



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 :

Department of National Defence
Attn : Rami Ibrahim
rami.ibrahim@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).

Solicitation Closes – L’invitation prend fin

At – à : June 25, 2024 / Juin 25, 2024

On - le : 1400hrs / 14h00 EST

Title/Titre Mountain Training, Accommodations, and Advisory Services	Solicitation No – N° de l’invitation W6399-25-R105
Date of Solicitation – Date de l’invitation 22 May 2024 / 22 Mai 2024	
Address Enquiries to – Adresser toutes questions à Department of National Defence Attn: Rami Ibrahim rami.ibrahim@forces.gc.ca	
Telephone No. – N° de téléphone 613-949-4819	FAX No – N° de fax
Destination	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s’appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d’accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée See Herein / Précisé	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

There is no security requirement applicable to this Request for Proposal

Non-Disclosure Agreement

The Non-Disclosure Agreement contained in Annex "E" must be signed by all personnel that will be performing any work related to the Request for Proposal.

1.2 Statement of Work

The Work to be performed is detailed under Article B4007C 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA).

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://canadabuys.canada.ca/en/how-procurement-works/policies-and-guidelines/supply-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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Section 05, Submission of Bids – Subsection 3 is deleted.
- d) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

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

-
- e) Section 06, Late Bids, is deleted in its entirety;
 - f) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

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

- g) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety. Subsection 5.4 of 2003, Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Electronic Submission of Bids

- a) 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. Bids must be received electronically as noted in subparagraph b).
- b) **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 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:

an individual;
an individual who has incorporated;
a partnership made of former public servants; or
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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 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.

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 (1 soft copies via email)

Section II: Financial Bid (1 soft copies via email)

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

Bidders may use Attachment 1 to Part 3 to indicate their prices. If Bidders choose to use Attachment 1 to Part 3 to indicate their prices, Bidders must include Attachment 1 to Part 3 in their financial 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 as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at the Department of National Defence Facilities Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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.

3.1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "B" – Evaluation Plan Mandatory Technical Criteria

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at the Offeror's facility Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, 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 [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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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 this 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, with the following modifications:

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.

6.3.2 Non-disclosure agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Technical Authority before they are given access to the information by or on behalf of Canada in connection with the work.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 31 July 2024 to 18 August 2024 inclusive.

6.4.2 Shipping Instructions

Services will be delivered at the location specified in the Statement of Work.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Rami Ibrahim
Title: Procurement Officer
Department of National Defence
Address: 101 Colonel By Drive, Ottawa, ON K1A 0K2

Telephone: 613-949-4819
E-mail address: rami.ibrahim@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 – to be completed at Contract award

The Technical Authority for the Contract is:

Name:
Title:
Organization:
Address:

Telephone :
E-mail address:

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative – To be completed by bidder

Name:
Title:
Organization:
Address:

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 its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC *Manual* clause [C6000C \(2017-08-17\)](#) Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 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.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications

6.9.1 Compliance

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

6.9.2 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) [2010C \(2022-12-01\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract
- (c) Annex A, Statement of Work;
- (d) Annex B, Evaluation Plan Mandatory Technical Criteria
- (e) Annex C, Pricing Schedule
- (f) Annex D, Electronic Payment Instrument
- (g) Annex E, Non-disclosure Agreement
- (h) the Contractor's bid dated _____ (*insert date of bid*) *insert at the time of contract award*

6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

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

6.13 Foreign Nationals

SACC Manual clause [A2000C](#) ([2006-06-16](#)), Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a

foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**ANNEX "A" STATEMENT OF WORK
MOUNTAIN TRAINING, ACCOMMODATIONS AND ADVISORY SERVICES**

1. REQUIREMENT

This Statement of Work (SOW) defines the scope and deliverables for a training facility; accommodations, meals, classroom/meeting space, mountain advisory services, ranges and transportation services. The dates required for the use of the facility would be from 31 July to 18 August 2024 inclusive.

