



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Kayla Shabsove  
kayla.shabsove@forces.gc.ca

**Proposal To: National Defence Canada**

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à : Défense nationale Canada**

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

**Comments – Commentaires**

**Solicitation Closes – L’invitation prend fin**

At – à : 2:00 PM EDT

On - le : 21 June 2023

<b>Title – Titre</b>		<b>Solicitation No. – No de l’invitation</b>	
<b>Hotel Accommodations and Support Services</b>		W2037-23-0198/A	
<b>Date of Solicitation – Date de l’invitation</b>			
05 June 2023			
<b>Address Enquiries to: – Adresser toutes questions à :</b>			
kayla.shabsove@forces.gc.ca			
<b>Telephone No. – No de telephone</b>		<b>FAX No. – No de fax</b>	
343-596-9352		N/A	
<b>Destination</b>			
See Statement of Work herein.			

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

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

**Delivery Required – Livraison exigée**

See herein.

**Vendor Name and Address – Raison sociale et adresse du fournisseur**

[Bidder to insert]

**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)**

[Bidder to insert]

**Name – Nom** \_\_\_\_\_

**Title – Titre** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Attachments include:

- a. Pricing Schedule
- b. Technical Criteria

The Annexes include:

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



## 1.2 Summary

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

## 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

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

2.1.2 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

2.1.3 The 2003 (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

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

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

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

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

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

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

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

Section 08 (2022-03-29) Transmission by facsimile or Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

The text under section 13, Communications - solicitation period, is deleted in its entirety and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.



## 2.2 Electronic Submission of Bids

### 2.2.1 Electronic Submissions

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

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

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

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

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 General Bid Preparation Instructions

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

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

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

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

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

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

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

### 3.2 Section I - Technical Bid

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

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

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

### 3.3 Section II: Financial Bid

- 3.3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 3.3.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.3.3 When preparing their financial bid, Bidders should review clause 4.3, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### 3.4 Section III: Certifications and Additional Information

- 3.4.1 In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.
- 3.4.2 Bidders must identify any proposed subcontracts in its bid. If subcontracts are identified in its bid, the Bidder must comply with General Conditions 2010C (2020-05-28), Medium Complexity Services Article 06 – Subcontracts.





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3.4.3 In addition, bidders must provide:

3.4.3.1 their legal name; and

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



## ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

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

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

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

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

### Pricing Information

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

The full cost of the item or service must include the direct or indirect costs, overheads, administrative and general costs, any gratuities, any levies, fees, charges or any other taxes charged by any level of Government with the exception of the Applicable Tax.

Applicable Taxes must be shown separately.

**Note:** For Laundry – Bidder's need to complete only one (1) of the Laundry Pricing Schedule Tables. Bidders are to complete either:

- A. Laundry – Service Provided by Accommodations; or
- B. Laundry – Self-Service (On-Site)

For the line item related to Laundry Services for which the Bidder is not offering, the Bidder must include N/A.



Accommodations				
Dates	(A) Number of Nights	(B) Number of Personnel	(C) Price Per Room (without Applicable Taxes)	Total
				A*B*C
10 July – 07 August 2023	28	34	\$ _____	\$ _____
Subtotal (without Applicable Taxes)				\$ _____
Applicable Taxes _____% [Insert Percent Used]				\$ _____
Additional Taxes or Fees [Specify Reason for Additional Tax or Fee]				\$ _____
GRAND TOTAL – Accommodations including all Applicable Taxes and Fees				\$ _____

Meals (10 July – 07 August 2023)			
Type of Meal	(A) Number of Meals Requested <sup>1</sup>	(B) Price per Meal (without Applicable Taxes)	Total
			A*B
Breakfast	832	\$ _____	\$ _____
Lunch - Bagged	298	\$ _____	\$ _____
Lunch – Hot Meal	476	\$ _____	\$ _____
Dinner	798	\$ _____	\$ _____
Subtotal (without Applicable Taxes)			\$ _____
Applicable Taxes _____% [Insert Percent Used]			\$ _____
Additional Taxes or Fees [Specify Reason for Additional Tax or Fee]			\$ _____
GRAND TOTAL – Meal Services including Applicable Taxes and Fees			\$ _____

<sup>1</sup>Reference Appendix 2 to Annex A – Meal Schedule for Breakdown of Breakfast, Lunch (Bagged and Hot Meal) and Dinner



<b>Snacks (10 July - 07 August 2023)</b>			
Type of Meal	(A) Number of Snacks Requested <sup>2</sup>	(B) Price per Meal (without Applicable Taxes)	Total
			A*B
Snacks	714	\$ _____	\$ _____
Subtotal (without Applicable Taxes)			\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>			\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>			\$ _____
<b>GRAND TOTAL – Snacks including Applicable Taxes and Fees</b>			\$ _____

<sup>2</sup> Reference Appendix 2 to Annex A – Meal Schedule for Breakdown Snacks

<b>Classroom/Conference Room</b>				
Dates	Room	(A) Number of Days (Required only weekdays)	(B) Price per Day (without Applicable Taxes)	Total
				A * B
10 July – 07 August 2023	1	21	\$ _____	\$ _____
Subtotal (without Applicable Taxes)				\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>				\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>				\$ _____
<b>GRAND TOTAL – Conference Rooms including Applicable Taxes and Fees</b>				\$ _____



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Lounge Area				
Dates	Room	(A) Number of Days	(B) Price per Day (without Applicable Taxes)	Total
				A * B
10 July – 07 August 2023	1	28	\$ _____	\$ _____
Subtotal (without Applicable Taxes)				\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>				\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>				\$ _____
GRAND TOTAL – Conference Rooms including Applicable Taxes and Fees				\$ _____

