



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 :**

Kayla Shabsove  
kayla.shabsove@forces.gc.ca

**Proposal To: National Defence Canada**

We hereby offer to sell to His Majesty the King 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 therefor.

**Proposition à : Défense nationale Canada**

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

**Comments – Commentaires**

<b>Title – Titre</b>	<b>Solicitation No. – No de l’invitation</b>
<b>Hotel Accommodations and Support Services</b>	W0107-24-TW001/A
<b>Date of Solicitation – Date de l’invitation</b>	
28 May 2024	
<b>Address Enquiries to: – Adresser toutes questions à :</b>	
kayla.shabsove@forces.gc.ca	
<b>Telephone No. – No de telephone</b>	<b>FAX No. – No de fax</b>
343-596-9352	N/A
<b>Destination</b>	
See Statement of Work 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.**

<b>Solicitation Closes – L’invitation prend fin</b>
At – à : 2:00 PM EDT
On - le : 12 June 2024

<b>Delivery Required – Livraison exigée</b>
See herein.
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>
[Bidder to insert]
<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’imprimerie)</b>
[Bidder to insert]
<b>Name – Nom</b> _____
<b>Title – Titre</b> _____
<b>Signature</b> _____
<b>Date</b> _____



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement.
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation.
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid.
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection.
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided.
- Part 6 Security, and Other Requirements: includes specific requirements that must be addressed by Bidders.
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include:

- a. Pricing Schedule
- b. Technical Criteria

The Annexes include:

- a. Statement of Work
- b. Basis of Payment
- c. Location (Map)



## 1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the “Client”) for the provision of Hotel Accommodation and Support Services. It is intended to result in the award of one (1) contract.
- 1.2.2 The requirement is subject to the provisions of the following:
- a. Canada-Chile Free Trade Agreement (CCFTA)
  - b. Canada-Columbia Free Trade Agreement (CCoIFTA)
  - c. Canada-Honduras Free Trade Agreement (CHFTA)
  - d. Canada-Korea Free Trade Agreement (CKFTA)
  - e. Canada-Panama Free Trade Agreement (CPanFTA)
  - f. Canada-Peru Free Trade Agreement (CPFTA)
  - g. Canadian Free Trade Agreement (CFTA)

## 1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Métis Nation of Alberta-Canada Consultation Agreement.

## 1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 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>) issued by Public Works and Government Services Canada.
- 2.1.2 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.
- 2.1.3 The [2003](#) (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Subsection 3 of section 05, Submission of bids, is deleted in its entirety and replaced with the following:

3. Canada will make Notices of Proposed Procurement (NPP) available through the Government Electronic Tendering Service (GETS). Bidders are advised that GETS is not responsible for the distribution of solicitation documents. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation, or related documentation would be amended, Canada will post notifications on GETS. Canada will submit all amendments, including enquiries received and their replies, on the GETS. Canada will not be liable for any oversight on the Bidder's part.

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

d. Send its bid only to the address specified in the bid solicitation.

The text under Section 06, Late Bids, is deleted in its entirety.

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

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

Section 08 (2023-06-08) Transmission by facsimile or Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

The text under section 13, Communications - solicitation period, is deleted in its entirety and 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.



Add the following sections:

### **Technical Difficulties of Offer Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where an Offeror has commenced transmission of its offer through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the offer solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Offer by the deadline, Canada may nonetheless accept the entirety of the Offer received after the offer solicitation closing date and time, provided that the Offeror can demonstrate the following:

- (i) The offeror contacted Canada in advance of the offer solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Offer documentation clearly indicate that all components of the Offer were prepared in advance of the offer solicitation closing date and time.

### **Completeness of the Offer**

After the closing date and time of this offer solicitation, Canada will examine the Offer to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the offer can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Offer meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Offeror with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

## **2.2 Electronic Submission of Bids**

### **2.2.1 Electronic Submissions**

**Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.**



Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt.

Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile and/or Canada Post Corporation's (CPC) Connect service will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

### 2.4 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.





## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 General Bid Preparation Instructions

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: one (1) soft copy via e-mail;

Section II: Financial Bid: one (1) soft copy via email; and

Section III: Certifications and Additional Information: one (1) soft copy via e-mail.

Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a. use 8.5 x 11 inch (216 mm x 279 mm) page format; and
- b. use a numbering system that corresponds to the bid solicitation.