2. BACKGROUND

The Department of National Defence (DND) has a requirement for a training facility in western Canada that offers accommodations for a minimum of 30, and up to 35 Canadian Armed Forces (CAF) members participating in specialist long range and high angle shooting and dismounted operations in mountainous terrain training. The facility must offer on site or within 20 kms of all activities, accommodations, meals, classroom/ meeting space, range training, mountain advisory services and transportation services to the back country. The offeror must demonstrate experience providing services to military organizations such as the Canadian Armed Forces in order to ensure that the requirement for discretion is met.

3. LOCATION

The facility must be located in Western Canada and have mountainous terrain with minimal population density to support long range shooting in multiple directions. The facility must support all training requirements at one location to minimize travel time for maximum training value. The facility must be located a minimum of 30km from the closest population center and located within a 400-kilometer radius of Calgary, AB in order to facilitate the requirement for an international airport.

4. SCOPE OF SERVICES REQUIRED

4.1 TRAINING FACILITY

For each training period, the Facility must provide exclusive use to CAF members for the following:

- a. A backcountry training and range area with elevation at a minimum of 5,000 feet Mean Sea Level (MSL).
 - A minimum of 200 square kilometers under exclusive offer or ownership or control of the offeror, infiltration/exfiltration in a mountain environment requires a large area of mountainous terrain to simulate a realistic operational environment;
 - Access to accommodations and training area limited to single road access to allow for control of access during live fire training; and,
 - Primarily at and above the treeline to facilitate shooting from multiple positions, in multiple directions, without obscuration from vegetation.
- b. An outdoor setting for controlled live small arms weapons training as per the following:
 - must have terrain suitable for slant/high angle shooting (minimum 15 degrees, and up to 40 degrees);
 - extended long range firing positions must offer opportunities to shoot between 200 – 2000 meters, but ideally between 200 – 3200 meters.
 - clear line of sight from firing point to target area is required for spotting;
 - data collection requires 100m flat range; and,
 - at least two firing points located above the treeline, or otherwise free from obscuration by vegetation, offering a minimum of 180 degrees of freedom to engage from the position, ideally up to 270 degrees.

-
- c. A training area that includes a complex terrain, not suitable for walking, that will require the use of climbing techniques;
 - d. One classroom/meeting space including whiteboard, computer/projection system capable of supporting PowerPoint and video files, and tables and chairs for up to 30, and up to 35 CAF members available with 24/7 access;
 - e. Access to a room designated for first aid medical support, containing a minimum of one table and all related Level 3 medical equipment in support of Workers' Compensation Board Occupational First Aid (WCB OFA);
 - f. Access to a personal equipment storage area, minimum size 300 square feet heated that can accommodate equipment for up to 30, and up to 35 CAF members with 100 litres of equipment per person. The area must provide space as well as hooks to hang equipment in open air for drying purposes;
 - g. Access to a group equipment storage area, minimum size 100 square feet to store additional equipment such as but not limited to: climbing gear, ruck sacks, duffel bags, and ropes. The area must provide space as well as hooks to hang equipment in open air for drying purposes;
 - h. Access to a vehicle maintenance tool and equipment storage area, minimum size 50 square feet that can store vehicle tools, spare parts and other minor vehicle equipment. This storage area must have direct access to an outdoor area that a high-mobility SUV can maneuver close to; and
 - i. Access to minor and pneumatic tools for vehicle and equipment repair, including as a minimum an arc or Metal Inert Gas (MIG) welder, acetylene torch and impact drivers (metric and/or imperial).
 - j. The use of an on-site helicopter landing site (HLS) that can accommodate, at a minimum, two CH-146 Griffon helicopters simultaneously.

4.2 ACCOMMODATIONS

The Offeror must provide up to 20 double occupancy rooms (sofa beds, murphy beds, cots, or any other type of temporary bed are unacceptable) to accommodate up to 30, and up to 35 CAF members for each training period. Each room must have its own washroom facility. Bedding and towels must be provided as well as cleaning services to exchange bedding and towels at least once a week.

- 4.2.1 Laundry Room located inside the facility that contains a minimum of (2) non-coin operated serviceable washers and a minimum of three (3) non-coin operated serviceable dryers for individual loads. Laundry detergent must be provided at no additional costs to the users and;
- 4.2.2 Janitorial Services: The Offeror must provide room and janitorial services for the duration of the stay at a minimum of three times per week, during weekdays, between the hours of 0900hrs and 1600hrs local time.

