



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](mailto: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 11, 2022

<b>Title/Titre</b> Hotel Accommodations – Wiesbaden, Germany	<b>Solicitation No – N° de l'invitation</b>  <b>W8482-230352/A</b>
<b>Date of Solicitation – Date de l'invitation</b> November 8, 2022	
<b>Address Enquiries to – Adresser toutes questions à</b>  <b>Chelsea Fowler</b> <b>DSPCOS 6-4-4</b> <b>chelsea.fowler@forces.gc.ca</b>	
<b>Telephone No. – N° de téléphone</b>	<b>FAX No – N° de fax</b>
<b>Destination</b>  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 _____

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

### 1.2 Statement of Work

The work to be performed is detailed under Annex A, 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 following trade agreements: 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.

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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.

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## 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) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from 15 November 2022 to January 15 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 March 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.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 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 Project 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**

*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

### **6.6.2 Monthly Payments**

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

### **6.6.5 Electronic Payment of Invoices – Contract**

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

- a. 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

### 1

#### Background

- 1.1 The purpose of this Statement of Work (SOW) is to obtain contracted support for furnished accommodations, laundry services, cleaning services, gym access, and parking in Wiesbaden or Mainz, Germany.

### 2

#### Objective

- 2.1 The objective of this Statement of Work is to obtain short term accommodation, parking, and laundry services or accessible laundry equipment for seven (7) Canadian Armed Forces personnel in Wiesbaden or Mainz, Germany from 15 November 2022 until 15 January 2023, with the option to extend to 31 March 2023.

### 3

#### Scope

- 3.1 The Contractor must provide accommodation, parking, and laundry services or accessible laundry equipment for seven (7) rooms on a continuing basis.

### 4

#### Terminology

- 4.1 DND/CAF. Department of National Defense/Canadian Armed Forces
- 4.2 A single occupancy room is to be defined as at least one bed (double or larger). A sofa bed or cot will not meet the requirement.
- 4.3 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

### 5

#### Requirement

#### 5.1 General Requirement

- 5.1.1 The Contractor must provide the following:

Location	Number of Contracted Rooms	Check-In Date	Check-Out Date	Option to Extend
Wiesbaden, Germany	7	15 November 2022	15 January 2022	31 March 2023

- 5.1.2 Contracted Rooms are required and must be guaranteed for every day of the contracted period; and

- 5.1.3 Check-In and Check-Out dates may be adjusted to be a maximum of seven (7) days earlier or later, as travel plans dictate. The Contractor will be provided a minimum of seven (7) days' notice of a change, with the exception of changes required due to flight delays where notice is not possible.

#### 5.2 Accommodations Requirement

- 
- 5.2.1 All rooms must be single occupancy with no smoking: A single occupancy room means a room with one bedroom and one full bathroom.
- 5.2.2 General room cleaning service must be performed, as a minimum, twice weekly with weekly linen exchange to include bedding and towels;
- 5.2.3 At least one (1) sanitized (clean or disinfected) drinking glass per person per day must be provided;
- 5.2.4 All bedrooms must include a double bed or larger, with bedding. A sofa bed or cot will not be considered acceptable. Each bedroom must have an armoire or dresser with a minimum of two drawers or equivalent shelving. Each bedroom must have suitable closet space to hang a minimum of fourteen items of clothing;
- 5.2.5 Each room must have a private full bathroom with minimum of a toilet, sink and shower. Shared bathrooms will not be accepted;
- 5.2.6 Rooms must be equipped with individual climate control, to include adjustable heat and air conditioning;
- 5.2.7 Safes must be made available within the room or at a minimum at the front desk for CAF personnel storage only;
- 5.2.8 Each room must have an alarm clock or easy access to a reliable wake-up call service;
- 5.2.9 Rooms must contain at least two (2) electrical outlets;
- 5.2.10 Rooms must have an in-room telephone capable of making international calls. Personnel will pay for phone charges at time of check out, invoiced separately;
- 5.2.11 Rooms must have a flat screen television with remote;
- 5.2.12 Rooms must meet a minimum of HOTREC (The Confederation of National Associations of Hotels, Restaurants, Cafes and Similar Establishments in the EU) category 3 (three)/three star hotel minimum;
- 5.2.13 The Hotel must be able to provide parking onsite or be located within a 500 meter radius for up to seven (7) vehicles;
- 5.2.14 The Hotel must be located in Wiesbaden or Mainz, Germany, within 10 km by road of USA base Lucius E. Clay Kasern located at Flugplatz Erbenheim 1067, 65205 Wiesbaden, Germany.
- 5.2.15 The Hotel must be located within 1.5 driving km by road of three (3) separate restaurants.
- 5.2.16 The Hotel must have a fitness facility or be situated within one (1) km, by road, of a fitness facility that at a minimum includes cardio machines and free weights (dumbbells) up to 25 kg;
- 5.2.17 The Hotel must provide a minimum of 1.0L of bottled water to each room daily;
- 5.2.18 All rooms must have access to Wi-Fi internet services, available 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;

5.2.19 The Hotel must be able to provide laundry services as outlined in *Appendix 1 to Annex "A" - Laundry Service*, or have available laundry equipment (Washer and dryer or Washer/dryer combo) in the room.

