

**REQUEST FOR PROPOSAL (RFP)**  
**ACCOMMODATIONS SERVICES IN**  
**CASSINO, ITALY FROM 25 NOVEMBER - 1 DECEMBER 2019**  
**DURING OP DISTINCTION 2019**  
**for the DEPARTMENT OF NATIONAL DEFENCE (DND)**

Bid Solicitation Number: W8484-20-9557

*Submit Proposals by email to [DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca](mailto:DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca)*

*Email to: [DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca](mailto:DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca)*

*(DND will confirm receipt of proposal)*

*Submit Inquiries by email to [DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca](mailto:DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca)*

***RFP Closing Time and Date:***

***Monday, 21 October 2019 at 11:00am EDT***

*(All proposals must be received by DND by the RFP Closing Time and Date)*

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into six 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: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### 1.2 Security Requirements

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

### 1.3 Statement of Work

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75<sup>th</sup> Anniversary of the Italian Campaign in **Cassino, Italy in November and December 2019**. The CAF will require accommodations and services for the duration of these events. These services will be required from **25 November to 01 December 2019**.

The Work to be performed is detailed under Annex A.

### 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 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** 2016-04-27 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Bids – Subsection 3 is deleted.

Section 20, Further Information is deleted in its entirety.

## **2.2 Submission of Bids**

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.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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, Canada.

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

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

Section II: Financial Bid, one (1) soft copy my email.

Section III: Certifications, one (1) soft copy by email.

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

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) e-mail 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.

### Section II: Financial Bid

Bidders financial bid must include at a minimum the information requirements contained in the table below.

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

The total amount of Applicable Taxes must be shown separately (for contractual purposes only)

**For each hotel offered**, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
25 November to 01 December 2019	5								
27 November to 01 December 2019	4								
29 November to 01 December 2019	2								
<b>Cost of hot breakfast (per person/per day):</b> (only if not already included in the rates above)									

<b>Parking Rates</b>					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
25 November to 01 December 2019	2 x 12 passenger van			7	
26 November to 01 December 2019	11 x sedan / wagon			6	
27 November to 01 December 2019	2 x 12 cubic metre cargo van			5	
29 November to 01 December 2019	1 x sedan / wagon 2 x 12 cubic metre cargo van			3	

<b>Meeting and Storage Rooms (if applicable)</b>					
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
26 November to 01 December 2019	Small Meeting Room		1	6	
27 November to 01 December 2019	Storage Room		1	5	

<b>Boxed Lunches (if applicable)</b>					
Date	Requirement	Cost per Boxed Lunch (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
28 November 2019	Boxed Lunches		131	1	
29 November 2019	Boxed Lunches		186	1	

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Tax Rate Accommodations: \_\_\_\_\_

Tax Rate Parking: \_\_\_\_\_

Tax Rate Meeting Rooms: \_\_\_\_\_

Tax Rate Storage Room: \_\_\_\_\_

Boxed Lunches: \_\_\_\_\_

### **Section III: Certifications**

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

## **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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Each bidder may bid to accommodate the requirement in whole or in part and may offer more than one hotel as part of their bid.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

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

**4.1.2 Financial Evaluation****4.1.2.1 Mandatory Evaluation of Price**

## Evaluation of Price

The price of the bid will be evaluated in Euros.

Only the cost of the accommodations and meals will be evaluated. Parking, meeting room, and storage room rates are not being evaluated.

If the cost of the mandatory hot breakfast is listed as a separate cost, it will be added to the Room Rate for both evaluation purposes and contractual purposes.

**For each hotel offered**, the bidder must provide the following information:

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
25 November to 01 December 2019	6								
27 November to 01 December 2019	4								
29 November to 01 December 2019	2								
<b>Cost of hot breakfast (per person/per day):</b> (only if not already included in the rates above)									

Total Estimated Taxes: \_\_\_\_\_

Total Cost Accommodations: \_\_\_\_\_



**PARKING**

Name of Facility: \_\_\_\_\_

Parking Rates					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
25 November to 01 December 2019	2 x 12 passenger van			7	
26 November to 01 December 2019	11 x sedan / wagon			6	
27 November to 01 December 2019	2 x 12 cubic metre cargo van			5	
29 November to 01 December 2019	1 x sedan / wagon 2 x 12 cubic metre cargo van			3	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Parking: \_\_\_\_\_

**MEETING AND STORAGE ROOM**

Name of Facility: \_\_\_\_\_

Meeting and Storage Rooms (if applicable)					
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
26 November to 01 December 2019	Small Meeting Room		1	6	
27 November to 01 December 2019	Storage Room		1	5	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Meeting and Storage Room: \_\_\_\_\_

Total Cost: \_\_\_\_\_

<b>Boxed Lunches (if applicable)</b>					
Date	Requirement	Cost per Boxed Lunch (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
28 November 2019	Boxed Lunches		131	1	
29 November 2019	Boxed Lunches		186	1	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Boxed Lunches: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Bidder must complete Annex B following the instructions provided within the Annex.