(A) Laundry – Service Provided by Accommodations			
Dates	(A) Number of Laundry (# Pers x 8 laundry)	(B) Price per bag of Laundry (without Applicable Taxes)	Total
			A*B
10 July – 07 August 2023	34 x 8 = 272	\$ _____	\$ _____
Subtotal (without Applicable Taxes)			\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>			\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>			\$ _____
GRAND TOTAL – Laundry including Applicable Taxes and Fees			\$ _____



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<b>(B) Laundry – Self Service (On-Site)</b>			
Dates	(A) Number of Laundry (# Pers x 8 laundry)	(B) Price per bag of Laundry (without Applicable Taxes)	Total
			A*B
10 July – 07 August 2023	34 x 8 = 272	\$ _____	\$ _____
Subtotal (without Applicable Taxes)			\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>			\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>			\$ _____
<b>GRAND TOTAL – Laundry including Applicable Taxes and Fees</b>			\$ _____

<b>Parking</b>					
Dates	(A) Number of Days	(B) Price per mid-size car/SUV (9 required)	(C) Price Per 4x4 Truck (2 required)	(C) Price Per 3-Ton Cube Truck (1 required)	Total
					A * (B+C+D)
10 July – 07 August 2023	28	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal (without Applicable Taxes)					\$ _____
Applicable Taxes _____% <b>[Insert Percent Used]</b>					\$ _____
Additional Taxes or Fees <b>[Specify Reason for Additional Tax or Fee]</b>					\$ _____
<b>GRAND TOTAL – Parking including Applicable Taxes and Fees</b>					\$ _____



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<b>Sub Total Accommodations (Without Applicable Taxes)</b>		\$ _____
<b>Sub Total Meals (Without Applicable Taxes)</b>		\$ _____
<b>Sub Total Snacks (Without Applicable Taxes)</b>		\$ _____
<b>Sub Total Lounge Area (Without Applicable Taxes)</b>		\$ _____
<b>Sub Total Classroom/Conference Rooms (Without Applicable Taxes)</b>		\$ _____
<b>(A) Sub Total Laundry – Service Provided by Accommodations (without Applicable Taxes)</b>		\$ _____
<b>(B) Sub Total Laundry – Self Service (On-Site) (without Applicable Taxes)</b>		\$ _____
<b>Sub Total Parking (Without Applicable Taxes)</b>		\$ _____
<b>Total Evaluated Price <u>without</u> Applicable Taxes</b>		\$ _____
<b>Applicable Taxes</b>	<b>Insert Tax Being Used % _____</b>	\$ _____
<b>Additional Taxes or Fees</b>		\$ _____
<b>GRAND TOTAL of All Services including Applicable Taxes</b>		\$ _____



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

### **4.1 Evaluation Procedures**

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.
- 4.1.3 The bidder with the lowest priced responsive proposed resources across all Bids will be recommended for contract award.

### **4.2 Technical Evaluation**

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

Refer to Attachment 1 to Part 4.

### **4.3 Financial Evaluation**

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

### **4.4 Basis of Selection**

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

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

#### **4.4.2 Tie Breaker**

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



**ATTACHMENT 1 TO PART 4 - TECHNICAL CRITERIA****1 Mandatory Technical Criteria**

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

Category Name		
Mandatory Technical Criteria (MT)		Bid Preparation Instructions
		At a minimum, the following must be provided:
<b>MT.1</b>	<p>The Bidder must clearly demonstrate that the accommodations must be located within one (1) of the following areas:</p> <ol style="list-style-type: none"> <li>1. Within ten (10) km by road of Highway 1 between Canmore, AB and Lake Louise, AB; or</li> <li>2. Within ten (10) km by road of Dave Thompson Highway west of Nordegg town center and east of the Ice Field parkway (Highway 93) at the Saskatchewan Crossing.</li> </ol> <p>Reference Annex D – Location (Maps)</p>	In order to meet this requirement, the Bidder must confirm the location of its accommodation in relation to Highway 1 or Dave Thompson Highway.
<b>MT.2</b>	The Bidder must clearly demonstrate that it has the capacity to provide, for the dates requested, all the rooms and meals requested in Annex A - Statement of Work.	In order to meet this requirement, the Bidder must confirm that it meets the total room capacity, provided details on the different facilities and their location.
<b>MT.3</b>	<p>The Bidder must clearly demonstrate that it is capable of providing reserved parking with in and out privileges and overnight parking for a minimum of:</p> <ul style="list-style-type: none"> <li>• nine (9) x mid-size car and/or SUVs; and</li> <li>• two (2) x 4x4 trucks; and</li> <li>• one (1) x 3-ton cube truck.</li> </ul>	In order to meet this requirement, the Bidder must provide confirmation of parking capacity.
<b>MT.4</b>	The Bidder must clearly demonstrate that its establishment has a valid "Alberta Food Handling" permit that meets or exceeds a "Class III Food Handler" with an expiry not before 01 September 2023.	In order to meet this requirement, the Bidder must provide a copy of the Certification.
<b>MT.5</b>	The Bidder must clearly demonstrate that it is capable of providing the meal service requirements in accordance with Annex A – Statement of Work.	In order to meet this requirement, the Bidder must provide a menu sample for each Breakfast, Lunch (Hot Meal and Bagged Lunch) and Supper, that clearly demonstrates that it is capable of providing meals as per Annex A – Statement of Work. Annex C – Sample Menu has been provided as an example.