### 3.2 Section I - Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise, and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

### 3.3 Section II: Financial Bid

3.3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

3.3.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.3.3 When preparing their financial bid, Bidders should review clause 4.3, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### 3.4 Section III: Certifications and Additional Information

3.4.1 In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

3.4.2 Bidders must identify any proposed subcontracts in its bid. If subcontracts are identified in its bid, the Bidder must comply with General Conditions [2010C](#) (2022-12-01), Medium Complexity Services Article 06 – Subcontracts.



3.4.3 In addition, bidders must provide:

3.4.3.1 their legal name; and

3.4.3.2 the name of the contact person (also provide this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



## ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Bidders are to review paragraph 3.3 Bid Preparation Instructions Section II Financial Bid for instructions on the completion of the Pricing Schedule. The information provided by the Bidder to satisfy the requirement of this Attachment will form part of the contract as Annex B - Basis of Payment.

The Bidder must provide the information required to satisfy the requirements of this pricing schedule. Bidders must include a price for all items. If the price of an item is included in other item, the Bidder must indicate this by inserting the words "Price included in item xxx." If there is no cost for an item, the Bidder must insert "\$0.00". Any item not annotated in a manner as described in this para will be evaluated at a value of \$0.00 and also be inserted in the Basis of Payment Annex B as a value of \$0.00.

### Pricing Information

The prices provided by the Bidders must include the full cost of the item or service that will be provided by the Bidder to DND with the exception of Applicable Taxes. See the General Conditions [2010C 01](#) – Interpretations for the definition of an Applicable Tax.

Overheads, administrative and general costs, any gratuities, any levies, fees, charges or any other taxes charged by any level of Government with the exception and Applicable Taxes must be shown separately.



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Accommodations, including Hot Breakfast and Wi-Fi				
Group Number / Dates	(A) Number of Nights	(B) Room Type and Number of Rooms	(C) Price Per Room (without Applicable Taxes)	Total
				A*B*C
01. Advance Party 02 July – 27 July 2024	25	Single: 01 Double: 02	\$ _____	\$ _____
02. Main Body 03 July – 27 July 2024	24	Single: 12 Double: 13	\$ _____	\$ _____
03. VIP Body 23 July – 25 July 2024	2	Single: 08	\$ _____	\$ _____
04. Trail Body 27 July – 30 July 2024	3	Single: 02	\$ _____	\$ _____
Subtotal (without Applicable Taxes)				\$ _____
Applicable Taxes _____% [Insert Percent Used]				\$ _____
Additional Taxes or Fees [Specify Reason for Additional Tax or Fee]				\$ _____
GRAND TOTAL – Accommodations including all Applicable Taxes and Fees				\$ _____

Laundry – Self Service (On-Site)			
Dates	(A) Number of Laundry Bags	(B) Price per bag of Laundry (without Applicable Taxes)	Total
			A*B
02 July – 30 July 2024	162	\$ _____	\$ _____
Subtotal (without Applicable Taxes)			\$ _____
Applicable Taxes _____% [Insert Percent Used]			\$ _____
Additional Taxes or Fees [Specify Reason for Additional Tax or Fee]			\$ _____
GRAND TOTAL – Laundry including Applicable Taxes and Fees			\$ _____



Parking				
Dates	(A) Number of Days	(B) Price per mid-size car/SUV (10 required)	(C) Price Per 4x4 Truck (1 required)	Total
				A * (B+C)
23 July – 25 July 2024	2	\$ _____	\$ _____	\$ _____
Subtotal (without Applicable Taxes)				\$ _____
Applicable Taxes _____% [Insert Percent Used]				\$ _____
Additional Taxes or Fees [Specify Reason for Additional Tax or Fee]				\$ _____
<b>GRAND TOTAL – Parking including Applicable Taxes and Fees</b>				\$ _____

Sub Total Accommodations (Without Applicable Taxes)		\$ _____
Sub Total Laundry – Self Service (On-Site) (without Applicable Taxes)		\$ _____
Sub Total Parking (Without Applicable Taxes)		\$ _____
<b>Total Evaluated Price <u>without</u> Applicable Taxes</b>		\$ _____
Applicable Taxes	Insert Tax Being Used _____%	\$ _____
Additional Taxes or Fees		\$ _____
<b>GRAND TOTAL of All Services including Applicable Taxes</b>		\$ _____

Overheads, administrative and general costs, any gratuities, any levies, fees, charges or any other taxes charged by any level of Government with the exception and Applicable Taxes must be shown separately.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2 Technical Evaluation**

#### **4.2.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

### **4.3 Financial Evaluation**

- 4.3.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **4.4 Basis of Selection**

#### **4.4.1 Mandatory Technical Criteria**

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

#### **4.4.2 Tie Breaker**

In the event two or more responsive bids have the same lowest evaluated price, the responsive bid with the lowest evaluated price for parking only will be recommended for award of a Contract.



