



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

AMENDMENT REQUEST FOR PROPOSAL AMENDEMENT DE DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Bid Receiving – Laura Adamson

Laura.adamson@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 indiqué(s).

Title/Titre Accommodation Services	Solicitation No – N° de l’invitation W8484-250663/A
Date of Solicitation – Date de l’invitation 11 Jun 2024	
Address Enquiries to – Adresser toutes questions à Laura.adamson@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No – N° de fax
Destination Montreal, QC	
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.

Solicitation Closes – L’invitation prend fin

At – à : 18 :00 h EDT

On - le : 16 JUN 2024

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The work to be performed is detailed under Annex A of the resulting contract clauses.

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.

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Article 12 of 2003 is deleted in its entirety and replaced with:

2.2 (2014-09-25) Rejection of bid

1. For the purposes of this Article, DND adopts PWGSC's Vendor Performance Corrective Measures Policy.
2. Canada may reject a bid where any of the following circumstances is present:
 - a. the Bidder, its parent, subsidiaries or other affiliates is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - i. where a person whose company under sub-article 2(a) is subject to a Vendor Performance Corrective Measure creates another company (e.g., sole proprietorship, partnership, limited partnership, or corporation), and submits a bid to this requirement, Canada may reject the bid from the new company;
 - b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - c. the Bidder its parent, subsidiaries or other affiliates is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has

-
- been received with respect to the Bidder, its parent, subsidiaries or other affiliates, any of its employees or any subcontractor included as part of the bid;
- e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, its parent, subsidiaries or other affiliates, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada:
 - i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, its parent, affiliates or subsidiaries, any of its employees or any subcontractor included as part of the bid;
 - ii. Canada determines that the Bidder's performance, including the performance of the Bidder's parent, subsidiaries or other affiliates, on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder its parent, subsidiaries or other affiliates performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
3. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (f), the Contracting Authority will so inform the Bidder and provide the Bidder 10 days within which to make representations, before making a final decision on the bid rejection.
 4. Canada reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single bidder or a joint venture. Canada reserves the right to:
 - a. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
 - b. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the procurement process would distort the solicitation evaluation, and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada.

2.2 Submission of Bids

Unless otherwise specified in the bid solicitation or directed by the Contracting Authority, bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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 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.

2.5 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 bidders provide their bid in separate sections as follows:

Section I: Technical Bid: one (1) soft copy by email;

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

Section III: Certifications: one (1) soft copy by email; and

Section IV: Additional Information: one (1) soft copy by email.

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.

Section II: Financial Bid

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

Section III: 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 “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” 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 the technical and financial evaluation criteria, and the certifications.
- (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

Bids not meeting these mandatory technical criteria will be declared non-responsive:

MT1	The Bidder attests that they are able to provide rooms in accordance with the number, types and dates as outline in Annex A SOW, Table 2.1 and defined in Annex A SOW, section 2
MT2	The Bidder attests that they are able to provide Parking in accordance with the number of spaces and dates as outlined in Annex A SOW, Para 2.1.1

MT3	The accommodations facilities must be located within the geographical boundaries of the map in Annex A SOW, Para 2.2.2.3. Google maps or any similar websites will be used to confirm a Bidder is within the geographical boundaries
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By providing a bid, the Bidder agrees to comply with all aspects of the Statement of Work. Full compliance of the Statement of Work is Mandatory.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection; and

4.2.2 A completed certification submitted with the bid as further specified at section 5.1.2 **Direct Service Provider Certification**

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 Direct Service Provider Attestation

If a Bidder is not the direct service provider (e.g., the hotel or car rental company itself), the bid must include a completed **Annex D – Direct Service Provider Attestation**.

A Bidder's inability to provide a completed **Annex D – Direct Service Provider Attestation** with the bid will render the bid non-compliant and the bid will not be considered for further evaluation.

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

[2010C](#) (2022-12-01) is modified as follows:

ADD: 2010C 32 Vendor Performance Corrective Measures Policy

PWGSC's Vendor Performance Corrective Measures Policy applies to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of the 20 June 2024 to 28 June 2024.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional two week periods 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Laura Adamson
Title: Senior Procurement Officer
Organization: National Defence

Telephone: (343) 549-2911
E-mail address: laura.adamson@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(to be inserted at contract award)

Name: _____
Title: _____
Organization: _____

Telephone: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the

Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

(to be inserted at contract award)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price, as specified in Annex B – Basis of Payment, applicable taxes are included.