#### 4.2 Basis of Selection

##### 4.2.1 SACC Manual Clause A0069T (2007-05-25), Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price that meets the criteria in paragraph 4.1.2.1 will be recommended for award of a contract.

In order to determine lowest evaluated price, each bid will be broken down into a per person cost.

Breakdown of per person cost = (Single Occupancy Room Cost x Number of Single Occupancy Rooms) + (Double Occupancy Room Cost x Number of Double Occupancy Room) / (Number of Single Occupancy Guests + Number of Double Occupancy Guests)

For example:

Bidder A:

HOTEL A

12 Single Occupancy Rooms at 80 EUR/night (12 Guests)

60 Double Occupancy Rooms at 95 EUR/night (120 Guests)

HOTEL B

20 Single Occupancy Rooms at 85 EUR/night (20 Guests)

15 Double Occupancy Rooms at 105 EUR/night (30 Guests)

Per Person Cost = (80 EUR x 12) + (95 EUR x 60) + (85 EUR x 20) + (105 EUR x 15) / (12+120 + 20 + 30) = 54.59 EUR

In order to reflect the value of concentrating the CAF contingent in as few locations as close to the operational area as possible, calculations will apply to the room rates as bid, for evaluation purposes only, to establish the lowest evaluated price.

Note that any adjustments are for comparison purposes only. Contractual rates will remain as bid.

All hotels must accommodate at minimum 40 persons to be considered for bid.

Any hotel that can accommodate 62 to 92 persons will be discounted 10% for comparison purposes only.

Any hotel that can accommodate 93 to 123 persons will be discounted 20% for comparison purposes only.

Any hotel that can accommodate 124 to 185 persons will be discounted 35% for comparison purposes only.

Any hotel that can accommodate 186 persons will be discounted 50% for comparison purposes only.

In order to reflect the value of a Contractor being able to offer optional services referenced "Annex A" Statement of Work section 2.3 Optional services the following calculation will apply to the room rates as bid, for evaluation purposes only, to establish the lowest evaluated price::

- a) Any hotel that can offer a storage room that complies with the requirement listed in "Annex A" Optional Services 2.3.1 will have its room rate discounted by 5%.
- b) Any hotel that can offer Boxed lunches for 185 persons that complies with the requirement listed in "Annex A" Optional Services 2.3.2 will have its room rate discounted by 10%.

**Note: these discounts are for comparison purposes only. Contractual rates will remain as bid.**

Awarding of Multiple Contracts:

(a) Contracts will be awarded to successful bidders in order of lowest evaluated price, until all requirements are fulfilled.

(b) For each Contract, to fulfill the room requirements, once the minimum of single occupancy rooms as per the requirement has been allocated, all the available double occupancy rooms will be allocated prior to allocating single occupancy rooms.

(c) If multiple contracts are awarded the meeting room technical requirement referenced in Annex A 2.2.13 will only be awarded to one Contractor that was found to be the lowest cost compliant for the meeting room.

## **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.

## 5.2 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 procurement 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 Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75<sup>th</sup> Anniversary of the Italian Campaign in Cassino, Italy in November and December 2019. The CAF will require accommodations and services for the duration of these events. These services will be required from 25 November to 01 December 2019.

The Work to be performed is detailed under Annex A.

### 6.2.1 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.

#### 6.2.1.1 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "C".
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 Procurement Authority, within two (2) 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 Procurement 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 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** 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modification:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

**6.4 Term of Contract****6.4.1 Period of the Contract**

The period of the Contract is from date of the Contract to 10 January 2020, inclusive.

**6.5 Authorities**

To be inserted at contract award.

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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.

**6.5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

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

Contractor Representative's Contact Information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B - Basis of Payment, to a maximum of EUR \_\_\_\_\_ (amount to be inserted at contract award).

### 6.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ EUR. Customs duties are included and Applicable Taxes are extra.

### 6.6.3 Single 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; and
- c. the Work delivered has been accepted by Canada.

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

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## 6.10 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) the Articles of Agreement;
- (b) the general conditions 2010C 216-04-04;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Task Authorization; and
- (f) the Contractor's bid dated \_\_\_\_\_

## 6.11 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-016 Defence Contract

## 6.12 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.



## ANNEX "A" - STATEMENT OF WORK

### 1. Scope

#### 1.1. Purpose

The Canadian Armed Forces (CAF) requires contracted support for Hotel Accommodations within 10 kilometres of Cassino, Italy, and/or Frosinone, Italy from 25 November to 01 December 2019.

