



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 EDT

On - le : 6 April 2023

Title/Titre Hotel Accommodations – Wiesbaden, Germany	Solicitation No – N° de l'invitation W8482-230446/A
Date of Solicitation – Date de l'invitation 22 March 2023	
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 _____

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Solicitation No. - N° de l'invitation

W8484-230446/A

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

P3F

CCC No./N° CCC - FMS No./N° VME

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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.

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.

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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.

4.2.1 One Facility

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

4.2.2 Multiple Facilities

Should there be no single facility capable of complying with the requirements, multiple facilities – up to two (2) separate physical locations - could be used to provide the required accommodations. More than one Contract may be awarded in response to this solicitation.

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.

5.3. Mandatory Facility Check

By submitting a bid, the Bidder certifies that the Bidder or a representative from the Bidders proposed facility will be available for the evaluation team to conduct a mandatory facility check precedent to Contract Award. Bidders will be given up to two (2) calendar days' notice to schedule the facility checks.

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 Task Authorization

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

6.3.1 Task Authorization Process

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

6.3.2 Task Authorization - Department of National Defence

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

6.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

6.4.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from 14 April 2023 to 31 January 2024.

6.5.2 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 July 31, 2024 - 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 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.

6.6 Authorities

6.6.1 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.

6.6.2 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.

6.6.3 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: _____

6.7 Payment

6.7.1 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

6.7.2 Monthly Payments

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

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Wire Transfer (International Only);

6.8 Invoicing Instructions

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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Insurance

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

6.11 Applicable Laws

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

6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2022-12-01), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) the signed Task Authorizations (including all of its annexes, if any)
- (f) Contractor's bid dated _____

6.13 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 – Scope

1. Purpose

- 1.1. The Canadian Armed Forces (CAF) have a requirement for accommodations, cleaning, laundry, and parking services in the Wiesbaden, Germany area.

2. Terminology

- 2.1. Department of National Defense/Canadian Armed Forces (DND/CAF).
- 2.2. 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.
- 2.3. A double occupancy room is to be defined as at least two beds (double or larger). A sofa bed or cot will not meet the requirement.

Section 2.0 – Requirements

3. The CAF requires hotel accommodations for fifteen (15) personnel from 14 April 2023 until 31 January 2024 with the option to extend until 31 July 2024, and the ability to add up to 15 single / double occupancy rooms on an 'as and when required' basis.

- 3.1. Contracted rooms are required and must be guaranteed for every day of the contracted period;

Location	Room type	Quantity	Arrival Date	Departure Date	Option to Extend Until
Wiesbaden, Germany	Single/Double Occupancy	15	14 April 2023	31 January 2024	31 July 2024

Optional rooms: additional rooms may be requested on an "as and when required basis" as per contract.

Location	Room type	Quantity	Arrival Date	Departure Date	Option to Extend Until
Wiesbaden, Germany	Single/Double Occupancy	Up to 15	14 April 2023	31 January 2024	31 July 2024

4. Technical Requirements

- 4.1. The Contractor must provide single or double occupancy hotel accommodations. Accommodations must provide the following minimum requirements:
 - 4.1.1. The accommodations must be equipped with kitchenettes that as a minimum contains two (2) burner stove, one (1) microwave, one (1) refrigerator (3 cub ft / 0.85 meters cubed or larger), one (1) coffee maker, and one (1) sink;

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- 4.1.2. Rooms must be non-smoking and be equipped with a working smoke detector;
 - 4.1.3. Private full bathroom with minimum of a toilet, sink, and shower. Shared bathrooms will not be accepted;
 - 4.1.4. Rooms must have at least two (2) electrical outlets;
 - 4.1.5. Rooms must be equipped with individual climate control, to include adjustable heat and air conditioning;
 - 4.1.6. 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;
 - 4.1.7. Rooms must meet the local government's standards for hygiene, sanitation, and cleaning services;
 - 4.1.8. General room cleaning service must be performed twice per week as a minimum;
 - 4.1.9. Towel and linen exchange must occur a minimum of once per week;
 - 4.1.10. At least one (1) sanitized (clean or disinfected) drinking glass in the room must be provided;
 - 4.1.11. Rooms must have a flat screen television with remote;
 - 4.1.12. Laundry services must be provided as per Appendix 1.

