



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Chelsea Fowler
DSPCOS 6-4-4
Chelsea.fowler@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 indique(s).

Solicitation Closes – L'invitation prend fin

At – à : 09:00 EST

On - le : November 8, 2022

Title/Titre Hotel Accommodations – Brzeg, Poland	Solicitation No – N° de l'invitation W8482-230353/A
Date of Solicitation – Date de l'invitation November 4, 2022	
Address Enquiries to – Adresser toutes questions à Chelsea Fowler DSPCOS 6-4-4 chelsea.fowler@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No – N° de fax
Destination See herein	

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 harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
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)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS.....	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT	4
2.4 ENQUIRIES - BID SOLICITATION	5
2.5 APPLICABLE LAWS	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	8
PART 6 - RESULTING CONTRACT CLAUSES	9
6.1 SECURITY REQUIREMENTS	9
6.2 STATEMENT OF WORK	9
6.3 STANDARD CLAUSES AND CONDITIONS	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES.....	10
6.6 PAYMENT.....	11
6.7 INVOICING INSTRUCTIONS.....	11
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION	11
6.9 INSURANCE.....	11
6.10 APPLICABLE LAWS	11
6.11 PRIORITY OF DOCUMENTS.....	12
6.12 DISPUTE RESOLUTION	12
ANNEX A	13
STATEMENT OF WORK	13
ANNEX B – BASIS OF PAYMENT.....	22
ANNEX C – EVALUATION CRITERIA	26
ANNEX D TO PART 3 OF THE BID SOLICITATION	27
ELECTRONIC PAYMENT INSTRUMENTS.....	27

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, Statement of Work.

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement.

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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 CPC Connect Service**, 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.

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 two (2) 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 the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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.

Section II: Financial Bid

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

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

Section IV: Certifications

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex D 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.

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 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

Mandatory Technical Criteria can be found in Annex C of the bid solicitation.

4.1.2 Financial Evaluation

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

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.

5.1.2 Supplier Certification Attestation

If a bidder is not the direct service provider, by submitting a bid the bidder certifies that the service provider has been contacted and has availability to provide the services offered as per the SOW at Annex A.

As outlined in Section 16, Conduct of evaluation in the 2003 (2022-03-29) Standard Instructions, the bidder acknowledges that Canada may contact the service provider to confirm their availability prior to contract award. To facilitate the verification the bidder is requested to provide contact information for the proposed service provider.

Name: _____
Telephone: _____
Email: _____

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](#) website.

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 (2022-01-28), General Conditions - Services (Medium Complexity) are incorporated by reference 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 13 November 2022 to 31 May 2023.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional period until October 31 2023, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) 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 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chelsea Fowler
Title: Material Acquisition and Support Specialist
Department of National Defence
101 Colonel By Drive
Ottawa Ontario Canada
K1A 0K2
E-mail address: Chelsea.fowler@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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
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.

6.5.3 Contractor's Representative

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

Contractor Representative's Contact Information:

Name: _____
Title: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

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

6.6.2 Monthly Payments

SACC Manual Clause H1008C (2008-05-12) Monthly Payments

6.6.3 Electronic Payment of Invoices – Contract

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

- a) Direct Deposit (Domestic and International);
- b) Electronic Data Interchange (EDI);
- c) Wire Transfer (International Only).

6.7 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. Invoices must be distributed as follows:

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

6.8 Certifications and Additional Information

6.8.1 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.

6.9 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

6.10 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) the general conditions 2010C (2022-01-28), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Contractor's bid

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 WORK

Section 1.0 Overview

1. Purpose.

- 1.1. This Statement of Work (SOW) identifies a Canadian Armed Forces (CAF) requirement for accommodations, hotel amenities, meals and laundry services in the vicinity of Brzeg Poland for the period of seven (7) months, starting on 13 November 2022 until 31 May 2023, with the potential to extend until 31 October 2023.