Category Name		
Mandatory Technical Criteria (MT)		Bid Preparation Instructions
		At a minimum, the following must be provided:
<b>MT.6</b>	The Bidder must clearly demonstrate that it is capable of providing one (1) classroom/conference room to accommodate a group up to thirty-four (34) personnel.	In order to meet this requirement, the Bidder must provide a detailed description of the classroom/conference room that is on location.
<b>MT.7</b>	The Bidder must clearly demonstrate that it can provide a storage room approximately four (4) meters by four (4) meters in dimension, that can only be accessed by the course staff at all times.  Room must include a theft and vandalism protection mechanism including a lock with key, magnetic card or smart card equivalent.	In order to meet this requirement, the Bidder must provide a detailed description of the storage room and what type of theft/vandalism protection mechanism that is in place.
<b>MT.8</b>	The Bidder should clearly demonstrate that it is capable of providing either; <ul style="list-style-type: none"> <li>1. On-site laundry services for each member, two (2) times per week; or</li> <li>2. Provide two (2) each operational washers and dryers for personnel to use, with the accompanying laundering materials. Machines should be available between 0600-2200.</li> </ul>	In order to meet this requirement, the Bidder should provide confirmation of either: <ul style="list-style-type: none"> <li>1. Laundry services available on site, twice a week for each member; or</li> <li>2. Provision of two (2) washers and (2) dryers for personnel to use. Laundering provisions, such as detergent, dryer sheets will be provided. Machines should be available between 0600-2200.</li> </ul>



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

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

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

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.



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

### **6.1 Security Requirement**

There are no security requirements applicable to the Contract.



## PART 7 - RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

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

Delete: Minister of Public Works and Government Services

Insert: Minister of National Defence

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

Delete: Public Works and Government Services (PWGSC)

Insert: Department of National Defence (DND)

### 7.3 Security Requirement

There is no security requirement applicable to this Contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

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

### 7.5 Authorities

#### 7.5.1 Contracting Authority

[To be inserted at Contract Award]

The Contracting Authority for the Contract is:



National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

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

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

7.5.2 **Procurement Authority**

[To be inserted at Contract Award]

The Procurement Authority for the Contract is:

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

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

7.5.3 **Technical Authority**

[To be inserted at Contract Award]

The Technical Authority for the Contract is:

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



National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

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

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

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**7.5.4 Contractor's Representative**

[To be inserted at Contract Award]

The Contractor's Representative for the Contract is:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**7.6 Payment**

**7.6.1 Basis of Payment**

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

**7.6.2 Limitation of Expenditure**

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

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

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



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

**7.6.3 Method of Payment**

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

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

**7.7 Invoicing Instructions**

<b>Invoicing Date</b>
07 August 2023

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

7.7.2 Each invoice must be supported by:

- a. a copy of the group rooming list indicating the dates the room was occupied and the name(s) of the specific CAF member(s) occupying the room, signed by the CAF Representative;
- b. a copy of the delivery slip indicating the number and types of meals provided for each day, signed by the CAF Representative;
- c. a copy of the hotel registration sheet for each common/conference room indicating dates the room was used, signed by the CAF Representative;
- d. a copy of the laundry slips indicating the dates the laundry service was performed, signed by the specific CAF member or the CAF Representative; and
- e. a copy of the parking slips indicating the dates the parking service was provided, signed by the CAF Representative.

7.7.3 Invoices must be distributed as follows:

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

**7.8 Certifications**

**7.8.1 Compliance**

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





Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

[Will be deleted at Contract Award if not applicable]

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

#### 7.9 **Applicable Laws**

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

#### 7.10 **Priority of Documents**

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

- a. Articles of Agreement;
- b. General Conditions 2010C (2022-12-01), General Conditions – Medium Complexity - Services;
- c. Annex A, Statement of Work;
- d. Appendix 1 to Annex A, Nutritional Guidelines, Portion Size Standards & Standard Meal Item Availability
- e. Appendix 2 to Annex A, Meal Schedule
- f. Annex B, Basis of Payment;
- g. Contractor's bid dated \_\_\_\_\_ [To be inserted at Contract Award]

#### 7.11 **Defence Contract**

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

#### 7.12 **Insurance**

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



## ANNEX A - STATEMENT OF WORK

### 1 Background

Canadian Army Advanced Warfare Centre (CAAWC) will be conducting CTL in Kananaskis, Banff, Yoho and Jasper National Park. Lodging in the Canmore/Banff/Lake Louise/Nordegg to Saskatchewan crossing area would limit the daily drive and allow for more efficient use of training time.

### 2 Requirement

The Department of National Defence (DND) requires a Contractor to provide accommodations, onsite meals and bagged meals to-go in support of the Complex Terrain Leader (CTL) Course, taking place from 10 July – 7 August 2023.

### 3 Dates

Check in will be on Monday 10 July 2023, check out is on Monday 7 August 2023.

In the event that the course completes early, check out dates may be as early as Tuesday 1 August 2023. The Technical Authority will confirm check out date upon arrival.

### 4 Locations

Accommodations must be located:

- a. within ten (10) km by road of Highway 1 between Canmore, Alberta and Lake Louise, Alberta; or
- b. within ten (10) km by road of Dave Thompson Highway west of Nordegg town center and east of the Ice Field parkway (Highway 93) at the Saskatchewan Crossing.

### 5 Description of Services Required

The Hotel must provide accommodations, food and beverage service, meeting areas, laundry service, and parking in accordance with the description below:

#### 5.1 Guest Room requirements

Up to thirty-four (34) bed spaces are required. The Technical Authority will provide the exact number of rooms required and personnel names no later than seventy-two (72) hours from date of contract award.

- 5.1.1 The Contractor must provide ventilated rooms with a minimum of single beds that have lockable doors and an ensuite bathroom with a minimum of three (3) pieces. Building must be a permanent hard structure, not any type of tent or trailer, all rooms must have enough space to accommodate personal equipment (one (1) x Rucksack, two (2) x large duffle bags, mountaineering equipment etc). Available rooms must meet a minimum of one (1) of the following the criteria listed below:
  - a. A combination of single/double occupancy rooms for twelve (12) personnel with the remaining twenty-two (22) accommodated in dormitory style accommodations not to exceed six (6) personnel per dormitory; or
  - b. Up to thirty-four (34) bed spaces in either single or double occupancy rooms.