#### 1.2. Background

The Canadian Armed Forces (CAF) will conduct Op DISTINCTION events to commemorate the 75<sup>th</sup> Anniversary of the Italian Campaign in Cassino, Italy in November and December 2019.

#### 1.3 Terminology

- a. A single occupancy room means at least one bed (single or larger);
- b. A multiple occupancy room means two or more separate beds (single or larger); and
- c. Incidentals are defined as:
  - Telephone charges;
  - Food and beverage charges;
  - Minibar charges;
  - Charges for damages; and
  - Other incidentals a CAF member can accrue personally.

### 2. Requirements

#### 2.1. Tasks

The Contractor must provide hotel accommodations for up to 186 people during the period 25 November to 01 December 2019.

#### 2.2. Technical Requirements

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

2.2.1. All contracted facilities must be located no more than 10 kilometres from the Commonwealth War Cemetery of Cassino, according to Google Maps ([www.google.ca/maps](http://www.google.ca/maps)), specifically 41°28'39.7"N 13°49'38.8"E **AND/OR** within 10 kilometres of Frosinone, specifically 41°38'07.9"N 13°19'57.2"E.

2.2.2. Hotel must provide 186 bed spaces using single and multiple occupancy rooms for the required dates as detailed in table 2.2.3.;

2.2.3. Total Room Requirement:

Group	Number of Bed Spaces	Single Occupancy Rooms (1 bed)	Multiple Occupancy Rooms (2 or more beds)	Check In date	Check Out Date
<b>Group 1</b>	7	5	For 2 persons	November 25, 2019	December 1, 2019
<b>Group 2</b>	123	27	For 96 persons	November 27, 2019	December 1, 2019
<b>Group 3</b>	56	16	For 40 persons	November 29, 2019	December 1, 2019
<b>TOTAL</b>	<b>186</b>	<b>48</b>	<b>For 138 persons</b>	<b>Various</b>	<b>December 1, 2019</b>

2.2.4. All rooms must be non-smoking;

2.2.5. All rooms must have a private bathroom with a minimum of toilet, sink, and shower;

2.2.6. A key for each person occupying a room;

2.2.7. The hotel must include a hot breakfast (North American style) or buffet served between hours 06:00-08:00hrs. North American Style Breakfast or buffet to include: juice, fruit, breakfast entrée, breakfast meat or alternative, cheese or yogurt, two fruit options, breakfast starch, breakfast vegetable, bread product, coffee and tea, condiments/preserves;

2.2.8. General room cleaning service must be performed on a daily basis;

2.2.9. Fresh towel service, shampoo and soaps sufficient for the number of personnel in each room must be provided on a daily basis;

2.2.10. Rooms must have Wi-Fi access;

2.2.11. There must be a loading zone within one hundred meters (100m) of the main entrance to allow for loading-unloading of 1 x 60 passenger bus, or 2 x passenger buses if more than 60 personnel are accommodated. The loading zone must also allow for the loading-unloading of a baggage truck, with a cargo hold of up to fifty cubic meters (50m<sup>3</sup>);

2.2.12. The CAF will require parking spaces. The parking spaces must meet the following criteria:

- a. Be located within three hundred (300) meters of the accommodations; and
- b. Accommodate the following vehicles:
  - i) Group 1 – November 25 to December 1 2019:
    - i. 2 x 12 passenger van;
  - ii) Group 2 – November 26 to December 1 2019:
    - i. 11 x sedan/wagon;
  - iii) Group 3 – November 27 to December 1 2019:
    - i. 2 x 12 cubic metre cargo van;
  - iv) Group 4 – November 29 to December 1 2019:
    - i. 2 x 12 cubic metre cargo van; and
    - ii. 1 x sedan/wagon.

2.2.13. The CAF will require the use of a meeting room that can accommodate 20 people. The meeting room must meet the following criteria:

- a. Be available for the exclusive use of the CAF from 26 November to 01 December, 2019;
- b. Have boardroom seating.
- c. Have Wi-Fi access.

## 2.3 Optional Requirements

The requirements detailed below are optional requirements that the CAF would like to have if the Contractor is capable of providing them. If capable the Contractor will provide the services below on an "as and when requested basis" using a DND 626 Task Authorization (TA). The Contractor may provide alternatives that exceed these requirements.

2.3.1. Storage Room. The CAF will require the use of one (1) storage room for musical instruments. The storage room must meet the following criteria:

- a. Be available for the exclusive use of the CAF from 26 November to 01 December, 2019;
- b. Have a total cleared floor space of at least 7m x 7m;
- c. Have a secure access; and
- d. Is dry and climate controlled.