2. Background.

- 2.1. OP UNIFIER is a training and mentoring program of Ukrainian Armed Forces personnel. The CAF is participating in this program located in the vicinity of Brzeg, Poland with a group of 47 people.

3. Scope

- 3.1. The CAF has a requirement for the provision of the following services for the duration of the contract period indicated in para 1.1, in support of the CAF's operation in Brezgz, Poland.

4. Terminology

- 4.1. Single Occupancy: A single occupancy room is to be defined as a room configured for one (1) occupant containing one bed (double or larger). A sofa bed or cot will not meet the requirement.
- 4.2. Suite/Apartment: A suite/apartment room means at least one bed in a bedroom, and another separate room with a living or office area that could fit up to five (5) individuals on a daily basis. The meeting area will be separate and distinct from the sleeping area. Each bed must be a double bed or larger.
- 4.3. Incidental Charges: Incidental charges or simply, incidentals are defined as charges incurred that are not included in the contract price for the room, meals and laundry service. They include but are not limited to telephone charges, minibar charges, and charges for damages.
- 4.4. Wi-Fi Access: Wi-Fi access is defined as wireless internet access available in each room and in common areas of the hotel at no additional cost to the CAF member.
- 4.5. Technical Authority (TA): The CAF representative who is the main CAF liaison for the contractor and who will ensure the contract requirements are being met.
- 4.6. Point of Contact (PoC): The individual identified by the contractor who will be the main liaison between the TA and the contractor.
- 4.7. Take away lunch: A mid-day meal that is packed in a box or bag and can be taken with the hotel guest when they leave for work in the morning.

Section 2.0 Requirements

5. Tasks

- 5.1. Provide forty-seven (47) single occupancy rooms and one (1) suite/apartment from 13 November 2022 until 31 May 2023. One option period to extend until 31 October 2023.
- 5.2. Provide hotel amenities, meals, and laundry services to each CAF member for duration of contract.

6. General Requirements

- 6.1. The accommodations must be located no more than 10 driving kilometers of 54 Pepice, Pepice, Poland.
- 6.2. The Contactor must accommodate CAF personnel in one (1) hotel facility.
- 6.3. Rooms. Each room must:
 - 6.3.1. Be non-smoking.
 - 6.3.2. Include full bath with minimum of toilet, sink and shower.
 - 6.3.3. Include a safe with a programmable combination locking mechanism.
 - 6.3.4. Include at least two (2) electrical outlets.
 - 6.3.5. Must be air conditioned and heated.
 - 6.3.6. Include an alarm clock.
 - 6.3.7. Include bar size refrigerator, and coffee maker.
 - 6.3.8. Include telephone capable of making international calls. CAF members will pay phone charges at the time of checkout. The CAF will not be invoiced for calls made from the room.
 - 6.3.9. Have Wi-Fi access.
 - 6.3.10. Have a television.
 - 6.3.11. Meet the local government's standards for hygiene, sanitation, and cleaning services.
 - 6.3.12. Must provide one (1) litre of bottled water per room daily.
- 6.4. For a Suite/apartment: Provide a board room / private common area with the following characteristics:
 - 6.4.1. Be furnished with a television, couches and chairs.

7. Room Cleaning

- 7.1. Rooms must be cleaned a minimum of twice a week.

7.2. Hand-towels, bath towels washcloths and bath mat must be changed twice a week at a minimum. Soap and shampoo sufficient for the number of personnel in each room provided daily.

7.3. Linen must be changed at least once a week.

8. Hotel Amenities. The contractor must:

8.1. Upon award of contract the contractor will identify one English speaking point of contact (PoC). This PoC will be responsible for coordinating all delivery of services with the TA.

8.2. Ensure the PoC or their designate will be available 24 hours per day to address issues that arise. If the PoC designate does not speak English they must have access to an English speaker by telephone.