Room must include a theft and vandalism protection mechanism including a lock with key, magnetic card or smart card equivalent. If rooms are being provided in a dormitory style accommodation or the facility is accessible only by personnel, the dormitory/facility lodgings must include a theft and vandalism protection mechanism including a lock with key, magnetic card or smart card equivalent.

If the Contractor is providing dormitory style of accommodation and as such, rooms will not have an ensuite bathroom, the Contractor must provide one (1) toilet and one (1) shower for every eight (8) personnel (i.e. at least 5 of each). These accommodations can be gender neutral and must be appropriately obscured to provide adequate privacy. Cleanliness and hygienic supplies to be provided in accordance with Provincial standards.

## 5.2 Meeting Room Requirements

### 5.2.1 Lounge Area

The Contractor must accommodate a group up to thirty-four (34) personnel in a room within the same building where they will be sleeping, for meals and relaxation outside of course schedule. This needs to be a hard structure, not any type of tent and on the same property as the sleeping quarters. This does not need to be a private space and does not have any specific setup requirements.

### 5.2.2 Classroom/Conference Room Area

The Contractor must provide an area large enough to accommodate a group up to thirty-four (34) personnel where lectures can be conducted. The room must have tables, chairs, and an area where a projector/screen or large TV can be set up as classroom style. The course will provide their own audio-visual equipment. The area needs to be exclusive to course personnel during lectures during weekdays approximately between 0900 – 1600 hrs. This needs to be a hard structure, not any type of tent and on the same property.

## 5.3 Food and Beverage Requirements

### 5.3.1 Reference Documents and General Requirements

- a. The Contractor must provide meal services similar to what is identified at:  
<https://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hee-nutrition-guidelines-for-food-and-beverages-in-food-outlets-in-ahs.pdf>
- b. Service of meals must comply with the “Macronutrient Range of the Standard Meal Entitlement” as seen in Appendix 1 to Annex A, Table 1 of this document. The relevant section of CAF Food Services Manual Ch. 2, Appendix 1 to Annex A has been included (reference: Table 3) for further guidance.
- c. The number of required meals may fluctuate depending on the quantity of personnel on site each day. The number of meals and snacks will be confirmed by the Technical Authority no later than forty-eight (48) hours prior to delivery.
- d. The Contractor must:
  - i. provide all necessary or desirable kitchen and dining room products or equipment, food products required to fulfil the contract including, but not limited to: mobile hot-food holding equipment, hot plates, take out containers/utensils, cups, dishes, flatware and serving utensils;



- ii. provide all meals (hot or bagged) at the same location as the accommodations;
- iii. provide all meals, in a cafeteria style environment which could be buffet-style;
- iv. provide all types of meals within the dates and times set out in Appendix 2 to Annex A – Meal Schedule;
- v. provide all meals in the cafeteria if available or in the classroom.
- vi. Bagged lunches will be picked up during breakfast (0600-0730) at the same location;
- vii. have the capability to serve meals to all personnel within thirty (30) minutes of requested time by the Technical Authority if the meal time require adjusting.;
- viii. ensure identical menu(s) are not served more than two (2) times in one (1) week;
- ix. ensure all menu items conform to the aforementioned Alberta Health Services nutritional guidelines;
- x. possess a valid “Alberta Food Handling permit” that meets or exceeds a “class III Food Handler”;
- xi. Adjust pre-determined meal times with appropriate notice from the Technical Authority; and
- xii. Provide healthy snacks and take-out containers at breakfast time, available for personnel to take for the day.

### 5.3.2 Meals Times

- a. Breakfast: 0600-0730
- b. Lunch- Hot: 1100-1300
- c. Lunch- Bagged: meals must be of a nature that does not require heating or cooling, such as a sandwich type meal. Bagged lunches will be picked up during breakfast (0600-0730) at the same location.
- d. Dinner Hot: meals must be served between 1830 – 1930 but there may be occasions where meals must be served up to one (1) hour later due to training delays. Delays will be communicated as soon as they are known via appropriate means pre-determined with the Contractor.

### 5.3.3 Snacks

Snacks are to be prepared every day for pick up during breakfast time so personnel can take what is needed for the day.

Menu should include at a minimum, per person:

- a. Two (2) Fresh fruits;
- b. One (1) Dehydrated fruit snacks;
- c. One (1) Granola bars;
- d. One (1) pack Variety of mixed nuts/trail mix; and
- e. One (1) Yogurt.



#### 5.3.4 **Special Dietary Needs**

The Contractor must be able to accommodate special dietary and allergy needs. The number and type of special dietary requirements will be given to the contractor a minimum of fifteen (15) days prior to the day of check-in, by the Technical Authority. There are no halal or Kosher requirements for this course.

#### 5.4 **Storage Room**

The Contractor must provide a lockable storage room, approximately four (4) meters by four (4) meters in dimension, that can only be accessed by the course staff at all times. Course staff will be identified when providing names of personnel prior to check-in.

Room must include a theft and vandalism protection mechanism including a lock with key, magnetic card or smart card equivalent.

#### 5.5 **Laundry Facilities and Laundry Services**

The Contractor must provide a twice weekly, laundry service, with an approximate twenty-four (24) hour turnaround or have at least two (2) operational washers and dryers that can be used by personnel between the hours of 0600-2200 hrs.