6.7.2 Limitation of Price

SACC Manual clause C6000C _____ (2017-08-17) Limitation of Price

6.7.3 Canada's Obligation – Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.7.4 Terms of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions 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 in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

6.7.5 Electronic Payment of Invoices – Contract

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

(to be inserted at contract award)

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

6.8 Task Authorization

6.8.1 Task Authorization Process

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.

Task Authorization Process:

1. The Contract 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 not commence work until a Task Authorization (DND 626) by the Contract 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.

6.9 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. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 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) general conditions 2010C (2022-12-01), General Conditions – Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Direct Service Provider Certification; and
- (g) Annex E, DND 626, Task Authorization Form
- (g) the Contractor's bid dated _____.

6.13 Defence Contract

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

6.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" - STATEMENT OF WORK

1. Scope

1.1 Purpose

Canada requires accommodation services for Canadian Armed Forces (CAF) personnel (pers) in Montreal, Canada in support of Joint Task Force Support Component (JTFSC) programs. The duration of the contract will be from 20 June 2024 until 28 June 2024, with the option to extend up to two (2) additional period of two (2) week periods.

1.2 Background

The CAF will be operating in the vicinity of Montreal, Canada, between 20 June and 28 June, 2024 inclusively, for CAF personnel to undertake movement of CAF vehicles and associated equipment.

1.3 Terminology

1.3.1 Double occupancy Room, means two persons occupying the room, regardless of the number or size of the bed(s) (double, queen or king). Double occupancy rooms must have at least two beds (not a pullout sofa, cot, or futon). Each bed must be a double-size (54" x 75" or 137cm x 191cm) single bed or larger with size-appropriate bedding. A "double-size" bed refers to the size of the mattress while "single" refers to the number of mattresses that make up the total size, (i.e. two smaller mattresses placed side-by-side cannot be used to create a mattress that meets the size requirement).Cots, pullouts, sofa beds or two single beds put together are not acceptable.

1.3.2 Single Occupancy – A single occupancy room means a hotel room that contains at least one bed (single or larger), for one (1) occupant. Each bed must be a double-size (54" x 75" or 137cm x 191cm) single bed or larger with size-appropriate bedding. A "double-size" bed refers to the size of the mattress while "single" refers to the number of mattresses that make up the total size, (i.e. two smaller mattresses placed side-by-side cannot be used to create a mattress that meets the size requirement).Cots, pullouts, sofa beds or two single beds put together are not acceptable.

1.3.3 Incidentals are defined as:

- a. Telephone Charges;
- b. Food and Beverage Charges;
- c. Minibar Charges;
- d. Pay per view/television pay program;
- e. Charges for Damages; and
- f. Any other charges/incidentals that a CAF member could personally incur.

2. Scope of Work

The Contractor must provide Accommodation Services for up to approximately 21 CAF personnel total, throughout the period from 20 June to 28 June 2024.

2.1 Requirements

The Contractor must provide accommodations services and associated parking in accordance with table 2.1.

Table 2.1.1

Group	# of single rooms	# of Double rooms	check in	check out	Nights
JTFSC (-) Driver	2		20-Jun-24	28-Jun-24	14
TAV	1	9	20-Jun-24	28-Jun-24	14
As required Rooms	UP TO 10	UP TO 10	20-Jun-24	28-Jun-24	As required

Table 2.1.2

Parking	
Quantity	Dates
15 parking spaces	20 Jun - 28 Jun 24
1 Bus space	20 Jun to 28 Jun 24