## ATTACHMENT 1 TO PART 4 - TECHNICAL CRITERIA

### 1 Mandatory Technical Criteria

- 1.1 The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- 1.2 Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Category Name		
Mandatory Technical Criteria (MT)		Bid Preparation Instructions
		At a minimum, the following must be provided:
<b>MT.1</b>	Rooms must meet the specifications in section 5 of the Statement of Work.	In order to meet this requirement, a description of guestroom amenities and an attestation to the guestroom cleaning schedule must be included in the Technical section of bid submission.  An Attestation must be provided on company letterhead, signed by an officer of the company, attesting to:  "I, the undersigned, attest that "COMPANY NAME" is committed to achieving the requested guestroom cleaning schedule as described in Annex A – Statement of Work".
<b>MT.2</b>	Room rates must include WIFI internet access and a hot breakfast (North American style) served every day as defined in 5.1.7.	In order to meet this requirement, rates must indicate inclusions and a sample menu must be provided with the bid submission.
<b>MT.3</b>	The facility must provide dedicated on-site parking available for up to ten (10) full size / SUV vehicles and one (1) pick-up truck.	In order to meet this requirement, the Bidder must provide evidence of ability to provide dedicated parking capacity.



## 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. 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 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 specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml).

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.





## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

There are no security requirements applicable to the Contract.



## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

The Contract is to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

### 7.2 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>) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

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

Section 01, Interpretation, "Canada", "Crown", "His Majesty" or "the Government", is amended as follows:

**Delete:** Minister of Public Works and Government Services

**Insert:** Minister of National Defence

Subsection 5 of section 14, Audit, is amended as follows:

**Delete:** 5. The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.

**Insert:** 5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

Subsection 5 of section 22, Confidentiality, is amended as follows:

**Delete:** Public Works and Government Services (PWGSC)

**Insert:** Department of National Defence (DND)

### 7.3 Security Requirement

There is no security requirement applicable to this Contract.



## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to \_\_\_\_\_ inclusive. [To be inserted at Contract Award].

## 7.5 Authorities

### 7.5.1 Contracting Authority

[To be inserted at Contract Award]

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: National Defence Headquarters  
 Attention: \_\_\_\_\_  
 101 Colonel By Drive  
 Ottawa, Ontario  
 K1A 0K2

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
 E-mail Address: \_\_\_\_\_

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.

### 7.5.2 Procurement Authority

[To be inserted at Contract Award]

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: National Defence Headquarters  
 Attention: \_\_\_\_\_  
 101 Colonel By Drive  
 Ottawa, Ontario  
 K1A 0K2

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
 E-mail Address: \_\_\_\_\_

The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.



National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

7.5.3 **Technical Authority**

[To be inserted at Contract Award]

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: National Defence Headquarters  
 Attention: \_\_\_\_\_  
 101 Colonel By Drive  
 Ottawa, Ontario  
 K1A 0K2

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail Address: \_\_\_\_\_

The Technical Authority 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.

7.5.4 **Contractor's Representative**

[To be inserted at Contract Award]

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail Address: \_\_\_\_\_

7.6 **Payment**

7.6.1 **Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

7.6.2 **Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ [value will be inserted at Contract Award]. Customs duties are included, and Applicable Taxes are extra.



No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.6.3 **Method of Payment**

Canada will pay the Contractor based on the schedule of invoicing in para 7.7 for work performed during the period of the invoice in accordance with the payment provision of the Contract if:

- a. An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided for in the Contract;
- b. All such documents have been verified by Canada;
- c. The Work performed has been accepted by Canada.

### 7.6.4 **Audit**

#### 7.6.4.1 **Auditing**

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

## 7.7 **Invoicing Instructions**

7.7.1 The Contractor must submit the invoice in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all the work identified in the invoice is completed.