#### 5.6 **Parking**

The Contractor must provide on-site overnight parking area which could be outdoor or indoor with unlimited in and out privileges. The parking area must be sufficiently maintained to ensure unobstructed movement of vehicles, and must accommodate the following vehicle types:

- a. Nine (9) x mid-Size car and/or SUVs;
- b. Two (2) x 4x4 full-size pick-up trucks; and
- c. One (1) x 3-ton cube truck

#### 6 **Incidental Charges**

Incidental charges incurred by personnel must be dealt with separately from the Contract. Incidental charges are defined as:

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



## APPENDIX 1 TO ANNEX A - NUTRITIONAL GUIDELINES

### PORTION SIZE STANDARDS & STANDARD MEAL ITEM AVAILABILITY

**Table 1: Macronutrient Range of the Standard Meal Entitlement**

Meal (%)	Energy (Calories)	Protein (% of Calories)	Fat (% of Calories)	Carbohydrate (% of Calories)
Breakfast	650 - 1150	15 – 17%	15 – 45%	38 – 68%
Lunch	600 - 1350	16 – 24%	27 – 39%	45 – 51%
Dinner	650 - 1100	24 – 35%	22 – 35%	41 – 47%
Total	1900 – 3600 Calories			
Relative % of Energy	100%	15 – 35%	15 – 45%	38 – 68%
Average Nutritional Value of a Meal-day	2500 Calories	19%	30%	51%

**Table 2: Portion Size Standard<sup>1</sup>**

Portion Size Standard	
<b>Breakfast</b>	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
French Toast	2 slices
Cereal w/milk - cold	1nd pkg or 250 ml plus 125 ml of milk
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
<b>Lunch and Supper</b>	
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 each @ 40 g or 1 each @ 80 g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each



Portion Size Standard	
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Dinner Roll	1 each

<sup>1</sup> Source: A-85-269-001/FP-001 – DND Food Services Direction & Guidance Manual, Annex C

**Table 3<sup>2</sup>: Annex B-1 – Standard Meal Item Availability Table**

BREAKFAST			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Fruit	3 - 4 varieties in accordance with season	At least 2 varieties must be fresh. May include a maximum of 1 canned and 1 dried variety.	Fresh, frozen without added sugar or canned in unsweetened fruit juice.
Entrée	Eggs any style  Cereals: 1 hot variety 4 - 5 ready to eat  1 breakfast entrée	In accordance with the <a href="#">Egg Regulations</a> under the Canadian Agricultural Products Standards Act and <a href="#">Canadian Food And Drug Regulations</a> or equivalent.  A minimum of 4 varieties must have a minimum of 3 g of fibre and a maximum of 12 g of sugar (may exceed 12 g of sugar if high fibre cereal containing dried fruit).  e.g. pancakes, French toast, waffles etc.	Cooked with little or no fat.  Hot cereal prepared without sugar rather than instant with sugar.
Meats	1 hot breakfast meat	e.g. bacon, ham, sausage, back bacon, etc. Meat from <a href="#">federally inspected source and CFIA approved</a> or equivalent.	Lean meat (less than 5 g fat/serving).
	1 cold meat or 1 meat spread	e.g. ham, creton, etc. Meat from <a href="#">federally inspected source and CFIA approved</a> or equivalent.	Lean meat (less than 5 g fat/serving).
Cheese/Yogurt	1 - 2 varieties of cheese	Cheese products produced in a dairy establishment registered by CFIA or equivalent.	Made from milk less than 20% M.F.



National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

	<b>2 - 4 varieties of yogurt</b>	To include a minimum of 2 with M.F. 2% or less.	Less than 2% M.F.
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<sup>2</sup> Source: A-85-269-001/FP-001 – DND Food Services Direction & Guidance Manual, Annex B-1

<b>BREAKFAST</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Starch</b>	<b>1 - 2 breakfast starch items</b>	e.g. baked beans, potatoes, etc.	Prepared with little or no fat.
<b>Vegetable</b>	<b>1 breakfast vegetable (optional)</b>	e.g. sliced tomatoes, stewed tomatoes etc.	
<b>Bread Products</b>	<b>1 freshly baked product</b>	e.g. muffins, sweet buns etc.	Low fat, high fibre, whole grain products.
	<b>2 - 3 varieties of sliced bread</b>	Minimum of 50% must be whole grain with a minimum of 2.5 g of fibre per slice. The Mat J4/D Food Svcs website provides a list of whole grain products.	
	<b>1 variety of specialty bread</b>	e.g. bagels, English muffins, etc.	
<b>Beverage<sup>1</sup></b>	<b>2 hot beverages</b>	Tea (regular, decaffeinated, herbal), Coffee <sup>2</sup> (regular, decaffeinated).	Decaffeinated/ Caffeine-free.
	<b>Fruit juice: 1 - 2 varieties</b>	Pasteurized 100% juice with no sugar added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency (CFIA)</a> . 1 fruit juice may have sugar added, such as cranberry cocktail.	
	<b>Dairy (2-3 varieties)</b>	A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamins D and A added in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Less than 2% M.F.
	<b>Non-dairy beverages, 1 variety, if required</b>	Lactose free containing calcium, vitamin D and vitamin A in comparable quantities to cow's milk e.g. soy beverage.	Less than 2% fat.
<b>Condiments</b>	<b>2 types of spreads</b>	e.g. peanut butter, chocolate nut spread, cheese spread, etc.	Reduced sugar and fat varieties.
	<b>plus:</b>		
	-honey		
	-syrup		
	-butter and/or margarine		
	-ketchup		
	-mustard		
	-mayonnaise		
	-hot sauce		
	-meat sauce		





