Work. Basis of payment will be firm fixed rate for the duration of the contract.

Applicable taxes are extra.

Nightly prices of rooms include the cost of the provided cookware and tableware.

All Prices are in Euros.

Name of Hotel: \_\_\_\_\_

| <b>Group A</b>  |                             |   |                            |                              |
|---|-----------------------------|---|----------------------------|------------------------------|
| <b>Contract Period: From 04 July 2022 to 15 August 2022</b> |                             |   |                            |                              |
| <b>Hotel Rooms</b>  | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
| Single Occupant Rooms                                       | 5                           | €   | 42                         | €                            |
| Double Occupant Rooms                                       | 13                          | €   | 42                         | €                            |
| Conference Room   | 1                           | €   | 42                         | €                            |
| <b>Laundry</b>  | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg              | 372                         | €   |                            | €                            |
| <b>Parking</b>  | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                                     | 14                          | €   | 42                         | €                            |
| <b>(a) Total Initial Contract Period €</b>                  |                             |   |                            | €                            |

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Name of Hotel: \_\_\_\_\_

| <b>Group B</b>  |                             |   |                            |                              |
|---|-----------------------------|---|----------------------------|------------------------------|
| <b>Contract Period: From 11 July 2022 to 15 August 2022</b> |                             |   |                            |                              |
| <b>Hotel Rooms</b>  | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
| Single Occupant Rooms                                       | 5                           | €   | 36                         | €                            |
| Double Occupant Rooms                                       | 36                          | €   | 36                         | €                            |
| <b>Laundry</b>  | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg              | 790                         | €   |                            | €                            |
| <b>Parking</b>  | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                                     | 24                          | €   | 36                         | €                            |
| <b>(b) Total Initial Contract Period €</b>                  |                             |   |                            | €                            |

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Name of Hotel: \_\_\_\_\_

**Group C****Contract Period: From 22 July 2022 to 15 August 2022**

| <b>Hotel Rooms</b>                             | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
|--|-----------------------------|---|----------------------------|------------------------------|
| Single Occupant Rooms                          | 5                           | €   | 25                         | €                            |
| Double Occupant Rooms                          | 5                           | €   | 25                         | €                            |
| <b>Laundry</b>                                 | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg | 120                         | €   |                            | €                            |
| <b>Parking</b>                                 | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                        | 6                           | €   | 25                         | €                            |
| <b>(c) Total Initial Contract Period €</b>     |                             |   |                            | €                            |

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Name of Hotel: \_\_\_\_\_

| <b>Group D</b>  |                             |   |                            |                              |
|---|-----------------------------|---|----------------------------|------------------------------|
| <b>Contract Period: From 25 July 2022 to 15 August 2022</b> |                             |   |                            |                              |
| <b>Hotel Rooms</b>  | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
| Single Occupant Rooms                                       | 0                           | €   | 22                         | €                            |
| Double Occupant Rooms                                       | 9                           | €   | 22                         | €                            |
| <b>Laundry</b>  | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg              | 108                         | €   |                            | €                            |
| <b>Parking</b>  | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                                     | 7                           | €   | 22                         | €                            |
| <b>(d) Total Initial Contract Period €</b>                  |                             |   |                            | €                            |

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Name of Hotel: \_\_\_\_\_

**Group E****Contract Period: From 28 July 2022 to 15 August 2022**

| <b>Hotel Rooms</b>                             | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
|--|-----------------------------|---|----------------------------|------------------------------|
| Single Occupant Rooms                          | 0                           | €   | 19                         | €                            |
| Double Occupant Rooms                          | 8                           | €   | 19                         | €                            |
| <b>Laundry</b>                                 | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg | 96                          | €   |                            | €                            |
| <b>Parking</b>                                 | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                        | 6                           | €   | 19                         | €                            |
| <b>(e) Total Initial Contract Period €</b>     |                             |   |                            | €                            |



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Name of Hotel: \_\_\_\_\_

| <b>Group F</b>  |                             |   |                            |                              |
|---|-----------------------------|---|----------------------------|------------------------------|
| <b>Contract Period: From 30 July 2022 to 15 August 2022</b> |                             |   |                            |                              |
| <b>Hotel Rooms</b>  | <b>Estimated # of Rooms</b> | <b>All Inclusive Per Diem Price per Room (including all taxes &amp; fees)</b> | <b>Estimated # of Days</b> | <b>Total Cost of Rooms</b>   |
| Single Occupant Rooms                                       | 3                           | €   | 17                         | €                            |
| Double Occupant Rooms                                       | 54                          | €   | 17                         | €                            |
| <b>Laundry</b>  | <b>Estimated # of Bags</b>  | <b>Price Per Bag</b>  |                            | <b>Total Cost of Laundry</b> |
| Laundry – Price per bag weighing less than 7Kg              | 666                         | €   |                            | €                            |
| <b>Parking</b>  | <b># of Parking</b>         | <b>Price Per Day</b>  | <b>Estimated # of Days</b> | <b>Total Cost of Parking</b> |
| Parking – Price per day                                     | 34                          | €   | 17                         | €                            |
| <b>(f) Total Initial Contract Period €</b>                  |                             |   |                            | €                            |

Expected usage numbers are estimates provided in good faith and do not guarantee actual usage.