7.7.2 Each invoice must be supported by:

- a. a copy of the group rooming list indicating the dates the room was occupied and the name(s) of the specific CAF member(s) occupying the room, signed by the CAF Representative;
- b. a copy of the laundry slips indicating the dates the laundry service was performed, signed by the specific CAF member or the CAF Representative; and
- c. a copy of the parking slips indicating the dates the parking service was provided, signed by the CAF Representative.



### 7.7.3 Invoices must be distributed as follows:

- a. The original and one (1) copy must be e-mailed to the address shown on Page 1 of the Contract for certification and payment.
- b. One (1) copy must be emailed to the Contracting Authority.

## 7.8 Certifications

### 7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

[Will be deleted at Contract Award if not applicable]

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. [To be inserted at Contract Award]

## 7.10 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. Articles of Agreement;
- b. General Conditions [2010C](#) (2022-12-01), General Conditions – Medium Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Contractor's bid dated \_\_\_\_\_ [To be inserted at Contract Award]

## 7.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract



National Defence

Défense nationale

Solicitation No. W0107-24-TW001/A

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

## 7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement



## ANNEX A - STATEMENT OF WORK

### 1 Background

The purpose of this requirement is to obtain hotel accommodation and support services in support of the Canadian Armed forces (CAF) participation in Exercise PRECISE RESPONSE held in Suffield, Alberta.

### 2 Requirement

The Department of National Defence (DND) requires a Contractor to provide accommodations and a hot breakfast in Medicine Hat, Alberta, in support of the Exercise PRECISE RESPONSE, taking place from 02 July – 30 July 2024.

### 3 Dates

There will be four (4) sub-groups with various stay dates within the group. Check in will begin on Tuesday 02 July 2024, last check out is on Tuesday 30 July 2024.

Group	Date	Number of Personnel	Type of Room Occupancy	Number of Nights	Number of Rooms Per Night
Advance Party	2 July 2024 to 27 July 2024	5	2x Double  1x Single	25	3
Main Body	3 July 2024 to 27 July 2024	38	13 x Double  12 x Single	24	25
VIP Body	23 Jul 2024 To 25 July 2024	8	8 x Single	2	8
Trail Party	27 July 2024 to 30 July 2024	2	2 x Single	3	2

### 4 Location

Accommodations must be located in Medicine Hat, Alberta.

### 5 Description of Services Required

#### 5.1 Guest Room requirements

The Contractor must provide with the following minimum requirements for accommodations:

- 5.1.1 Each guestroom must be non-smoking and furnished with a minimum of one (1) double-sized bed or larger. Cots and/or sofa-beds are not acceptable alternatives.
- 5.1.2 General room cleaning service must be performed daily between the hours of 0700 to 1300 which includes a refresh of towels, and toiletries.





- 5.1.3 Bedding exchange must occur on a weekly basis at minimum.
- 5.1.4 Safes must be made available in the guestroom or at a minimum at the front desk for CAF personnel storage.
- 5.1.5 The following must be included in each guestroom:
- At least one (1) sanitized (clean or disinfected) drinking glass;
  - a private full bathroom with minimum of a toilet, sink, and shower;
  - an alarm clock or easy access to a reliable wake-up call services;
  - a minimum of two (2) electrical outlets standard voltage; and
  - a minimum of one (1) telephone capable of outbound calls. Personnel will pay individual phone charges at time of check-out if applicable.
- 5.1.6 Room rates must include Internet (Wi-Fi) access throughout the common areas, including guestrooms.
- 5.1.7 Room rates must include a hot breakfast (North American style) served every day no later than 0700. A North American Style Breakfast must include at minimum:
- One (1) Juice
  - One (1) Breakfast meat or alternative
  - One (1) Cheese or Yogurt
  - Two (2) fruit options
  - One (1) Breakfast starch
  - One (1) Breakfast vegetable
  - One (1) Bread product
  - Coffee and Tea
  - A selection of condiments and preserves.

## 5.2 Laundry Services

The Contractor must provide laundry facilities must include at least two (2) operational washers and two (2) operational dryers that can be used by personnel anytime day or night.

## 5.3 Parking

The Contractor must provide eleven (11) dedicated, on-site parking spaces which may be outdoor or indoor with unrestricted access for the duration of stay for Group 03: VIP Body (23-25 July 2024). The parking area must be sufficiently maintained to ensure unobstructed movement of vehicles, and must accommodate the following vehicle types:

- Ten (10) x mid-size car/SUV; and
- One (1) x full-size pick-up truck.