<b>LUNCH AND SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification<sup>1</sup></b>	<b>Healthier Choices</b>
<b>Soup</b>	<b>1 soup</b>		Broth or 2% milk based.
<b>Main Entrée<sup>2</sup> At least one choice is to be a healthier choice<sup>3</sup> prepared with little or no fat. One Vegetarian Protein Choice to be included<sup>4</sup> <sup>3</sup>. Vary on a rotating basis.</b>	<b>1 freshly prepared hot protein dish with appropriate accompaniments.</b>	Provide fish option at least once per week. Meat must be <a href="#">federally inspected and CFIA</a> or equivalent.	Lean meat, fish, seafood and vegetarian choices prepared with a source of protein.
	<b>1 pasta dish (optional) and/or</b>	Whole grain pasta with a minimum of 7 g fibre per 85 g dry serving to be offered as 25% of pasta menu items. 1 variety of sauce.	Cheese made from milk less than 20% M.F.  Little or no added fat or salt.
	<b>1 - 2 sandwich choices and/or</b>	Lean meats such as ham or turkey with less than 5 g of fat per serving and containing less than 1,000 mg of sodium per serving. Cheese made from less than 20% M.F. Salmon or tuna packed in water. Whole grain bread products.	Whole grain pasta, 2% M.F. or less sauce, tomato sauce.
	<b>1 Healthier Choice. See <a href="#">Healthier Choice Entrée Recipes on the See D Food Service website</a> for options.</b>	<b>Recommend <a href="#">Healthier Choice Entrée Recipes</a> on the <a href="#">D Food Services website</a>.</b>	
		Vary on a rotating basis.	
<b>Starch</b>	<b>1 starch item</b>	e.g. potato, rice, couscous, etc.	Brown/wild rice, whole grains. Potatoes with skin. Prepared with little/no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no additives
<b>Fruit</b>	<b>3 – 4 varieties in accordance with season</b>	At least 2 varieties must be fresh. May include a maximum of 2 canned and 1 dried variety.	Fresh, frozen without added sugar or canned in unsweetened fruit juice.



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<b>Dessert</b>	<b>1 prepared dessert and/or</b>	e.g. puddings, gelatin, cobblers, crisps, etc.	2% or less M.F. and whole grains.
	<b>1 baked dessert and/or</b>	e.g. cakes, cookies, pies, squares, etc.	Low fat, trans fat free and whole grain.
	<b>Ice cream/frozen yogurt</b>	To include a minimum of two with M.F. 2% or less.	2% or less M.F.
	<b>and Yogurt (2 - 4 flavours)</b>		2% or less M.F.

<b>LUNCH AND SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification<sup>1</sup></b>	<b>Healthier Choices</b>
<b>Bread Product</b>	<b>2 - 3 varieties of sliced bread</b>	Minimum of 50% must be whole grain with a minimum of 2.5 g of fibre per slice. The Mat J4/D Food Svcs website provides a list of whole grain products.	Whole grain products.
	<b>1 type of specialty bread products</b>	e.g. bagels, pita bread, etc.	Whole grain products.
<b>Beverage</b>	<b>2 hot beverages</b>	Tea (regular, decaffeinated, herbal), Coffee <sup>1</sup> (regular, decaffeinated)	Decaffeinated/ Caffeine-free.
	<b>Dairy (2 - 3 varieties)</b>	A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamins D and A added in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Less than 2% M.F.
	<b>Fruit juice (1 - 2 varieties)</b>	Pasteurized 100% pure juice with no sugar added in accordance with <a href="#">Canada's Food and Drug Regulations</a> s and the <a href="#">Canadian Food Inspection Agency (CFIA)</a> . Vary selection. One fruit variety may have sugar added, such as cranberry cocktail.	
	<b>Optional: fruit flavoured drinks (1 - 2 flavours)</b>	<b>If provided</b> , to include a maximum of 2 flavours. Made of natural fruit flavour extract and/or artificial fruit flavours. Shall contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Low calorie, low sugar.
	<b>Non-dairy beverages 1 variety, if required</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk e.g. soy beverage.	Less than 2% fat
<b>Fruit</b>	<b>3 - 4 varieties in accordance with season</b>	At least 2 varieties must be fresh. May include a maximum of 2 canned and 1 dried variety.	Fresh, frozen without added sugar or canned in unsweetened



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<b>Dessert</b>	<b>1 prepared dessert and/or</b>	e.g. puddings, gelatin, cobblers, crisps, etc.	fruit juice. 2% or less M.F. and whole grains.
	<b>1 baked dessert and/or</b>	e.g. cakes, cookies, pies, squares, etc.	Low fat, trans fat free and whole grain.
	<b>Ice cream/frozen yogurt</b>	To include a minimum of two with M.F. 2% or less.	2% or less M.F.
	<b>and Yogurt (2 - 4 flavours)</b>		2% or less M.F.
<b>Bread Product</b>	<b>2 - 3 varieties of sliced bread</b>	Minimum of 50% must be whole grain with a minimum of 2.5 g of fibre per slice. The Mat J4/D Food Svcs website provides a list of whole grain products.	Whole grain products.
	<b>1 type of specialty bread products</b>	e.g. bagels, pita bread, etc.	Whole grain products.

<b>SALAD BAR - Each brunch, lunch, and supper shall offer:</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Leaf</b>	<b>1 leaf salad without dressing/ ingredients containing fat</b>  <b>Optional: 1 other salad that may contain dressing/ ingredients containing fat</b>	e.g. Tossed salad, Spinach salad etc.  e.g. Caesar salad, Spinach salad, etc.	Prepared with little or no fat/high fat ingredients.
<b>Raw Vegetables</b>	<b>3 – 5 varieties</b>	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc.	All.
<b>Starch, Bean, or Marinated Salad</b>	<b>1 variety per meal</b>	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc.	Prepared with little or no fat.
<b>Protein Choice</b>	<b>1 type of protein choice</b>	e.g. sliced meat or fish product. Meat from <a href="#">federally inspected source and CFIA approved</a> only.	Fish and lean meat/poultry less than 5 g of fat per serving.
<b>Vegetarian Protein Choice</b>	<b>1 Vegetarian Protein Choice</b>	e.g. chick peas, other legumes, egg, hummus, bean dip.	Prepared with little or no fat.
	<b>2 types of cheese</b>	Cheese products produced in a dairy establishment registered by CFIA or equivalent.	Less than 20% M.F. Cottage cheese less than 2% M.F.



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<b>Pickles/Olives</b>	<b>2 – 3 varieties of pickles/olives</b>	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
<b>Condiments</b>	<b>mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil</b>		
	<b>2 varieties of meat sauce</b> <b><u>Salad dressings:</u></b> <b>3 varieties of regular</b> <b>3 varieties of low fat</b> <b>2 varieties of crackers</b> <b>salt, pepper, and other assorted spices</b> <b>butter ▶</b> <b>and/or</b> <b>margarine ▶</b>	e.g. BBQ Sauce, hot sauce etc.          e.g. melba toast, bread sticks, biscuits, etc.	