5. General Requirements

- 5.1. The Contractor must ensure that accommodations are located no more than twenty-five (25) driving kilometers using serviced/maintained roads of USA base Lucius E. Clay Kasern located at Flugplatz Erbenheim 1067, 65205 Wiesbaden, Germany.
- 5.2. The Contractor may accommodate CAF personnel in up to two (2) separate facility locations; however, preference will be given to contractors that can accommodate all CAF personnel in one (1) facility location.
- 5.3. The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue, or unless it is requested by the Department of National Defence (DND) Contracting Authority (CA).
- 5.4. Accommodations must meet a minimum three (3) star category as per HOTREC classification.
- 5.5. The Contractor must be able to provide parking either onsite or within five hundred (500) meters of the accommodations, for eight (8) vehicles with the option to add up to (5) additional parking spaces at any time.
- 5.6. The Contractor must ensure that guest areas of the hotel such as gyms, resident floors, etc. require key / key card access.

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- 5.7. The Contractor must provide an equipped Sport/Fitness center that as a minimum has three (3) cardio machines and dumbbells ranging from five (5) kg up to twenty-five (25) kg.

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.

7. Exclusions

- 7.1. 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 outside of contracted meals (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

8. Contractor Responsibilities

- 8.1. The Contractor must ensure CAF personnel must have access to all accommodations facility / Hotel amenities for the duration of the stay including but not limited to parking, and restaurant(s);
- 8.2. The Contractor must designate and make available a staff member proficient in English who will act as a liaison and the primary point of contact (POC). The POC 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 must be provided if different than the designated individual;
- 8.3. The Contractor must be able to provide reasonable options to accommodate special diet and allergy needs brought to its attention by customers. Bona fide requirements for special food for religious accommodations and food allergies will be made known to the Contractor when members self-identify upon arrival;

9. CAF Responsibilities

- 9.1. At the time of contract award, the CAF shall identify the Technical Authority (TA) for this contract. The TA or designate will identify any defects or issues with the provided accommodations and advise the contractor and CAF, or designate, as soon as same arises in order to ensure that all issues are resolved in accordance with this contract. The TA is responsible for all matters concerning the technical requirements of the accommodations required.
- 9.2. The CAF will advise the Contractor immediately upon discovery of any damage to hotel rooms.

10. Cancellation Policy

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- 10.1. For cancellations before check-in, Canada has the right to reduce the number of rooms required without penalty by providing the Contractor with seven (7) days written notice. For cancellations with less than seven (7) days' notice, Canada will pay a maximum penalty of seven (7) nights per cancelled room using the nightly rate specified in Annex B.

 - 10.2. For cancellations after check-in, Canada has the right to reduce the number of rooms required without penalty by providing the Contractor with fourteen (14) days written notice. For cancellations with less than fourteen (14) days' notice, Canada will pay a penalty of up to 90% of fourteen (14) nights per cancelled room using the nightly rate specified in Annex B.

Appendix 1 to Annex "A" - Laundry Service

1. General Requirements

The Contractor must:

- 1.1. Provide one (1) laundry bag per room per week;
- 1.2. Provide one (1) itemized laundry form per room per week;
- 1.3. Pick-up and drop off the bagged laundry once a week from each contracted room at a time to be determined with the Technical Authority upon contract award;
- 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;
- 1.5. Laundry bags are to be washed individually and contents of one bag shall not to be washed with the contents of other laundry bags;
- 1.6. All laundered clothing shall be fully dried in order to prevent mildew and odors; and
- 1.7. Ensure that the laundry items are returned in the same laundry bag that they were provided in.

2. Constraints

- 2.1. The Contractor shall only use hypoallergenic washing liquid, detergents, and other additives and compounds that guarantee high quality washing and cleaning effect and gentle treatment of textiles;
- 2.2. Canada 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;
- 2.3. The Contractor's procedures must ensure that the washed items are returned to their intended appearance. This includes minimizing fading, wrinkling, and shrinking; and
- 2.4. The Contractor will not be responsible for dry cleaning.

3. Canadian Responsibilities

- 3.1. After reception of cleaned laundry bag, the member will report any deficiencies within 24 hours to the TA.

4. Contractor Responsibilities

- 4.1. The Contractor shall take responsibility for all laundry items entrusted to their care;

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- 4.2. Canada reserves the right to inspect the items and if specified standards are not met, items will be re-washed until specifications are met. This will be done at no additional cost to Canada.
 - 4.3. The Contractor is responsible for any loss or damage resulting other than damage caused by ordinary wear and tear and shall replace the value of lost / damaged clothing within fourteen (14) business days;
 - 4.4. The Contractor shall 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
 - 4.5. Any items that are found among the garments and textiles shall be returned to the guest or the TA.