5.2.20 All rooms must be non-smoking and have at a minimum:

- i. double or larger bed with clean comfortable bedding;
- ii. private full bath with a minimum of a toilet, sink and shower as well as clean towels and toiletries;
- 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; and
- vii. a refrigerator.

5.3 The Contractor must accommodate CAF personnel in one (1) hotel facility.

## 6 Services

6.1 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.

6.2 Amenities - Contractor must provide access to all building amenities for the duration of the personnel's stay.

6.3 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.

## 7 Miscellaneous Requirement

7.1 CAF Personnel must not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

## 8 Exclusions

8.1.1 The resulting contract will not cover incidental charges incurred by personnel. These charges must be dealt with separately from the contractual arrangement. Examples of incidental charges that would not be covered by this contractual arrangement include, but are not limited to:

- a. Telephone charges;
- b. Food and beverage charges (i.e. mini bar or room service);
- c. Dry cleaning charges;
- d. Charges for damages above and beyond normal wear and tear;
- e. Pay per view or additional TV charges; and
- f. Other incidentals.

## 9 CAF Responsibilities

9.1 CAF will make every effort to provide an accurate number of rooms required, however due to operational requirements, there may be instances where a CAF personnel's reservation is

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delayed, interrupted, postponed or cancelled. CAF will provide forty-eight (48) hours' notice when service dates will need to be amended but without incurring additional costs or penalties.

- 9.2 The CAF will identify a point of contact (POC), 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;
- 9.3 The TA will notify the Contractor of irregular service that arise. An example of an irregular service issue include changes in the total number of people expected.
- 9.4 The CAF will advise the Contractor immediately upon discovery of any damage to hotel rooms;
- 9.5 CAF personnel will respect and adhere to all Contractors requirements for social distancing and wearing of face coverings as appropriate;
- 9.6 The CAF will provide the Contractor 24 hours' notice prior to amending occupancy dates and 48 hours' notice prior to cancelling any rooms; and

### **Contractor's Responsibilities**

- 9.7 Twenty-four (24) hour secure and controlled access to the facility and parking area that is monitored on a twenty-four (24) hour basis;
- 9.8 Controlled access within the building so that only occupants with valid key cards may move freely within the building;
- 9.9 CAF personnel access to all accommodations facility / hotel amenities for the duration of the stay including but not limited to parking, restaurant(s) and any fitness facility;
- 9.10 Designate and make available a staff member proficient in English who will act as a liaison and the primary point of contact for all matters. This Liaison will assist CAF personnel during their stay in the building and must be available from 0800 to 1600 hours daily. Outside these hours, a contact person and telephone/mobile number/e-mail address must be provided if different than the designated individual;
- 9.11 The Contractor must respond back to the CAF Point of Contact within 24 hours of being advised of discrepancies and advise the CAF Point of Contact of the corrective action.
- 9.12 The Contractor must ensure that all of the requirements outlined in this Statement of Work are met at all times. Discrepancies in the provision of services to the required standard shall be first dealt with by the liaison staff at the apartment and escalated to the Technical Authority and the DND Procurement Authority if the issue remains unsolved.

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## **Appendix 1 to Annex "A" - Laundry Service**

### **A1.1 General Requirements**

A1.1.1 Provide two (2) laundry bags per room per week;

A1.1.2 Provide two (2) itemized laundry forms per room per week;

A1.1.3 Pick-up and drop off the bagged laundry up to three (3) days a week (Monday, Wednesday and Friday) at a location and time to be determined with the Technical Authority upon contract award;

A1.1.4 With a turnover of 48 hours, wash, dry, and fold the contents of each laundry bag. Examples of clothing include but is not limited to: Trousers (any type), Shirts, T- Shirts, Track Pants, Sweaters, pajamas, Caps/Hats, Blouses, Skirts, Dresses, Shorts, Brassieres, Socks, Underwear, Uniform Pants, Uniform Shirts, Overalls, bath Towels, and gym outfits;

A1.1.5 Wash bags individually; content of one bag must not to be washed with the content of other laundry bags;

A1.1.6 All laundered clothing must be fully dried in order to prevent mildew and odors; and

A1.1.7 Ensure that the folded laundry items are returned in the same laundry bag that they were provided in, with the itemized laundry form.