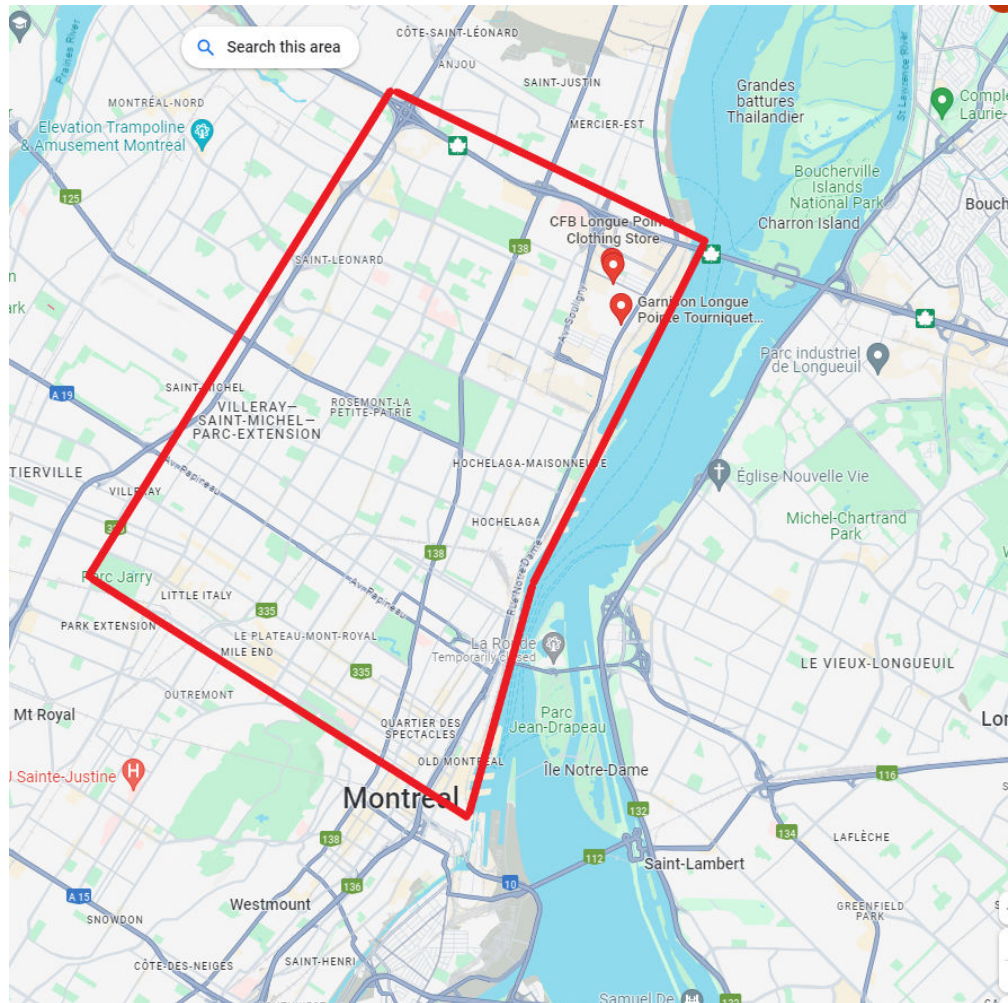
The Contractor must provide access and use to all on-site amenities.

2.2 Technical Requirements

The Contractor must provide the following minimum requirements for Accommodation Services. The Contractor may provide alternatives that exceed these requirements:

2.2.2 Hotel Facility Requirements:

- 2.2.2.1 Contractor must provide early check-in and late check-out as required, to accommodate CAF personnel duty changes. If not feasible, in lieu of early check-in or late check-out, a secure storage room for the luggage of CAF personnel (up to 100 pieces) must be provided upon request. Any associated cost must be included in the room price.
- 2.2.2.2 Contractor must provide high speed wireless internet access throughout the accommodation facilities 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.
- 2.2.2.3 The Contractor's facility must be within 10 driving kilometers of CFB Longue-Pointe, 6769 Notre-Dame St. East, Montreal, Quebec H1N 1X9, and fall within the geographical boundaries per the map below:



2.2.3 Room and Suite Requirements:

- 2.2.3.1 All Rooms must be non-smoking.
- 2.2.3.2 All rooms must be in accordance with (IAW) para 1.3.1 and 1.3.2 above.
- 2.2.3.3 All rooms must include a private full bath that must be located in the rooms, and include a toilet, sink, mirror, and shower complete with fresh towels on arrival and toiletry articles.
- 2.2.3.4 All rooms must include a television with remote control-
- 2.2.3.5 All rooms must include a telephone capable of making international calls. All phone charges are considered incidentals and are the responsibility of the CAF occupant.
- 2.2.3.6 A safe must be available within each room.
- 2.2.3.7 All rooms must include an armoire, dresser or wardrobe closet.
- 2.2.3.8 All rooms must include one (2) room keys per room.