ANNEX B – BASIS OF PAYMENT

The Contractor will be paid a firm unit price for the duration of the contract. Applicable taxes are included. All prices must be in Euros (€).

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

ACCOMMODATIONS

Name and Address(es) of facility or facilities: _____

Initial Period from April 14, 2023 to January 31, 2024

Hotel Rooms	Estimated # of Rooms	Per Diem Price per rooms (including all taxes and fees)	Estimated # of Days	Total Cost of Rooms
Single Occupancy Rooms	15		292	
Additional Rooms on an as and when required basis	Up to 15		Up to 292	
Laundry	Estimated # of Bags	Price per bag of laundry	Estimated # of weeks of laundry pick up	Total Cost of Laundry
Initial Contract Amount	15		40	
Additional bags on an as and when required basis	Up to 15		Up to 40	
Parking	Estimated # of spaces	Price per day of parking	Estimated # of Days	Total Cost of Parking
Initial Contract Amount	8		293*	
Additional parking on an as and when required basis	Up to 5		Up to 293*	

*An additional day has been added to account for the cost of parking on the day of check-out.

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Option Period #1 from February 1, 2024 to July 31, 2024

Hotel Rooms	Estimated # of Rooms	Per Diem Price per rooms (including all taxes and fees)	Estimated # of Days	Total Cost of Rooms
Single Occupancy Rooms	15		182	
Additional Rooms on an as and when required basis	Up to 15		Up to 182	
Laundry	Estimated # of Bags	Price per bag of laundry	Estimated # of weeks of laundry pick up	Total Cost of Laundry
Initial Contract Amount	15		25	
Additional bags on an as and when required basis	Up to 15		Up to 25	
Parking	Estimated # of spaces	Price per day of parking	Estimated # of Days	Total Cost of Parking
Initial Contract Amount	8		183*	
Additional parking on an as and when required basis	Up to 5		Up to 183*	

*An additional day has been added to account for the cost of parking on the day of check-out.

ANNEX C – MANDATORY EVALUATION CRITERIA

Note that the Standard Instructions – Goods or Services – Competitive Requirements (2003), Section 16 - Conduct of evaluation will apply in full to this evaluation.

Note: Many proposals contain a Compliance Grid, where the Bidder simply responds with a “Yes” or the grid simply refers to the page number in which the evidence appears. Unless substantiated, the Compliance Grid, by itself, **DOES NOT** necessarily demonstrate compliance (e.g. Simply answering ‘Yes’ without demonstrating the experience does not constitute compliance). Supporting evidence demonstrating compliance with the mandatory/rated criteria, are required for this solicitation.

Failure to comply with the above could result in a bid being deemed non-responsive.

Name and Address(es) of facility or facilities: _____

	Mandatory Evaluation Criteria	Bid Reference	Met/Not Met
M1	<p>The Bidder must clearly demonstrate that the proposed accommodations facilities can provide 15 rooms for the duration of the contract and up to 15 rooms on an ‘as and when required’ basis.</p> <p>In order to meet this requirement, the Bidder must provide written confirmation from the accommodations facilities confirming their availability.</p>		
M2	<p>The Bidder must clearly demonstrate that the proposed accommodations facilities can provide parking either onsite or within 500 meters of the accommodations, for eight (8) vehicles for the duration of the contract and with the option to add up to (5) additional parking spaces at any time.</p> <p>In order to meet this requirement, the Bidder must provide a description of the facility or facilities’ parking lot.</p>		
M3	<p>The Bidder must clearly demonstrate that the proposed accommodations facilities offer all of the following for each room:</p> <ul style="list-style-type: none"> i. The rooms must be non-smoking and equipped with a working smoke detector. ii. The rooms must have a private bathroom with a minimum of a toilet, sink, and shower. Shared bathrooms will not be accepted. iii. The rooms must have at least two (2) electrical outlets. iv. The rooms must be equipped with individual climate control, to include adjustable heat and air conditioning. v. At least one (1) sanitized (clean or disinfected) drinking glass in the room must be provided. <p>In order to meet this requirement, the Bidder must provide a brochure or a detailed description of the rooms at the</p>		