**APPENDIX 2 TO ANNEX A – MEAL SCHEDULE****Note:**

- 10 July: No Meal Requirements
- 01- 07 August: No Snack Requirements
- 07 August: Breakfast Only

DATE	Breakfast	Lunch - Hot Meal	Bag Lunch	Dinner	Snacks
11-Jul-23	34	0	34	34	34
12-Jul-23	34	0	34	34	34
13-Jul-23	34	0	34	34	34
14-Jul-23	34	0	34	34	34
15-Jul-23	34	34	0	34	34
16-Jul-23	34	34	0	34	34
17-Jul-23	34	0	34	34	34
18-Jul-23	34	0	34	34	34
19-Jul-23	34	0	34	34	34
20-Jul-23	34	0	34	34	34
21-Jul-23	34	0	34	34	34
22-Jul-23	34	34	0	34	34
23-Jul-23	34	34	0	34	34
24-Jul-23	34	0	34	34	34
25-Jul-23	34	0	34	34	34
26-Jul-23	34	0	34	34	34
27-Jul-23	34	0	34	34	34
28-Jul-23	34	0	34	34	34
29-Jul-23	34	34	0	34	34
30-Jul-23	34	34	0	34	34
31-Jul-23	34	10	0	10	34
01-Aug-23	10	10	0	10	0
02-Aug-23	10	10	0	10	0
03-Aug-23	10	10	0	10	0
04-Aug-23	10	10	0	10	0
05-Aug-23	10	10	0	34	0
06-Aug-23	34	34	0	34	0
07-Aug-23	34	0	0	0	0
<b>Total Number of Meals</b>	832	298	476	798	714

**ANNEX B - BASIS OF PAYMENT**

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

<b>Accommodations</b>				
<b>Dates</b>	<b>(A) Number of Nights</b>	<b>(B) Number of Personnel</b>	<b>(C) Price Per Room (without Applicable Taxes)</b>	<b>Total</b>
				<b>A*B*C</b>
<b>10 July – 07 August 2023</b>	28	34	\$ _____	\$ _____

<b>Meals (10 July – 07 August 2023)</b>			
<b>Type of Meal</b>	<b>(A) Number of Meals Requested<sup>1</sup></b>	<b>(B) Price per Meal (without Applicable Taxes)</b>	<b>Total</b>
			<b>A*B</b>
Breakfast	832	\$ _____	\$ _____
Lunch - Bagged	298	\$ _____	\$ _____
Lunch – Hot Meal	476	\$ _____	\$ _____
Dinner	798	\$ _____	\$ _____

<sup>1</sup>Reference Appendix 2 to Annex A – Meal Schedule for Breakdown of Breakfast, Lunch (Bagged and Hot Meal) and Dinner

<b>Snacks (10 July - 07 August 2023)</b>			
<b>Type of Meal</b>	<b>(A) Number of Snacks Requested<sup>2</sup></b>	<b>(B) Price per Meal (without Applicable Taxes)</b>	<b>Total</b>
			<b>A*B</b>
Snacks	714	\$ _____	\$ _____

<sup>2</sup> Reference Appendix 2 to Annex A – Meal Schedule for Breakdown of Snacks



Classroom/Conference Room				
Dates	Room	(A) Number of Days (Required only weekdays)	(B) Price per Day (without Applicable Taxes)	Total
				A * B
10 July – 07 August 2023	1	21	\$ _____	\$ _____

Lounge Area				
Dates	Room	(A) Number of Days	(B) Price per Day (without Applicable Taxes)	Total
				A * B
10 July – 07 August 2023	1	34	\$ _____	\$ _____

(A) Laundry – Service Provided by Accommodation				
Dates	(A) Number of Laundry (# Pers x 8 laundry)	(B) Price per bag of Laundry (without Applicable Taxes)	Total	
			A*B	
10 July – 07 August 2023	34 x 8 = 272	\$ _____	\$ _____	

Note: Will be removed if Laundry – Self Service (On-Site) is provided

(B) Laundry – Self Service (On-Site)				
Dates	(A) Number of Laundry (# Pers x 8 laundry)	(B) Price per bag of Laundry (without Applicable Taxes)	Total	
			A*B	
10 July – 07 August 2023	34 x 8 = 272	\$ _____	\$ _____	

Note: Will be removed if Laundry – Service Provided by Accommodation is provided



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Parking					
Dates	(A) Number of Days	(B) Price per mid-size car/SUV (9 required)	(C) Price Per 4x4 Truck (2 required)	(C) Price Per 3-Ton Cube Truck (1 required)	Total
					A * (B+C+D)
10 July – 07 August 2023	28	\$ _____	\$ _____	\$ _____	\$ _____

1 Estimated Cost of Firm Requirements

Accommodations: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Meals: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Snacks: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Classroom/Conference Room: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Lounge Area: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Laundry: \$ \_\_\_\_\_ [To be inserted at Contract Award]  
 Parking: \$ \_\_\_\_\_ [To be inserted at Contract Award]

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

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





## ANNEX C – SAMPLE MENU

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

### 1 Breakfast

Breakfast menu must include at minimum:

- 2 large eggs per person or pancakes/French toast (two pieces per person);
- 1 type cooked meat (1 beef, or 1 pork – chicken / turkey sausage is acceptable);
- 2 types of bread;
- 2 types of individual packaged milks (one per person);
- 2 types of hot beverages (coffee or tea);
- 2 types of 100% juice (2 fruit, no fruit flavored sodas);
- 2 types of fresh fruit – 1 piece per person; and

#### Condiments

- a. 2 spreads (butter and margarine); and
- b. Sugar, sweetener, coffee mate and creamers.