8.3. Provide ten (10) on-site parking spaces for CAF members at no additional cost.

8.4. Provide access to hotel fitness facility at no additional cost.

8.5. Provide on-site high-speed internet at no additional cost. The service must be able to support a minimum download speed of ten (10) megabits per second (Mbps) and minimum upload speed of five (5) Mbps, per connected device.

9. Meal Services

9.1. The contractor must deliver meals in accordance with the following schedule. The following represents the best estimated daily schedule for feeding requirements:

9.2. Hot breakfast must be available by 0700 hrs daily from Monday to Sunday.

9.3. Take-away lunches must be available for pick up at the location designated by the contractor within the hotel by 0800 hrs Monday to Sunday.

9.4. Hot supper must be available between 1700 – 1900 hrs Monday to Sunday.

9.5. For changes in the meal schedule, the Contractor will be notified three (3) days in advance by the TA.

9.6. Meal Specifications

9.6.1. Food services must be provided in accordance with the CAF standard meal item availability specifications enclosed at Appendix 1 to 3. The specifications are to be used as a reference to maintain the administration of food services and a minimum level of food service quality, safety, and quantity. The specifications are not intended to prescribe how the Contractor will carry out the work, or exactly what selection of meals are to be provided, but only the desired level of service.

9.6.2. Take away meals must be provided by the Contractor as per the Dispersed Meal Patterns identified at appendix 2, Boxed Lunches. They are cold meals packaged individually for consumption away from a dining facility to meet operational/training requirements.

9.6.3. All food handling, storage and preparation practices are to be in accordance with the Food Safety code of Practice for Canada's Foodservice Industry, located at the following website <http://www.crfa.ca/shop/foodsafetycodeofpractice.asp>.

-
- 9.6.4. All meals must have assorted non-alcoholic beverages included.
- 9.6.5. Portion sizes for all meal standards are found in Appendix 3 – Portion Size Standard.
- 9.6.6. The Contractor must deliver the meals through their own food services kitchen. If for operational reasons the contractor finds it necessary to hire a sub-contractor to prepare food they must notify the TA at the earliest possible moment and obtain authorization to do so.
- 9.6.7. The Contractor must provide sample menus of items available for breakfast, dinner, and take away lunches.
- 9.6.8. There must be variety in the meals and in the take away lunches to avoid repetition and ensure variety of choices. The same meals are not to be provided day after day, so there must be minimum of five (5) days between repeated meals.

9.7. Quality Assurance

- 9.7.1. Meals not conforming to the specifications detailed at appendix 1, 2, and 3 will be returned to the Contractor and will not be paid for.
- 9.7.2. The Contractor must accommodate, within 24 hours notice, special dietary needs to accommodate religious beliefs and temporary illness when directed by the CAF representative.
- 9.7.3. Food prepared must be free of contamination, and must be produced from items that have not exceeded their “best before” or expiry date.
- 9.7.4. Personnel preparing the food must hold the appropriate food services qualifications in Poland.
- 9.8. Packaging. The Contractor is responsible for all packaging materials related to the provision and service of these meals. Meals must be prepared no more than 12 hours ahead of the delivery date. Meals must be held under refrigeration until pick-up ensuring holding times and temperatures are in accordance with the Food Safety Code of Practice for Canada’s Foodservices Industry showing no signs of deterioration.

10. Laundry Services

- 10.1. The contractor will provide laundry services including wash, dry and folding.
- 10.2. The contractor will allow for two (2) bags of laundry, up to seven (7) kgs, per CAF member per week.
- 10.3. The contractor will have an on-site laundry drop off / pick up location and will ensure that laundry drop off and pick up can be done some time between the hours of 1700 hrs and 0800 hrs to accommodate the working schedules of the CAF members.
- 10.4. The Contractor shall provide laundry services with a turnaround time of no longer than 48 hours.
- 10.5. Upon drop off of laundry, each CAF member will provide the contractor with an itemized list of articles in the bag. Each bag will be tagged (named) for each individual. Both the contractor and the CAF member must retain a copy of the list. The contractor will ensure that CAF member laundry is segregated and not processed with any non-CAF laundry.
- 10.6. CAF members must advise the TA or their designate of any discrepancies/issues within 24 hours of the laundry delivery, who will in turn advise the contractor.

