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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, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:   |
|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6B, 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 Statement of Work and the Basis of Payment and any other annexes.

### 2. Summary

To establish a Regional Individual Standing Offer for the provision of **CONSUMABLE KITCHEN SUPPLIES** for Base Foods at the Department of National Defence, CFB Petawawa. Goods will be supplied on an "as and when requested" basis and the period for placing call-ups against the Standing Offer shall be from date of Standing Offer to 31 March 2015 (2 years).

This Standing Offer includes:

- Aluminum foil
- Plastic wrap
- Paper cups
- Foam cups
- Foam containers
- Other similar products

This Standing Offer excludes:

- Janitorial and cleaning consumable supplies (example: garbage bags, paper towels, toilet paper, disinfectant, floor cleaner, glass cleaner, hand soap etc.

### 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

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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.

## **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.

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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **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.

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, and the relations between the parties determined, 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)  
 Section II: Financial Offer (Annex "B" Basis of Payment)  
 Section III: Certifications

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

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 environmental 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must 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**

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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) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 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 Criteria

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration:

- (a) Bidders must provide prices for all items listed in Annex B.

### 1.2 Financial Evaluation

**1.2.1** Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "B", FOB Destination as indicated, for both years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

If your firm's unit of issue differs from what is requested in the Basis of Payment, your offer prices will be adjusted accordingly during the evaluation process so all offers can be evaluated on the same basis.

The request for "price per unit" in the description column is for assessment purposes only.

Example: The unit of issue is case of 3 but your product is a case of 4.... Your price for a case of 4 will be divided by 4 then multiplied by 3 to arrive at the unit of issue price as required for evaluation purposes.

If the bidder quotes a size different and not convertible to the unit specified for each item, the bid may not be capable of being evaluated in accordance with the Evaluation Criteria and Basis of Selection detailed herein. **The bid would then be given no further consideration and would be deemed non-responsive.**

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

## 2. Basis of Selection

**2.1** It is the intention of Canada to issue one (1) Standing Offer to the offeror who:

1. Meets all Mandatory requirements;
2. Offer the lowest aggregate values; and

### 3. Meet all the Conditions Precedent to Issue of a Standing Offer (located in Part 5).

#### **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and related documentation 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 offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

#### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

Offerors must submit the certifications as provided below:

##### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have 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 comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

## 2. Additional 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 - over \$25,000.00 and under \$200,000.00 or more

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

- 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;
- is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C.. 1995, c. 44;
- 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;
- 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 site.

### 2.2 Documents Required:

- 1) Catalogues - Regular, seasonal and sale catalogues and/or current published price lists.

## **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 Statement of Work at Annex "A".

#### **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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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

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

The period for making call-ups against the Standing Offer is from date of Standing Offer to 31 March 2015.

#### **4. Authorities**

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

The Standing Offer Authority is:

Mary Lou Harrington  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Petawawa Office  
Bldg S-111, CFB Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789

Facsimile: 613-687-6656

E-mail address: marylou.harrington@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 Technical Authority**

The Technical Authority for the Standing Offer is:

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

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

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

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

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

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

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

The Technical 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 BASE FOODS, CFB PETAWAWA, ONTARIO.

#### **6. Call-up Procedures**

6.1 Call-ups will be issued directly to the Standing Offer holder.

#### **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 \$20,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### **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, Statement of Work;  
 f) Annex B, Basis of Payment;  
 g) the Offeror's offer dated \_\_\_\_\_ (*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 on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term 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, provide the related documentation or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada 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, and the relations between the parties determined, by the laws in force in Ontario.

## 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 Work

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

### 2. Standard Clauses and Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### 2.3 SACC Manual Clauses

A9062C Canadian Forces Site Regulations 2011-05-16

### 3. Term of 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", entitled "Basis of Payment" Harmonized Sales Tax (HST) extra, if applicable.

### 4.2 SACC Manual Clause

H1001C (2008-05-12) Multiple Payments

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#### **4.3 Payment by Credit Card**

Credit cards are not accepted.