	accommodations facilities.		
M4	<p>The Bidder must clearly demonstrate that all proposed rooms 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.</p> <p>In order to meet this requirement, the Bidder must provide a description of the accommodations facilities on-site internet service.</p>		
M5	<p>The Bidder must clearly demonstrate that the proposed accommodations facilities are located within, no more than, twenty five (25) driving kilometers using serviced/maintained roads of USA base Lucius E. Clay Kasern located at Flugplatz Erbenheim 1067, 65205 Wiesbaden, Germany.</p> <p>In order to meet this requirement, the Bidder must provide the full physical address of the accommodations facilities in their technical bid. The distance will be verified prior to contract award.</p>		
M6	<p>The proposed accommodations facilities must meet a minimum of three (3) star category as per HOTREC website hotelstars.eu. This will be verified prior to contract award.</p>		
M7	<p>The Bidder must clearly demonstrate that the guest areas of the proposed accommodations facilities, such as gyms, resident floors, etc. require key / key card access.</p> <p>In order to meet this requirement, the Bidder must provide written confirmation from the accommodations facilities that these areas are only accessible with a key or key card.</p>		
M8	<p>The Bidder must clearly demonstrate that the proposed accommodations facilities are equipped with a Sport/Fitness center that as a minimum has three (3) cardio machines and dumbbells ranging from five (5) kg up to twenty-five (25) kg.</p> <p>In order to meet this requirement, the Bidder must provide a brochure or a detailed description of the on-site fitness facility.</p>		
M9	<p>The Bidder must clearly demonstrate that the proposed rooms are equipped with kitchenettes that as a minimum contain:</p> <ul style="list-style-type: none"> i. two (2) burner stove ii. one (1) microwave iii. one (1) refrigerator (3 cub ft / 0.85 meters cubed or larger) iv. one (1) coffee maker v. one (1) sink <p>In order to meet this requirement, the Bidder must provide a brochure or a detailed description of the kitchenettes.</p>		
M10	<p>The Bidder must clearly demonstrate that it is accommodating the CAF personnel in up to two (2) separate facility locations. Preference will be given to Bidders that can accommodate all CAF personnel in one (1) facility location.</p>		

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	<p>In order to meet this requirement, the Bidder must provide the full name and physical address of the proposed accommodations facilities. The addresses will be verified prior to contract award.</p> <p>In the event one or more Bidder's are able to accommodate all CAF personnel in one (1) facility location, only those bids will be eligible to be awarded a contract.</p> <p>The Bidder must also provide written confirmation from the accommodations facilities of how many rooms are being offered at each specific location.</p>		
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ANNEX D - ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX F - MANDATORY FACILITY VERIFICATION CHECKLIST

The evaluation team will conduct a physical facility verification of the successful bidder's facilities precedent to contract award using the following checklist.

	Mandatory Evaluation Criteria	Met/Not Met
M1	The accommodations facilities can provide 15 rooms for the duration of the contract and up to 15 rooms on an 'as and when required' basis.	
M2	The accommodations facilities can provide parking either onsite or within 500 meters of the accommodations, for eight (8) vehicles for the duration of the contract and with the option to add up to (5) additional parking spaces at any time.	
M3	The accommodations facilities offer all of the following for each room: <ul style="list-style-type: none"> vi. The rooms must be non-smoking and equipped with a working smoke detector. vii. The rooms must have a private bathroom with a minimum of a toilet, sink, and shower. Shared bathrooms will not be accepted. viii. The rooms must have at least two (2) electrical outlets. ix. The rooms must be equipped with individual climate control, to include adjustable heat and air conditioning. x. At least one (1) sanitized (clean or disinfected) drinking glass in the room must be provided. 	
M4	All rooms at the accommodations facilities 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.	
M5	The accommodations facilities are located no more than twenty five (25) driving kilometers using serviced/maintained roads of USA base Lucius E. Clay Kasern located at Flugplatz Erbenheim 1067, 65205 Wiesbaden, Germany.	
M6	The accommodations facilities meet a minimum of three (3) star category as per HOTREC website hotelstars.eu.	
M7	The guest areas of the accommodations facilities, such as gyms, resident floors, etc. require key / key card access.	
M8	The accommodations facilities are equipped with a Sport/Fitness center that as a minimum has three (3) cardio machines and dumbbells ranging from five (5) kg up to twenty-five (25) kg.	
M9	The rooms are equipped with kitchenettes that as a minimum contain: <ul style="list-style-type: none"> vi. two (2) burner stove vii. one (1) microwave viii. one (1) refrigerator (3 cub ft / 0.85 meters cubed or larger) ix. one (1) coffee maker 	

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	x. one (1) sink	
M10	The accommodations facilities are limited to two (2) separate facility locations; however, preference will be given to contractors that can accommodate all CAF personnel in one (1) facility location.	