4.3 MEALS

- a. The Offeror shall provide three (3) served meals per day (breakfast, lunch, dinner), and a small meal for up to 40 CAF members during each training period.
 - i. Meals should be offered for a minimum of 90min, ideally 2h, during the following hours:
 - 1) Breakfast- 06h30L to 08h00L
 - 2) Lunch- 11h30L to 13h00L
 - 3) Supper- 16h30L to 18h00L

- 4) Small Meal 18h00L to 21h00L
- b. All meals services must be provided in accordance with the standard, meal requirements (Appendix 1) and the standard portion size per meal.
 - c. The Offeror must provide the proposed menu to DND for approval, not less than ten (10) days prior to the commencement of a training event.
 - d. All breakfast and dinner meals must be served by the Offeror at a dining facility which is part of the accommodation's facility.
 - e. The Offeror must also be able to provide lunches in a disposable and transportable individual container. DND will advise the Offeror no less than 48 hours in advance for any packed lunch meal requirements.
 - f. Small meals (snacks) must be set out and/or refrigerated and made available for self-serve by CAF members in the kitchen facility at the specified time in 4.3 a.
 - g. The Offeror must provide alternative meal options/substitutions to personnel with allergies, intolerances, religious restrictions, etc. DND will advise the number and type of food restrictions when confirming final personnel numbers to the Offeror.

4.4 TRANSPORTATION

- 4.4.1 Offeror must be able to support transportation of up to 30, and up to 35 CAF personnel and equipment (up to 500lbs per person) from closest urban center (loading point) to training facility between 02-04 August and 17-18 August 2024. The transportation service provided must be capable of moving all personnel and equipment from the nearest urban center to the facility/lodgings in a maximum of 3 lifts, preferably two lifts or fewer.

5.0 OFFEROR'S RESONSIBILITIES:

The Offeror must provide Points of Contact for following:

- a. An Offeror representative: to liaise with the DND TA to ensure all areas in use meet the necessary standards for training safety. Provide support to training and safety as needed daily to discuss complex terrain options with the designated DND TA and how they relate to training options in the designated training areas.
- b. Logistic Coordinator: The Offeror must provide one person to discuss daily transportation to and from the training area and the coordination of all lodging and ration issues. This may or may not be the same person as the Offeror and/or training and safety representative.

6.0 DND SUPPORT

- a. DND will provide on-site security personnel for all weapons and ammunition for any live fire training within the storage facility provided by the Offeror.
- b. DND will follow specific rules for private land-controlled shooting.

7.0 SECURITY AND PRIVACY

- a. The Offeror must provide to the DND Point of Contact (POC) all records and documentation (including, but not limited to, written documentation, photographs, and video recordings, electronic or otherwise) related to the nature of this service and the identities of all DND personnel and their equipment involved.

- b. The Offeror must not retain, publish, print, or otherwise distribute records and/or copies of any of the above.

8.0 LANGUAGE

All instruction must be provided in English.

9.0 CANCELLATION

DND reserves the right to cancel any this contract with a minimum fourteen (14) calendar days in advance of the scheduled training date. The offeror must state associated cancellation clauses and fees with their bids.

APPENDIX 1 TO ANNEX A - STATEMENT OF WORK

STANDARD PORTION SIZE PER MEAL

The following list outlines the standard requirements and portion sizes for all meals provided by the Contractor:

BREAKFAST	
Fruit	2x80g (raw)/person
Bacon	150g cooked
Eggs	2/person
Sausage	150g cooked
Cheese	100g
Yogurt	175ml
Bread (white, brown, multi-grain)	2 slices/person
Breakfast vegetable (i.e. Beans, grits, etc.)	90g
Breakfast starch (i.e. Potatoes, etc.)	100g
Cereal (granola, corn flakes, bran flakes)	250g
Coffee	500ml
LUNCH and DINNER	
Soup/Chili	375ml
Steaks and chops (bone in)	375g (raw)
Chicken pieces (bone in)	412.50g (raw)
Steak	337.50 g (raw)
Boneless meat/poultry	315g cooked (270g raw)
Fish (steaks, fillet)	315g (raw)
Fish (battered)	315g (cooked)
Stews	450g (cooked) (375ml ladle)
Casserole dishes	450g (cooked) (375ml ladle)
Pasta w/ sauce (main entrée)	315g of pasta, 262.50ml of sauce
Three decker sandwich	1 each (135g of meat total)
Hamburger	1 each (250.5g raw)
Hot dog	120g (2 ea. @ 60g or 1 ea. @ 120g)
Pizza	2 ea. (2/6 of a 40cm diameter pizza) 360g
Tacos	3 ea.
Burritos	1 ea. (315g)
Submarine (21cm long)	1 ea. (135g sliced meat or 165g mixed filling)
Sandwich	1 ea.
Sandwich filling – salad	165g