### **A1.2 Laundry Tracking Procedure**

A1.2.1 Each itemized laundry form shall be verified for accuracy by the Hotel and must include the total weight of each laundry bag; and

A1.2.2 Hotel must keep a copy of all Itemized laundry forms.

### **A1.3 Constraints**

A1.3.1 The Hotel must only use hypoallergenic washing liquid, detergents, and other additives and compounds that guarantee high quality washing and cleaning effect and gentle treatment of textiles;

A1.3.2 The CAF retains the right to have the washing liquid, detergent, or other additives substituted for a different brand if the washing liquid, detergent, or other additives are deemed unsatisfactory;

A1.3.3 The Hotel's procedures must ensure that the washed items are returned to their intended appearance. This includes minimizing fading, wrinkling, and shrinking; and

A1.3.4 Dry cleaning is a personal responsibility and must not be accepted under the terms of the Contract.

### **A1.4 Contractor Responsibilities (Laundry)**

A1.4.1 The Contractor is responsible for any loss or damage resulting other than damage caused by ordinary wear and tear and must replace the value of lost / damaged clothing within fourteen (14) business days;

A1.4.2 The Hotel must respond back to the TA within twenty-four (24) hours of being advised of discrepancies in the process and advise the TA of the corrective action; and

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A1.4.3 Any items that are found among the garments and textiles must be returned to the CAF member or the TA.

## ANNEX B - BASIS OF PAYMENT

The Contractor must provide commercial accommodations from 15 November 2022 to 15 January 2023, with the option to extend to 31 March 2023 in accordance with Annex A, Statement of Work.

The Government of Germany 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	# of Nights (A)	Single Room		Total cost for Single Rooms (A*B*C)
		Nightly Price (B)	# Apartments (C)	
15 November 2022 – January 15 2023	61		7	

### Option Period

Date Check-in and Check-out	# of Nights (A)	Single Room		Total cost for Single Rooms (A*B*C)
		Nightly Price (B)	# Apartments (C)	
January 15 2023 – March 31 2023	75		7	

TOTAL COST ACCOMMODATIONS: \_\_\_\_\_

**Laundry Services**

**Initial Period**

	# of days of Laundry pickup (A)	Laundry		Total cost for Laundry (A*B*C)
		Price per bag (B)	# people (Max 1 3kg bag each pickup) (C)	
15 November 2022 – January 15 2023	27		7	

**Option Period**

	# of days of Laundry pickup (A)	Laundry		Total cost for Laundry (A*B*C)
		Price per bag (B)	# people (Max 1 3kg bag each pickup) (C)	
January 16 2023 – March 31 2023	33		7	

TOTAL COST LAUNDRY: \_\_\_\_\_

**Parking**

**Initial Period**

	# of days (A)	Parking		Total cost for Parking (A*B*C)
		Price per vehicle (B)	# of vehicles (C)	
15 November 2022 – January 15 2023	61		7	

**Option Period**

	# of days (A)	Parking		Total cost for Parking (A*B*C)
		Price per vehicle (B)	# of vehicles (C)	
15 January 2023 – 31 March 2023	75		7	

TOTAL COST PARKING: \_\_\_\_\_

### ANNEX C - Technical Evaluation Criteria

Bidders must show compliance by addressing each performance specification in the Technical Evaluation Criteria Matrix, whether the product or service offered “meets” or “doesn’t meet” the requirement.

If supporting documentation is requested, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid nonresponsive and the bid will be given no further consideration.

Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

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

	<b>Mandatory Technical Criteria</b>	<b>Met Y/N</b>
1	The Contractor must provide seven (7) single or double occupancy rooms for the dates indicated.	
2	The Contractor must provide laundry service for seven (7) personnel. Laundry services must meet the requirements stated in Appendix 1 of Annex A.	
3	The Contractor must provide rooms that meet all requirements stated in Annex A, para 5.2.	
4	The Contractor must have an onsite fitness facility, or there must be one within one (1) km by road of the accommodations, that at a minimum includes cardio machines and free weights (dumbbells) up to 25 kg.	
5	The Contractor must provide on-site parking, or parking within 500 meters of the accommodations, for up to seven (7) vehicles.	
6	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 and towels must be provided on a weekly basis.	
7	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.	
8	The Contractor must provide an on-site point of contact (POC) for the entire period of the contract in accordance with Annex A para 9.10.	
9	The Contractor must accommodate CAF personnel in one (1) hotel facility.	
10	The Contractor must ensure that accommodations are located no more than 10 driving kilometers of USA base Lucius E. Clay Kasern located at Flugplatz Erbenheim 1067, 65205 Wiesbaden, Germany.  In order to meet this requirement, the Bidder must provide the physical address of the proposed accommodations with their bid.	
11	The Contractor must ensure that accommodations are located no more than 1.5 driving kilometers from three (3) restaurants.	

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## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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