## 2.0 Total Estimated Cost

Initial Contract Period: € \_\_\_\_\_

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**ANNEX "C" – MANDATORY TECHNICAL CRITERIA**

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

| <b>MANDATORY REQUIREMENTS</b> |  | <b>Met</b> | <b>Not Met</b> |
|-------------------------------|--|------------|----------------|
| <b>1</b>                      | Accommodations are located within, no more than, 30 road kilometers of the Mihail Kogalniceanu Airfield  |            |                |
| <b>2</b>                      | The Contractor must be able to provide CAF personnel with the appropriate facilities for personnel to be self-catering with respect to meals.  |            |                |
| <b>3</b>                      | All rooms must be non-smoking and have at a minimum: <ul style="list-style-type: none"> <li>a) Single or larger bed with clean comfortable bedding;</li> <li>b) private full bath with a minimum of a toilet, sink and shower;</li> <li>c) capability of completely blocking out light during the day, if available i.e. blackout curtains or shutters, to allow rest for shift-workers;</li> <li>d) each person must have their own key to the room;</li> <li>e) television with cable;</li> <li>f) Wi-Fi access in rooms;</li> <li>g) mini bar refrigerator; and</li> <li>h) removal of mini bar contents in all rooms.</li> </ul> |            |                |
| <b>4</b>                      | The accommodation must provide early check-in and late check-out services as required to accommodate flight changes. If not feasible, in lieu of early or late check-out, a secured luggage storage area must be provided.   |            |                |
| <b>5</b>                      | High speed internet must be available and free on-site.  |            |                |
| <b>6</b>                      | Breakfast must be provided from 0600 till 1000. The breakfast should have the option to provide fresh food that include but not limited to fruits, beverages, coffee, proteins source such as eggs, cereals and bread  |            |                |

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| <b>MANDATORY REQUIREMENTS</b> |  | <b>Met</b> | <b>Not Met</b> |
|-------------------------------|--|------------|----------------|
| <b>7</b>                      | <p>Contractor must provide access to all building amenities for the duration of the personnel's' stay:</p> <ul style="list-style-type: none"> <li>a) Parking must be available on-site</li> <li>b) Restaurant(s) must be located within 5 minute walking distance of the accommodation;</li> <li>c) A Sport/Fitness center with cardio machines and weights must provided by the accommodation.</li> </ul>   |            |                |
| <b>8</b>                      | The Contractor must be able to handle laundry volumes generated from up to 268 personnel with each person generating up to one (2) laundry bag weighing no more than seven (7) kilograms, two (2) times per week. Each laundry bag is to remain closed with the laundry inside throughout the laundry cycle;   |            |                |
| <b>9</b>                      | The Contractor must designate an English speaking representative to liaise with authorized CAF personnel   |            |                |
| <b>10</b>                     | The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries.   |            |                |
| <b>11</b>                     | <p>The Contractor must provide a conference space available from 04th June 2022 until 15th August 2022 accessible 24/7. It must contain:</p> <ul style="list-style-type: none"> <li>a) A working space large enough for sixty (60) personnel in either a single room or two (2) adjoining rooms.</li> <li>b) Controlled access, meaning that hotel staff will need to have CAF approval to enter the space.</li> <li>c) Hotel staff must be escorted by CAF personnel at all times when accessing this conference space</li> </ul> |            |                |

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| <b>MANDATORY REQUIREMENTS</b> |   | <b>Met</b> | <b>Not Met</b> |
|-------------------------------|---|------------|----------------|
| <b>12</b>                     | <p>The conference space must have the following as a minimum:</p> <ul style="list-style-type: none"> <li>a) Suitable chairs and board room, rectangular tables to accommodate up to sixty (60) personnel in a classroom or office space configuration;</li> <li>b) One (1) conference table of sufficient size for twelve (12) people to sit around it in chairs;</li> <li>c) A minimum of one (1) dedicated phone line (with phone number and phone);</li> <li>d) Reliable high speed internet access for multiple Wi Fi capable computers, cable preferred;</li> <li>e) Access to nearby water station;</li> <li>f) Access to wash room facilities;</li> <li>g) Access to minimum four (4) electrical outlets (115 volt);</li> <li>h) Four (4) large garbage cans; and</li> <li>i) Projector (if available).</li> </ul> |            |                |

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## **ANNEX “D” to PART 1 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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