2.3.2. Boxed Lunches. The Contractor must provide up to 186 boxed lunches within a 48 hour of the request being made by the CAF. The boxed lunches will be picked up at 1100h on the days requested on the DND 626 Task Authorization. They must be refrigerated until they are picked up. Portable lunches must include:

- a. An individual box or bag container;
- b. Two sandwiches:
  - (1) 1 of sliced solid meat (90 g); and
  - (2) 1 with a vegetarian protein filling (110 g);
- c. Side salad or raw vegetables (90 g);
- d. Condiments appropriate for sandwiches and salad;
- e. Fresh or canned fruit;
- f. One prepared or baked dessert;
- g. One bottle of water, at least 250 ml;
- h. One juice or milk, at least 250 ml; and
- i. One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack).

## 2.4. Constraints

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

2.4.2. The successful bidder(s) must provide early check-in and late check-out as required to accommodate flight times and/or changes. If not feasible, in lieu of early-in or late-check-out, a luggage storage area must be provided on request.

## 2.5. CAF Responsibilities

2.5.1. The CAF Technical Authority will be responsible to provide a list of the names of the personnel staying in the accommodation at least five days prior to the occupancy dates.

## 2.6. Contractor Responsibilities

2.6.1. The Contractor must designate an on-site Point of Contact (POC), proficient in English or French, to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.

## **2.7 Incidental Charges**

2.7.1 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:

- 2.7.1.1 Telephone charges;
- 2.7.1.2 Food and beverage charges;
- 2.7.1.3 Minibar charges;
- 2.7.1.4 Charges for damages; and
- 2.7.1.5 Other incidentals.

## **3. Deliverables**

3.1. The Contractor must provide the services detailed in 2.1, 2.2 and 2.3 of this SOW.

**ANNEX "B" - BASIS OF PAYMENT**

The Bidder must provide accommodations services in accordance with Annex A – Statement of Work.

Basis of payment will be firm fixed rate for the duration of the contract.

Applicable taxes are extra.

Nightly price of rooms include the cost of the provided breakfast per person.

All prices are in EUROS.

**ACCOMMODATIONS**

Name of Facility: \_\_\_\_\_

Name and Address of Hotel:									
Date Check-in and Check-out	# of Nights (A)	Single Occupancy Rooms (1 bed)			Multiple Occupancy Rooms (2 or more beds)			Total cost for Single rooms (A*B*C)	Total cost for Multiple rooms (A*D*E)
		Nightly Price (B)	# of Rooms (C)	Total # of Persons	Nightly Price (D)	# of Rooms (E)	Total # of Persons		
25 November to 01 December 2019	6								
27 November to 01 December 2019	4								
29 November to 01 December 2019	2								
<b>Cost of hot breakfast (per person/per day):</b> (only if not already included in the rates above)									

Total Estimated Taxes: \_\_\_\_\_

Total Cost Accommodations: \_\_\_\_\_

**PARKING**

Name of Facility: \_\_\_\_\_

Parking Rates					
Date	Requirement	Daily Rate per vehicle (A)	Quantity (B)	Number of days (C)	Total cost for parking (A*B*C)
25 November to 01 December 2019	2 x 12 passenger van			7	
26 November to 01 December 2019	11 x sedan / wagon			6	
27 November to 01 December 2019	2 x 12 cubic metre cargo van			5	
29 November to 01 December 2019	1 x sedan / wagon 2 x 12 cubic metre cargo van			3	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Parking: \_\_\_\_\_

**MEETING AND STORAGE ROOMS (if applicable)**

Name of Facility: \_\_\_\_\_

Meeting and Storage Rooms (if applicable)					
Date	Requirement	Daily Rate (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
26 November to 01 December 2019	Small Meeting Room		1	6	
27 November to 01 December 2019	Storage Room		1	5	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Meeting and Storage Room(s): \_\_\_\_\_

**Boxed Lunches (if applicable)**

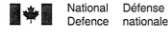
<b>Boxed Lunches (if applicable)</b>					
Date	Requirement	Cost per Boxed Lunch (A)	Quantity (B)	Number of days (C)	Total cost for meeting room (A*B*C)
28 November 2019	Boxed Lunches		131	1	
29 November 2019	Boxed Lunches		186	1	

Total Estimated Taxes: \_\_\_\_\_

Total Cost Boxed Lunches: \_\_\_\_\_

Total Cost: \_\_\_\_\_

## ANNEX "C" – Task Authorization

National Défense  
Défense nationaleTASK AUTHORIZATION  
AUTORISATION DES TÂCHES

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.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>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.</p> <p>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><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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>	
Delivery location – Expédié à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> 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>		

DND 626 (01-05)

Design: Forms Management 993-4050  
Conception : Gestion des formulaires 993-4062