2.2.4 Cleaning Requirements Rooms:

- 2.2.4.1 Daily room cleaning must be in accordance with: local standards including the toilet, sink, shower area and garbage and/or recycle receptacle(s) emptied.
- 2.2.4.2 Beds must be made up daily.
- 2.2.4.3 Fresh towel service, shampoo and soaps sufficient for the number of personnel in each room must be available on a daily basis.
- 2.2.4.4 Bed linen must be changed in accordance with the normal accommodation standards.
- 2.2.4.5 At least one (1) sanitized (clean and disinfected) drinking glass per person must be provided daily.

2.2.5 Hotel Amenities Requirements:

- 2.2.5.1 The Contractor must provide or have reserved a minimum of fifteen (15) parking spaces, indoor and/or outdoor for the duration with twenty-four (24) hour in/out privileges. Parking spaces must accommodate a combination of standard nine (9) passenger minivan(s) and intermediate-size cars. All parking reserved/provided, must be located within 300 metres walking distance of the hotel facility. Parking Access must allow entry for vehicle(s) of maximum 2.2 metre height.
- 2.2.5.2 One parking space large enough to accommodate a 48-passenger bus must also be provided between the dates of 20-28 June IAW table 2.1.2 above.

2.2.7 Breakfast Requirements:

- 2.2.7.1 The Contractor must provide breakfast served "a la carte" or buffet style, included in the price of the room for all CAF Personnel, in accordance with the specifications detailed below:
 - a. Breakfast must be available at a minimum between 07:00-0830 hours daily.
 - b. Breakfast must be provided in accordance with the local industry standards.
 - c. The Contractor must be able to accommodate special dietary needs brought to their attention, a minimum of forty-eight (48) hours' notice by the TA. These include medical (e.g. allergies or food sensitivities) or religious dietary requirements. Every reasonable effort will be made to permit observance of religious practices of individual CAF Personnel.

2.2.8 Incidental Charges:

- 2.2.8.1 Incidental charges incurred by CAF pers must be charged to the room and paid by the individual at time of check-out. Canada shall not be invoiced under the resulting contract for any incidental charges for any of the rooms or suites. TA must confirm with the Contractor or Contractor's staff that final payment is made for the incidental charges prior to check-out the day of departure.

2.3 Constraints

- 2.3.1 The Contractor must ensure that Accommodation Services are confirmed not more than twenty-four (24) hours after the contract award.
- 2.3.2 The Contractor must ensure that CAF Personnel are not relocated to another room during their stay unless for reasons beyond the Contractor's control such as emergency maintenance, at which time an equivalent or higher room will be provided at no cost to Canada.
- 2.3.3 The Contractor must ensure that all rooms are located in the same Accommodation building on the property.
- 2.3.4 Subject to availability, the Contractor must accommodate a change in dates for rooms, and parking, when advised at least twenty-four (24) hours in advance by the Contracting Authority (CA). Any fees charged to Canada must be in accordance with the standard hotel policies and procedures.
- 2.3.6 The Contractor must decrease the number of rooms and/or parking spots, when advised by the Contracting Authority (CA). Any fees charged to Canada must be in accordance with the standard hotel policies and procedures.
- 2.3.7 The Contractor must increase the number of rooms and/or parking spots (subject to availability) at the contracted rates, when advised at least forty-eight (48) hours in advance by the Contracting Authority (CA).

2.4 Contractor Responsibilities

- 2.4.1 The Contractor must establish a bilingual point of contact to provide customer service at the accommodation property on a twenty-four (24) hour basis, throughout the duration of the scheduled stay.
- 2.4.3 Upon discovery of any damages to the accommodation property including but not limited to rooms, lobby and other areas allegedly done by CAF members, the Contractor must report the incident in person or by email to the TA or local TA representative for investigation no later than (NLT) 24 hours of the discovery.

2.5 CAF Responsibilities

- 2.5.1 The CAF will provide a Technical Authority (TA) who will be the Point of Contact (POC) responsible for liaising with the Contractor and/or Contractor's staff as required.
- 2.5.2 The TA must notify the Contractor of irregular CAF service issues within forty-eight (48) hours if/when they arise.
- 2.5.3 The TA must advise the Contractor immediately upon discovery of any damages to the accommodation property. Damage(s) to the accommodation will be reported for investigation by the TA. Individuals found responsible for damage(s) to the accommodation will be responsible to pay all of the resulting charges. All charges for damage(s) will not form part of the contract and will be settled outside of the contract.
- 2.5.4 The TA must provide a list of CAF Personnel occupying the rooms to the Contractor or Contractor's POC twenty-four (24) hours prior to the arrival date.