Sandwich filling – sliced meat	135g
Sliced meat – for cold plate	135g
Starch item – potatoes, rice, pasta	187.50g (cooked) (2 ea. 187.50ml spoon, 2 ea. #16 scoop)
Vegetables	135g (187.5ml spoon)
Salad items	9" bowl or 12" plate
Canned fruit	262.5ml
Fresh fruit (individual)	2 ea.
Fresh grapes/berries/sliced fruits	187.5 ml or 135g
Pudding	187.5ml
Jell-O	187.5ml
Ice cream	187.5ml
NON- ALCOHOLIC BEVERAGES	
Water	375ml
Juice	375ml
Milk	375ml
Fruit Drinks	375ml
Hot Beverages	375ml
SMALL MEALS (SPECIFIC TIMINGS TO BE REQUESTED UPON CALL-UP)	
Soup/Chili	375ml
Three decker sandwich	1 each (135g meat total)
Pizza	2 ea. (2/6 of a 40cm diameter pizza) 360g
Sandwich	1 ea. (90g sliced meat or 110g mixed filling)
Sandwich filling – salad	110g
Sandwich filling – sliced meat	90g
Sliced meat – for cold plate	90g
Fresh Fruit (individual)	1 each

**ANNEX “B” EVALUATION PLAN
MANDATORY TECHNICAL CRITERIA
MOUNTAIN TRAINING, ACCOMMODATIONS AND ADVISORY SERVICES**

1. Evaluation Methodology – The evaluation will be conducted by representatives of Canada on the criteria provided only. Mandatory requirements are identified by the word “must.” All mandatory criteria must be met, or the Offer submission will be deemed non-compliant. Failure to provide sufficient detail in the Offer submission to evaluate the proposal against the mandatory criteria will also deem the Offer non-compliant.
2. All submissions should be typed, preferably on company letterhead.
3. To avoid duplication and delays, Offerors should refer to different sections of their Offers by identifying the specific paragraph and page number where the subject topic has already been addressed.
4. Canada reserves the right to validate the information provided.

		<i>Offerors to complete</i>	<i>DND Evaluation Team to complete</i>	
	Mandatory Evaluation Criteria	Instruction to Offerors	Met/Not Met	Comments
MTC.1	<p>Offerors Location: See Annex A, para 3</p> <p>The facility must be located in Western Canada and have mountainous terrain with minimal population density to support long range shooting in multiple directions. The facility must be able to deliver all training requirements at one location minimizing any travel time for maximum training value. Should be a minimum of 30km from the closest population center.</p>	<p>The Offeror must demonstrate compliance by providing the following for Location:</p> <ol style="list-style-type: none"> 1. Provide accommodations and training site locations via Military Grid Reference System data showing distance to closest population center. 		
MTC.2	<p>Offerors Training Facility: See Annex A, para 4.1</p> <p>The Offeror must show capacity to provide a training facility as per Annex A 4.1</p>	<p>The Offeror must demonstrate compliance by clearly demonstrating the following for the Training Facility:</p> <ol style="list-style-type: none"> 1. The Offeror must clearly demonstrate compliance through use of a legible map with a scale of distance 		