Section 3.0 CAF Responsibilities

11. The CAF will identify an individual, who is the CAF Technical Authority (TA), or representative for whom the work is being carried out. The TA is responsible for all matters concerning the technical requirements of the work and will coordinate all delivery of services with the contractor. The TA will provide the contractor's PoC with a telephone number and will be responsive to any issues that the contractor needs to address with regard to the contract.
12. The TA will notify the Contractor of irregular services that arise. An example of an irregular service issue includes changes in the regular working hours of CAF members, a change to meal requirements, etc.
13. The TA will advise the Contractor immediately upon discovery of any damage to hotel rooms.
14. The TA will notify the Contractor no later than two (2) weeks in advance should there be a change in the number of rooms required.

Section 4.0 Deliverables

15. Provide accommodations per SOW sections 6 through 8 inclusive.
16. Provide meals daily per SOW section 9.
17. Provide laundry services weekly per SOW section 10.

Solicitation No. - N° de l'invitation
W8484-230353/A
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
P3F
CCC No./N° CCC - FMS No./N° VME

Appendix 1 – REGULAR MEAL PATTERN

Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments / Preserves
Supper
Soup Main Entrée dish Choice of freshly prepared protein dish, pasta or à la carte Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments

Appendix 2 – BOXED LUNCHES

BOXED MEALS	
<p>Two fruit One juice Cereal (with 250 ml milk) Egg Breakfast meat or alternative (meat, cheese or yogurt) Two breakfast bread products Appropriate condiments</p>	<p>Two sandwiches - 1 of sliced solid meat (90 g) 1 with a mixed filling, (110 g) Or 1 sandwich with a mixed filling + 1 solid meat item with a roll Or 1 cold plate with sliced meats + a solid meat item with two rolls. (Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.) Condiments appropriate for sandwiches and salad Fresh or canned fruit One prepared or baked dessert Two beverages One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)</p>

Note 1: Two beverages: One of the two beverages should be milk. However, in situations where milk may not be appropriate for issue in a box lunch (hot weather conditions, diner preference), either 2 x 250 ml juice/cold beverages or 1 x 400-500 ml container of juice/cold beverage can be issued. Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, and Bottled water, flavored, sparkling, fortified or other bottled water products are not covered within this standard.

Appendix 3 – PORTION SIZE STANDARD

Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	210 g cooked / (180 g raw)
Fish (steaks, fillet)	210 g (raw)
Fish (battered)	210 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta / sauce (main entrée)	210 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total))
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (210g)
Submarine (21 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling – salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jell-O	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm))
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml / 250 ml
Fruit Drinks	250 ml
Pop	250 ml

Solicitation No. - N° de l'invitation

W8484-230353/A

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

XXXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur

P3F

CCC No./N° CCC - FMS No./N° VME

Hot Beverages

250 ml

ANNEX B – BASIS OF PAYMENT

The Contractor must provide commercial accommodations from 13 November 2022 to 31 May 2023, with the option to extend to 31 October 2023 in accordance with Annex A, Statement of Work.

The Government of Poland has granted the Canadian Armed Forces exemption from paying VAT. Exemption certificates will be provided after Contract award.

Basis of payment will be firm fixed rate for the duration of the contract. Applicable taxes are extra. All prices must be in Euros.