## 6 Contractor Responsibilities

- 6.1 The Contractor must house all personnel in one building for duration of the stay.
- 6.2 Room rates must include access to all hotel amenities for the duration of the personnel's stay including but not limited to restaurant(s), and any fitness facility.
- 6.3 The Contractor must provide all services outlined in this SOW.



## 7 CAF Responsibilities

- 7.1 The CAF will notify the Contractor of irregular service issues if/when they arise. An example of an irregular service issue includes changes in the total number of people expected.
- 7.2 The CAF will advise the Contractor of any special dietary requirements for individual personnel a minimum of seventy-two (72) hours prior to the day of check-in.
- 7.3 The CAF will identify a point of contact (POC) for the requested services at the start of the contract. This designated POC is the CAF TA (Technical Authority), or representative, for whom the work is being carried out. The TA is responsible for all matters concerning the technical requirements of the work. The TA will assist with booking requirements, changes and any additional administrative requirements. The TA will be responsible to provide a list of the names of the personnel utilizing the accommodation at least seventy-two (72) hours prior to the occupancy dates.
- 7.4 Any damage to rooms will be reported to the identified TA for investigation. The CAF will advise the Contractor immediately upon discovery of any damaged to hotel rooms. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of this contract and will be settled outside of this contract.

## 8 Incidental Charges

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

- a. Telephone charges;
- b. Food and beverage charges outside of meal requirements;
- c. Movie and pay-per-view rentals;
- d. Charges for Damages; and
- e. Other incidentals that a CAF member can personally incur.

## 9 Room Cancellation Policy

In the event personnel training plans are changed, the Technical Authority may reduce the number of rooms required no later than seventy-two (72) hours prior to the date of check-in without any cancellation fees.

## 10 Quality Assurance Requirements

- 10.1 The Contractor will 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 designated liaison staff of the Contractor and escalated to the Technical Authority/ Standing Offer Authority if the issue remains unresolved.
- 10.2 Throughout the period of the contract, the Contractor must permit the CAF Rep, and/or other representatives of the CAF, to inspect any hotel facilities associated with the services outlined in this Statement of Work. Inspection will be, as and when requested, including, but not limited to rooms and food preparation areas

**ANNEX B - BASIS OF PAYMENT**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Accommodations				
Group / Dates	(A) Number of Nights	(B) Room Types and Number of Rooms	(C) Price Per Room (without Applicable Taxes)	Total
				A*B*C
01. Advance Party 02 July – 27 July 2024	25	Single: 01 Double: 02	[To be inserted at Contract Award]	[To be inserted at Contract Award]
02. Main Body 03 July – 27 July 2024	24	Single: 12 Double: 13	[To be inserted at Contract Award]	[To be inserted at Contract Award]
03. VIP Body 23 July – 25 July 2024	2	Single: 08	[To be inserted at Contract Award]	[To be inserted at Contract Award]
04. Trail Body 27 July – 30 July 2024	3	Single: 02	[To be inserted at Contract Award]	[To be inserted at Contract Award]

Laundry – Self Service (On-Site)			
Dates	(A) Number of Laundry bags	(B) Price per bag of Laundry (without Applicable Taxes)	Total
			A*B
02 July – 30 July 2024	162	[To be inserted at Contract Award]	[To be inserted at Contract Award]



Parking				
Dates	(A) Number of Days	(B) Price per mid-size car/SUV (10 required)	(C) Price Per 4x4 Truck (1 required)	Total A * (B+C)
23 July – 25 July 2024	2	[To be inserted at Contract Award]	[To be inserted at Contract Award]	[To be inserted at Contract Award]

1 Estimated Cost of Firm Requirements

Accommodations: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Laundry: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Parking: \$ \_\_\_\_\_ [To be inserted at Contract Award]

Subtotal: \$ \_\_\_\_\_ [To be inserted at Contract Award]

Applicable Taxes: \$ \_\_\_\_\_ [To be inserted at Contract Award]

Additional Taxes and Fees: \$ \_\_\_\_\_ [To be inserted at Contract Award]

Total Estimated Cost of Firm Requirements: \$ \_\_\_\_\_ (Including Applicable Taxes) [To be inserted at Contract Award]



## ANNEX C- LOCATION (MAP)

[This Annex will be removed at time of Contract Award]

### 1 Medicine Hat, Alberta