		<p>that clearly shows:</p> <ul style="list-style-type: none"> a) The location of the back country training area (with elevation) b) The location and total distance of usable mountain terrain c) Address of the training facility d) Driving distance in kilometers or miles between the three locations mentioned above (a,b,c) e) An outdoor setting for controlled live small arms weapons training (outside of provincial parks and protected areas suitable for controlled shooting), however with no requirement for a range; f) A training area that includes a complex terrain, not suitable for walking, that will require the use of climbing techniques; <p>2. Rooms and Storage:</p> <ul style="list-style-type: none"> a) Photos or a pamphlet, descriptions of compliance and attestation that clearly demonstrates Offeror can meet the requirement as stated in para 4.1 (d-j) of the SOW 		
<p>MTC.3</p>	<p>Offerors Accommodations: See Annex A, para 4.2</p> <p>The Offeror must provide up to 20 double occupancy rooms (sofa beds, murphy beds, cots, or any other type of temporary bed are unacceptable) to accommodate up to 40 CAF members for the training period.</p>	<p>The Offeror must demonstrate compliance by providing the following:</p> <ul style="list-style-type: none"> 1. Photos or a pamphlet, descriptions and attestation that clearly demonstrates that the Offeror can meet the requirement as stated in para 4.2 of the SOW 		

<p>MTC.4</p>	<p>Offerors Meals: See Annex A, para 4.3</p> <p>The Offeror must show capacity to provide the following services:</p> <ul style="list-style-type: none"> a. The Offeror shall provide three (3) served meals per day (breakfast, lunch, dinner), and a small meal at a mutually agreed upon time by DND and the Offeror for up to 30, and up to 35 CAF members during each training period. b. All meals services must be provided in accordance with the standard, meal requirements (Appendix 1) and the standard portion size per meal. c. The Offeror must provide the proposed menu to DND for approval, no less than ten (10) days prior to the commencement of a training event. d. All breakfast and dinner meals must be served by the Offeror at a dining facility which is part of the accommodation's facility. e. The Offeror must also be able to provide lunches in a disposable and transportable individual container. DND will advise the Offeror no less than 48 hours in advance for any packed lunch meal requirements. f. Small meals must be set out and/or refrigerated and made available to DND personnel for self- 	<p>The Offeror must demonstrate compliance by providing the following for the meals:</p> <ul style="list-style-type: none"> 1. Photos or a pamphlet and attestation that clearly demonstrates Offeror can meet the requirement as stated in para 4.3 of the SOW 2. Provide description of compliance by providing a sample daily menu in accordance of the items in para 4.3 of the SOW. 		
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	serve according to para 4.3			
MTC.5	<p>Offerors Transportation: See Annex A, para 4.4</p> <p>The Offeror must show capacity to provide transportation as per para 4.4 of the SOW:</p>	<p>The Offeror must demonstrate compliance by providing the following for Transportation:</p> <p>1. Provide descriptions of compliance with the list of items in para 4.4 of the SOW.</p>		
MTC.6	<p>Offerors References (See Annex A para 2)</p>	<p>The offeror must demonstrate previous experience of comparable work by referencing previous contracts of a similar nature.</p> <p>1. Provide the contact information of at least 2 references who can be contacted.</p>		

ANNEX "C" ATTACHMENT 1 TO PART 3 OF THE - BID SOLICITATION

PRICING SCHEDULE

Service	Qty	Amount	Applicable Taxes	Grand Total
All-inclusive rate/per day/ per person *	35			
* All inclusive rate covers all requirements of the SOW (Facility, Accommodations, Meals, and non-alcoholic beverages.) Rates based on per day, per person. Transportation to and from facility to back country to be included in costs.				

ANNEX "D" to PART 3 OF THE - BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "E"

NON-DISCLOSURE AGREEMENT

The bidder hereby acknowledges that this technical data package contains Commercially Confidential information. Interested bidders are to return the signed and scanned certification below by email to the individual identified on page one of this Request for Proposal.

The proposed bidder hereby agrees:

- a. To maintain the confidentiality of this Technical Data Package (TDP);
- b. That that information contained within the TDP will not be copied, disclosed or provided to another party without the consent of Canada;
- c. To not use the Technical data except as may be necessary to carry out the work for Canada;
- d. To ensure that any prospective subcontractor is subject to the same Conditions;
- e. Return the TDP to the Contracting Authority prior to bid closure for this solicitation if no bid is made; and
- f. Return the TDP to the Contracting Authority within five (5) days after being requested to do so by the Contracting Authority.

Certification of a senior official:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone number: _____

Email Address: _____

Signature and Title: _____

Date: _____