ACCOMMODATIONS

Name of Hotel: _____

Initial Period

Date Check-in and Check-out	Number of Nights (A)	Single Room		Total cost for Single Rooms (A*B*C)
		Nightly Price (B)	Number of Apartments (C)	
13 November 2022 to 31 May 2023	199		47	

Date Check-in and Check-out	Number of Nights (A)	Apartment/Suite Style		Apartment/Suite Style (A*B*C)
		Nightly Price (B)	Number of Apartments (C)	
13 November 2022 to 31 May 2023	199		1	

Solicitation No. - N° de l'invitation
W8484-230353/A
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
P3F
CCC No./N° CCC - FMS No./N° VME

Option Period

Date Check-in and Check-out	Number of Nights (A)	Single Room		Total cost for Single Rooms (A*B*C)
		Nightly Price (B)	Number of Apartments (C)	
June 1 2023- October 31 2023	152		47	

Date Check-in and Check-out	Number of Nights (A)	Apartment/Suite Style		Apartment/Suite Style (A*B*C)
		Nightly Price (B)	Number of Apartments (C)	
June 1 2023- October 31 2023	152		1	

Total Cost Accommodations: _____

Laundry Services

Initial Period

	Number of weeks of Laundry pickup (A)	Laundry		Total cost for Laundry A*B*C
		Price per bag (B)	Number of bags per week (Max 2 7kg bag each week per person) (C)	
13 November 2022 to 31 May 2023	28		94	

Option Period

	Number of weeks of Laundry pickup (A)	Laundry		Total cost for Laundry A*B*C
		Price per bag (B)	Number of bags per week (Max 2 7kg bag each week per person) (C)	
1 June 2023 to 31 October 2023	21		94	

Total Cost Laundry: _____

Food Services

Initial Period

13 November 2022 to 31 May 2023	Number of days (A)	Meals		Total cost for Food Services (A*B*C)
		Per meal price (B)	Number of People (C)	
Hot Breakfast	200		47	
Boxed Lunch	199		47	
Hot Supper	199		47	

Option Period

June 1 2023- October 31 2023	Number of days (A)	Meals		Total cost for Food Services (A*B*C)
		Per meal price (B)	Number of People (C)	
Hot Breakfast	153		47	
Boxed Lunch	152		47	
Hot Supper	152		47	

Total Cost Food Services: _____

ANNEX C – EVALUATION CRITERIA

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.

Name of Hotel: _____

	Mandatory Technical Criteria	Met Y/N
1	The Contractor must provide forty-seven (47) single occupancy rooms and one (1) suite/apartment for the dates indicated.	
2	The Contractor must provide rooms that meet all requirements stated in Annex A, para 6.	
3	The Contractor must have an onsite fitness facility available to personnel at no additional cost.	
4	The Contractor must provide on-site parking for up to ten (10) vehicles, at no additional cost.	
5	The Contractor must provide room cleaning services that meet local government's standards for hygiene and sanitation on a twice weekly basis. Clean bed linens must be provided on a weekly basis, and clean towels must be provided on a twice weekly basis.	
6	The Contractor must provide on-site high-speed internet at no additional cost. The service must be able to support a minimum download speed of ten (10) megabits per second (Mbps) and minimum upload speed of five (5) Mbps, per connected device.	
7	The contractor must deliver meals for forty-seven (47) personnel in accordance with para 9 and appendices 1,2 and 3. In order to meet this requirement, the Bidder must provide a menu that clearly demonstrates that it is capable of providing food as per para 9 and appendices 1, 2, and 3.	
8	The Contractor must provide an English-speaking, on-site point of contact (POC) for the entire period of the contract in accordance with Annex A para 8.1 and 8.2.	
9	The Contractor must accommodate CAF personnel in one (1) hotel facility.	
10	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.	
11	The Contractor must ensure that accommodations are located no more than 10 driving kilometers of 54 Pepice, Pepice, Poland. In order to meet this requirement, the Bidder must provide a map that demonstrates that the accommodations are located no more than 10 driving kilometers of 54 Pepice, Pepice, Poland.	
13	The Contractor must provide laundry services for forty-seven (47) personnel that meet the requirements stated in para 10.	

ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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);
- Large Value Transfer System (LVTS) (Over \$25M)