### 2 Bagged Lunch

Bagged lunch menus must include at a minimum:

- 2 standard sized sandwich / wrap or equivalent;
- 2 pieces of fresh fruit;
- 1 100% juice drink (no fruit flavored sodas);
- 1 protein / granola bar or equivalent; and
- 1 dessert snack (cookie, chocolate bar, etc.).

### 3 Hot Meal Lunch

Hot meal lunch must include at a minimum:

- 1 type of cooked meat;
- 1 vegetarian entrée choice;
- 1 cooked vegetable;
- Salad: 1 prepared and 1 greens;
- 1 type of bread;
- 2 types of hot beverage (coffee or tea);
- 2 types of 100% juice (2 fruit, no fruit flavored sodas);
- Desserts: prepared or baked; and

#### Condiments:

- a. 2 spreads (butter and margarine); and
- b. Sugar, sweetener, coffee mate and creamers.



#### 4 **Dinner**

Dinner menus must include at minimum:

- 1 type of cooked meat;
- 1 vegetarian entrée choice;
- 1 cooked vegetable;
- Salad: 1 prepared and 1 greens;
- 1 type of bread;
- 2 types of hot beverage (coffee or tea);
- 2 types of 100% juice (2 fruit, no fruit flavored sodas);
- Desserts: prepared or baked; and
- Condiments:
  - a) 2 spreads (butter and margarine); and
  - b) Sugar, sweetener, coffee mate and creamers.

#### 5 **Snacks**

Snack trays should include at a minimum:

- Fresh fruits;
- Dehydrated fruit snacks
- Granola Bars;
- Variety of mixed nuts / trail mix; and
- Yogurt.

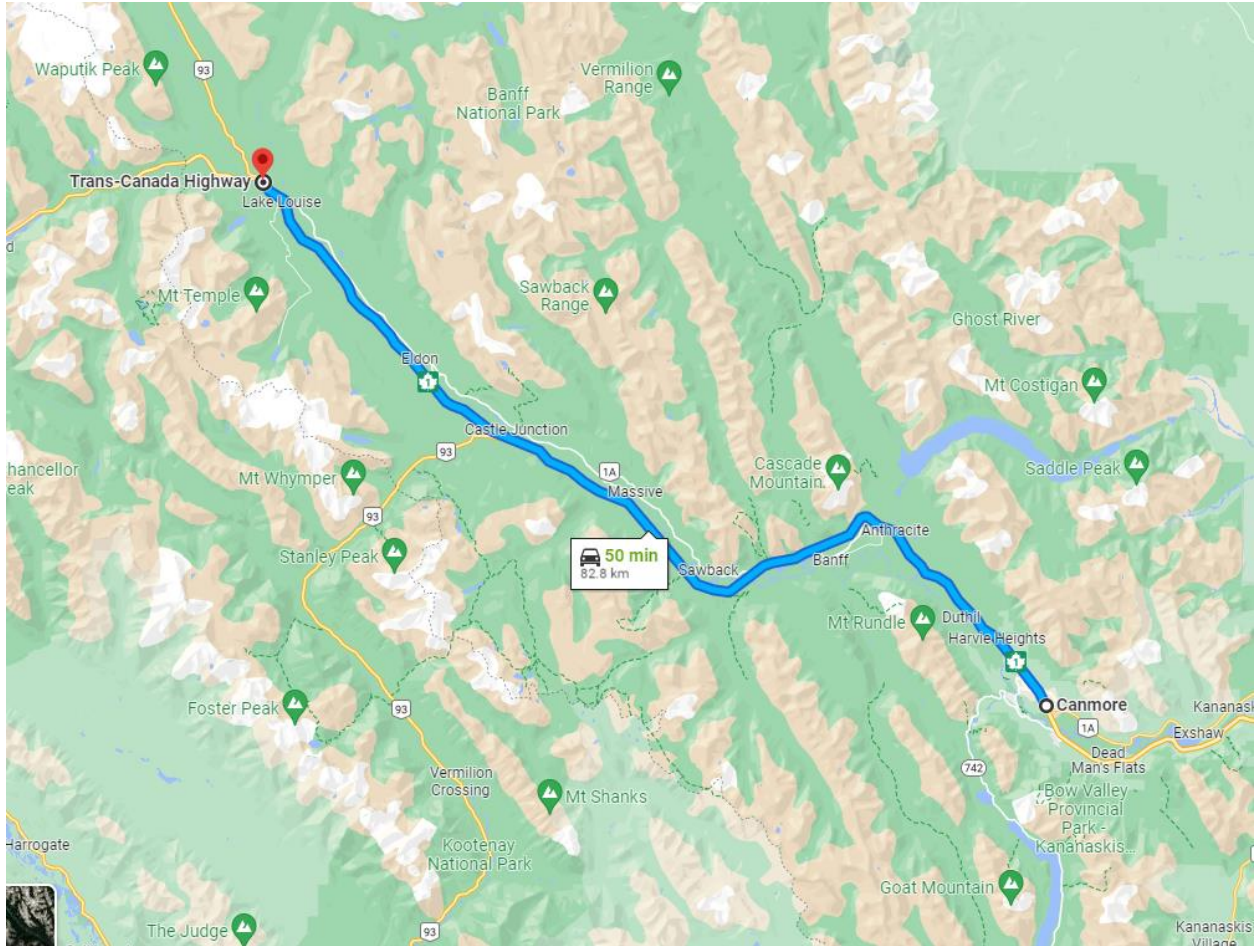


## ANNEX D- LOCATION (MAP)

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

### 1 Highway 1

**Between Canmore, Alberta and Lake Louise, Alberta**





2 **Dave Thompson Highway (Highway 1)**

**West of Nordegg town center and east of the Ice Field Parkway (Highway 93) at the Saskatchewan Crossing**