3. Deliverables

- 3.1 The Contractor must provide Accommodation Services in accordance with paragraph 2, inclusive.

ANNEX “B” Basis of Payment

1. The Bidder must provide accommodations services in accordance with Annex A – Statement of Work.
2. Basis of payment will be firm fixed rate for the duration of the contract.
3. Nightly price of rooms include the cost of the provided breakfast per person.
4. All prices are in CAD.

ACCOMMODATIONS

Accommodations - Initial Period					
Date	Requirement	Daily Rate per Room (A)	Quantity (B)	Number of nights (C)	Total cost for accommodations (A*B*C)
20 Jun – 28 Jun 24	Single Occupancy Rooms		3	9	
20 Jun – 28 Jun 24	Double Occupancy Room		9	9	

Accommodations - Option Period 1					
Date	Requirement	Daily Rate per Room (A)	Quantity (B)	Number of nights (C)	Total cost for accommodations (A*B*C)
29 Jun – 12 Jul 24	Single Occupancy Rooms		3	14	
29 Jun – 12 Jul 24	Double Occupancy Rooms		9	14	

Accommodations - Option Period 2					
Date	Requirement	Daily Rate per Room (A)	Quantity (B)	Number of nights (C)	Total cost for accommodations (A*B*C)
13 Jul – 26 Jul 24	Single Occupancy Rooms		3	14	
13 Jul – 26 Jul 24	Double Occupancy Rooms		9	14	

Accommodations Taxes & Fees (if applicable) _____

Total Cost Accommodations: _____

PARKING

Parking - Initial Contract					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
20 Jun- 28 Jun 24	Parking Space		15	9	
20- Jun -28 Jun 24	48 passenger Bus parking		1	9	

Option Period 1 - Parking Rates					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
29 Jun- 12 Jul 24	Parking Space		15	14	
29- Jun -12 Jul 24	48 passenger Bus parking		1	14	

Option Period 2 - Parking Rates					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
13 Jul- 27 Jul 24	Parking Space		15	14	
13 Jul- 27 Jul 24	48 passenger Bus parking		1	14	

Total Cost Parking:

TOTAL OVERALL COST:

Total Cost Accommodations:

Total Cost Parking:

Applicable Taxes and Fees:

Total Overall cost:

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Amd. No. - N° de la modif.

W8484-250663-A

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

File No. - N° du dossier

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ANNEX "C" ELECTRONIC PAYMENT OPTIONS

I herewith certify that the following Electronic Payment Instruments will be accepted:

- () Direct Deposit**

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

W8484-250663-A

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

File No. - N° du dossier

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ANNEX "D" – Direct Service Provider Certification

Instructions: A Bidder that is not the direct service provider (e.g., the hotel or the car rental company) must submit this form with the bid as completed by an authorized representative of the direct service provider. If the Bidder is the direct service provider, this form is not required.

This is to confirm that the Bidder and [Insert legal name of the direct service provider] (the "Company") have an agreement in place regarding the requirements specified in Annex A – Statement of Work in Solicitation number [DND: Insert the solicitation number](the "Solicitation"). The Company has had an opportunity to review the mandatory technical criteria in the Solicitation and confirms that the Company meets each of these criteria.

The individual named below certifies that the information contained in this form is true and accurate. The individual named below may be contacted by a representative of Canada to confirm the information contained in this form.

Legal Name of Company: _____

Name of Company's Authorized Representative: _____

Phone Number (incl. country code) and Email Address of Company's Authorized Representative:

Signature of Company's Authorized Representative: _____

Date: YYYY/MM/DD

ANNEX "E" – DND 626 – Task Authorization



**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. – N° du contrat</p>
		<p>Task no. – N° de la tâche</p>
<p>Amendment no. – N° de la modification</p>	<p>Increase/Decrease – Augmentation/Réduction</p>	<p>Previous value – Valeur précédente</p>
<p>To – À</p>	<p>TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Delivery location – Expéditeur à</p>		
<p>Delivery/Completion date – Date de livraison/d'achèvement</p>	<p>Date</p>	<p>for the Department of National Defence pour le ministère de la Défense nationale</p>
<p>Contract item no. NP d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
		<p>GST/HST TPS/TVH</p>
		<p>Total</p>
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		