



ADDENDUM # 2

Date: July 27, 2022

Title: Accommodation Services in New York City

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of accommodation services, bearing number 23-222013. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions related to the RFP that we received
2. Make amendments to the RFP

This addendum is issued prior to receipt of bids to provide for certain revisions to and clarification of the solicitation documents.

QUESTIONS AND ANSWERS

- Q1. In Annex A Statement of Work, under point 6 b) of Specifications/ Minimum Requirements of the Units, it states that the units must be at least one-bedroom accommodations. Would Mission Procurement consider Studio accommodations of 400 sq ft or larger, otherwise featuring all outlined specifications and meeting all minimum requirements, for a significant cost savings? If so, should we offer 2 versions of Annex B? Would Mission Procurement consider a mix of studio and 1-bedroom accommodations at the same property?
- A1. Please refer to answer A2. of Addendum #1 dated July 20, 2022.
- Q2. In Annex A Statement of Work, under point 10 - Cancellation policy (page 31), it refers to Annex B for Cancellation policy for less than 15 days. There is not anything in Annex B referring to a cancellation fee within 15 days' period. Please advise where and how the cancellation policy for less than 15 days have to be included with the RFP.
- A2. Please refer to Amendment # 1 to the RFP, see below.
- Q3. Annex B II Pricing Summary (Page 32) requires to state taxes and the total amount. Does Department of Foreign Affairs, Trade and Development Canada carries US Tax Exemption Certificate/Card that it intends to use to waive applicable accommodation taxes?
- A3. The Government of Canada has a tax exemption card for accommodation services and intends to use it for this contract.
- Q4. Could you kindly confirm the timeline of the RFP process and when the Department of Foreign Affairs, Trade, and Development Canada anticipate awarding the contract.
- A4. Please refer to answer A1. of Addendum #1 dated July 20, 2022.
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AMENDMENTS TO THE RFP

1. In Annex B - Basis of Payment:

DELETE:
Annex B in its entirety

INSERT:

ANNEX B - BASIS OF PAYMENT

Name of Bidder:	
Address:	
Contact Person:	
Phone Number:	
E-mail:	
Print Name:	
Signature:	
Date: (yyyy-mm-dd)	

1. Accommodation Services

Firm Nightly Rate per Unit

The Contractor will be paid firm nightly rates per unit as follows, for Work performed in accordance with the Contract. Applicable Taxes are extra.

Unit	Firm Nightly Rate (USD) Taxes Excluded	*Estimated Number of Nights	Subtotal (USD) Taxes Excluded
At least 1-Bedroom Unit		845	

*Estimated number of nights is used for evaluation purposes and is no guarantee of volume.

2. Cancellation Penalty

	Firm Rate (USD) Taxes Excluded
Cancellation penalty for modifying or releasing units less than 15 business days before the check in date	



3. Pricing Summary

Unit	Subtotal (Section 1) (USD) Taxes Excluded
At least 1-Bedroom Unit	

Taxes	%	Amount

TOTAL	
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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED