

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Bread	
<b>Solicitation No. - N° de l'invitation</b> W0107-13WS20/A	<b>Date</b> 2012-10-29
<b>Client Reference No. - N° de référence du client</b> W0107-13WS20	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-902-1206
<b>File No. - N° de dossier</b> PET-2-37097 (902)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bell, Deborah	<b>Buyer Id - Id de l'acheteur</b> pet902
<b>Telephone No. - N° de téléphone</b> (613)687-6655 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Normandy Kitchen, Bldg. G-104 CFB Petawawa, Ontario K8H 2X3	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and any other annexes.

### **2. Summary**

To establish a Regional Individual Standing Offer (RISO) for the provision of Bread and Bakery Products on an "as and when required" basis for the Department of National Defence at Canadian Forces Base (CFB) Petawawa.

The period for placing call-ups against the Standing Offer shall be from 01 February 2013 to 31 January 2014.

The requirement is subject to a preference for Canadian goods and/or services.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

### **3. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process.. The debriefing may be in writing, by telephone or in person.

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## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer. Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms

(Consent to a Criminal Record Verification form - PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

### **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered .

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Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (this RFSO document) (1 hard copy)
- Section II: Financial Offer Annex "A" (1 hard copy)
- Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Bidders must submit their financial bid using Annex "B" only. Financial bids received in any other form will not be accepted for evaluation.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers;

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environment considerations into the procurement process *Policy on Green Procurement* (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Offer**

In their offer, offerors are to complete and submit the fill-in pages of the RFSO document.

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Pricing Basis Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

(a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

(b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion

**Section III : Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria .

(b) Canada will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

**1.1. Evaluation**

All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable full and complete evaluation.

**1.1.1 Mandatory Evaluation Requirements:**

Should any of the Mandatory Requirements not be met, the offer will be rejected as non-compliant and shall not be given any further consideration.

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- Unit of issue as stated herein is not to be changed.

## 1.2 Financial Evaluation

**1.2.1** Bids meeting the Mandatory Requirements will be assessed to arrive at an aggregate total based on the estimated usage provided in Annex "B".

**1.2.2** The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. In the event that a bidder does not provide a price for any item PWGSC will, for assessment purposes only, substitute the highest price quoted (by another bidder) for the item for which they did not provide a quote. If all bidders fail to provide a price for a particular item, that item will be eliminated from the assessment. This will be for the purposes of obtaining an aggregate total for each bidder.

The aggregate value is the sum of all extended prices.

## 2. Basis of Selection

2.1 It is the intention of Canada to issue a single Standing Offer to the offeror whose proposal meets the Mandatory Requirements, offers the lowest aggregate total and meets all the Conditions Precedent to Issue a Standing Offer as detailed in Part 5.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications or documents to be issued a Standing Offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the bid evaluation period (before issuance of a Standing Offer) and after issuance of the Standing Offer.

The Contracting Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a Standing Offer. The offer will be declared non-responsive if any certification made by the offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the offer non-responsive.

### 1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

**1.1** Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive

### 2. Certifications Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## 2.1 Federal Contractors Program for Employment Equity - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/ or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

(d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web

## 3 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

### 3.1 Canadian Content:

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

Annex 7.8 of the *Supply Manual* (<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre07-chapter07-eng.html#annex78>)

shows how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

### **3.2 SACC Clauses A3050T Canadian Content Definition 2010-01-11**

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex B.

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

##### **2.1 General Conditions**

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 04 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

### **3. Term of the Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for a period from 01 February 2013 to 31 January 2014.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:  
Deborah Bell  
Supply Officer

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet902

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

W0107-13WS20

File No. - N° du dossier

PET-2-37097

CCC No./N° CCC - FMS No/ N° VME

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Public Works and Government Services Canada  
Acquisitions Branch Petawawa Office  
Bldg. S-111, CFB Petawawa, Ontario K8H 2X3

Telephone : 613-687-6655  
Facsimile: 613-687-6656  
Email: debbie.bell@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 4.2 DND Site Authority

The DND Site Authority for the Standing Offer is:

Base Foods Officer or his designate

The DND Site Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### 4.3 Offeror's Representative (BIDDER TO COMPLETE):

Name and telephone number of the person responsible for:

General Enquiries:

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

Delivery Follow-up:

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

CFB Petawawa, Normandy Court Kitchen for all base requirements  
and by all/any Canadian Forces units training within the area

#### 6. Call-up Procedures

a) Availability of items and confirmation of the order is to be made by the contractor to the ordering office, within four (4) hours of the receipt of the call-up.

b) Call-ups shall be made directly to the Standing Offer holder for the items required on a right-of-first refusal basis. Should the Standing Offer holder be unable to fulfill the order or any portion thereof, the ordering office may through the use of Local Purchase Order, procure the unavailable items (only) from other vendors.

c) Items not available at the time of delivery are not to be backordered, unless previously agreed to by the Ordering Office.

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", or any other agreed to form or electronic document.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$8,000.00 (including GST/HST).

## 9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2012-07-16) General Conditions - Goods
- e) Annex A - Specification;
- f) Annex B - Basis of Payment
- g) the Offeror's offer \_\_\_\_\_ (insert date of offer) (If the offer was clarified or amended, insert at the time of issuance of the offer: ", as clarified on \_\_\_\_\_" or ", as amended \_\_\_\_\_". (insert date(s) of clarification(s) or amendment(s) if applicable)

## 10. Certifications

### 10.1 Compliance

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in \_\_\_\_\_. (The Standing Offer Authority must insert the name of the province or territory as specified by the Offeror in its offer).

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

**1. Statement of Requirement**

The Contractor must perform the work described in the call-up against the Standing Offer.

**2. Standard Clauses and Conditions**

**2.1 General Conditions**

2010A (2012-07-16) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 04 of Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

**2.2 SACC Manual Clauses**

A9062C	Canadian Forces Site Regulations	2010-01-11
G1005C	Insurance	2008-05-12

**3. Term of the Contract**

**3.1 Period of the Contract**

The work must be completed in accordance with the call-up against the Standing Offer.

**4. Payment**

**4.1 Basis of Payment**

1. The Basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B", Goods and Services Tax or Harmonized Sales Tax (GST/HST) extra, if applicable.

**4.2 Multiple Payments**

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

**4.3 Payment by Credit Card**

Credit cards are not accepted.

OR

The credit card \_\_\_\_\_ is accepted.

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W0107-13WS20/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet902

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

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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**OR**

The credit cards \_\_\_\_\_ and \_\_\_\_\_ are accepted.

## **5. Invoicing Instructions**

The Contractor must submit invoices in accordance with the information required in the General Conditions - 2010A, General Conditions, Goods.

### **5.1 Invoicing Instructions**

Only one (1) copy of the invoices is required and must show:

- a) the date;
- b) name and address of the Consignee
- c) DND's purchase order number and the Standing Offer number;
- d) description of the services.

### **5.2 CFB Petawawa** Invoices shall be submitted to:

Department of National Defence  
Normandy Court Kitchen  
Building G-104  
CFB Petawawa, Ontario K8H 2X3

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## ANNEX A

### Statement of Requirement

#### 1.0 Delivery Requirements:

- 1.1 Unless otherwise specified, all deliveries are to be made direct to Normandy Court Kitchen/Catering, Building G-104.
- 1.2 All/any CF Unit training within the area is an additional user. Call-ups, billing & delivery instructions shall be by unit. There will be no delivery to the field.
- 1.3 Deliveries to Building G-104 may be made on a DAILY basis, Monday to Friday from 0630 to 1400 hours only.
- 1.4 Changes/increases/decreases to call-ups may be made 24 hours in advance of expected delivery.
- 1.5 Normal delivery shall be made within 3 calendar days of call-up.
- 1.6 There shall be no additional delivery charge.
- 1.7 Emergency delivery may be required on weekends, with 2 hours of notification.
- 1.8 The bread shall be delivered in clean, sanitary cartons or trays.

#### 2.0 Type of Transport

- 2.1 The delivery vehicle must meet or exceed the standards set in the Canada Sanitation Code, current issue.
- 2.2 Minimum size of vehicle for compatibility with loading dock at Bldg. G-104 is 3 tonne.

#### 3.0 Rejects

The Contractor agrees to replace any rejected or shorted item within twenty-four (24) hours of notification of rejection. Any delivery or additional costs incurred to be solely at the contractor's expense.

#### 4.0 Quality Assurance:

- 4.1 All products must be processed in federally inspected plants.
- 4.2 Bread and Bakery products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.
- 4.3 The Canadian Government Standards Boards specifications will be used as reference for quality control.
- 4.4 Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.
- 4.5 DND representatives may perform quality assurance inspections at the supplier facilities as required.

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## **5.0 Rejects and Shortfalls**

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted or rejected items within 24 hours. Delivery costs incurred to replace all rejected food items or shortfalls rest fully at the contractor's expense.

<b>ANNEX B BASIS OF PAYMENT</b>					
<b>Product</b>	<b>Size</b>	<b>Unit of Issue</b>	<b>Est Qty/Year</b>	<b>Unit Price</b>	<b>Product Code</b>
CGSB 32.1M, Bread, White Type 11, Sandwich Loaf, Wrapped and sliced.	675 g	EA	<b>5000</b>		
CGBS 32.1M, Bread Brown, Type 11, Sandwich Loaf, Wrapped and Sliced	675 g	EA	<b>5000</b>		
CGSB 32.3M, Bread, Light Rye, Type B, Enriched White flour, wrapped and sliced. 900g	450 g	EA	<b>1000</b>		
CGSB 32.2M, Bread, Type 3, Raisin, Type B, Enriched White Flour, Wrapped and Sliced. 340g	340 g	EA	<b>500</b>		
Kaiser Rolls ( Soft ) 12/pkg	1734 g	PKG	<b>2500</b>		
English Muffin, 6/pkg	340 g	PKG	<b>500</b>		
Cheese English Muffin, 6/pkg	340 g	PKG	<b>100</b>		
Whole Wheat English Muffin, 6/pkg	340 g	PKG	<b>100</b>		
Hot Dog Buns, 7", 12/pkg	690 g	PKG	<b>250</b>		
Sausage Buns, 6/pkg	450 g	PKG	<b>2000</b>		
Bagel, Plain, 6/pkg, Sliced	450 g	PKG	<b>125</b>		
Bagel, Sesame Seed, 6/pkg Sliced	450 g	PKG	<b>100</b>		
Bagel, Everything, 6/pkg, Sliced	450 g	PKG	<b>100</b>		
Bagel, Cinnamon Raisin, 6/pkg, Sliced	450 g	PKG	<b>100</b>		
Bagel, Whole Wheat, 6/pkg Sliced	450 g	PKG	<b>100</b>		
Bagel, 12 Grain, 6/pkg, Sliced	680 g	PKG	<b>100</b>		
Bagel, Blueberry, 6/pkg sliced	680 g	PKG	<b>100</b>		
Pita Bread, White, 5/pkg	400 g	PKG	<b>100</b>		
Pita Bread. Whole Wheat,	400 g	PKG	<b>100</b>		

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5/pkg					
Bread 12 Grain, Sliced, and Wrapped	600 g	EA	<b>200</b>		
Bread, Multigrain Sliced and Wrapped	600 g	EA	<b>800</b>		
Bread, Wheat and Oat, Sliced and Wrapped	600 g	EA	<b>150</b>		
Split Hamburger Buns, 12/pkg	612 g	PKG	<b>150</b>		
Texas Toast, White, Wrapped and Sliced	675 g	EA	<b>250</b>		
CGSB 32.3M, Bread, Dark Rye (pumpernickel), Type 2, Class B, Style B, Enriched Whole Wheat	450 g	EA	<b>150</b>		
Bread Rolls, Type2, Class B, Soft Dinner Rolls, 16/pkg	714 g	PKG	<b>150</b>		
Submarine Rolls, 8" Plain 12/pkg	792 g	PKG	<b>100</b>		
Onion Rolls, 6/pkg, sliced	765 g	PKG	<b>100</b>		
Bread Rolls, Type 3, Class B, Soft Dinner Rolls, Whole Wheat 16/pkg	360 g	PKG	<b>100</b>		
Bread, Flax, Sliced and Wrapped	680 g	EA	<b>150</b>		
Bread, Sunflower, Sliced and Wrapped	680 g	EA	<b>25</b>		