OR

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

**OR**

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

#### **5. Invoicing Instructions**

- 5.1 One copy of the Invoice shall be submitted to:  
Department of National Defence as per the 942 call-up.

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**ANNEX "A"**

To supply consumable kitchen supplies for Base Foods at the Department of National Defence, CFB Petawawa. Goods will be supplied on an "as and when requested" basis and the period for placing call-ups against the Standing Offer shall be from date of Standing Offer to 31 March 2015 (2 years).

**Special Requirements:**

- 1) Delivery should be within 72 hours from receipt of call-up.
- 2) Each order sent to the Supplier must be separately invoiced and identified with the correct call-up number.
- 3) Any shortages from orders must be identified and reported to the Identified User within four working hours of receiving order. Shipments are not to be back ordered.
- 4) After a complete and thorough inspection, if products/articles are found incomplete or deviate from the original order, the Supplier will be notified and adjustments are to be carried out within 24 hours of notification.
- 5) The Supplier shall pick-up and replace any rejected items within twenty-four (24) hours of notification of the rejection.
- 6) Supplies should be able to accommodate unforeseen situations and emergency orders.

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

Year 1 - From date of Standing Offer to 31 March 2014

Year 2 - 01 April 2014 to 31 March 2015

Estimated usages: as set out in the RFSO are to allow Canada to evaluate the offers and are only estimates. No estimate contained in this RFSO represent a commitment on behalf of Canada.

**Pricing Basis B.1**

Bidder's unit pricing is to include discount from catalogue. Please indicate catalogue discount if applicable in column provided.

Bidders are to provide the brand they are offering as well as their case size. The price per square meter is for assessment purposes only. The unit price column will be the price reflected in any resultant Standing Offer.

<b>Item</b>	<b>Description</b>	<b>Unit of issue</b>	<b>Est. Qty/Yr</b>	<b>Unit price Year 1</b>	<b>Unit Price Year 2</b>	<b>% Catalogue Discount</b>
1	Aluminum Foil, moisture-proof, odor-proof, grease-proof 45 cm x 100 m (17.71 in x 328.084 ft) 44.89 m2  Brand Offering: _____  Size Offering: _____  Price per Sq. Meter: _____ (this price is used for assessment purposes only).	ROLL	120			
2	Plastic Wrap with dispenser (comes in a box with cutting blade attached). 11 in x 2000 ft – 212.60 m2  Brand Offering: _____  Size Offering: _____  Price per Sq. Meter: _____	Each	300			
3	Plastic Wrap Refill 17 in x 2000 ft – 2833 m2					

	3 per case Brand Offering: _____ Size Offering: _____ Price per sq meter: _____	Case	26			
4	Wax Paper, white, non-stick 12 in x 12 in - .0929 m2 2000 per case Brand Offering: _____ Size Offering: _____ Price per sq meter: _____	Case	30			
5	Premium silicone parchment pan liner 16 3/8 in x 24 3/8 in – 0.2575 m2 1000 per case Brand Offering: _____ Size Offering: _____ Price per sq meter: _____	Case	26			
6	8 oz paper cups, doubled walled, biodegradable paper cup 1000 per case Brand Offering: _____ Size Offering: must be 8 oz but if case size is different, provide _____ Price per cup: _____	Case	20			
7	Lids for 8 oz paper cups 1000 per case Brand Offering: _____ Size Offering: must be 8 oz lid but if case size is different, provide	Case	20			

	_____					
	Price per lid: _____					
	_____					
8	8 oz foam cups 1000 per case  Brand Offering: _____  Size Offering: must be 8 oz cup but if case size is different, provide _____  Price per cup:	Case	20			
9	Lids for 8 oz foam cups 1000 per case  Brand Offering: _____  Size Offering: must be 8 oz lid but if case size is different, provide _____  Price per lid:	Case	20			
10	12 oz foam soup bowls 500 per case  Brand Offering: _____  Case Size: must be 8 oz bowl _____  Price per bowl: _____	Case	20			
11	Lids for 12 oz soup bowls 1000 per case  Brand Offering: _____  Case Size: must be 12 oz bowl  _____	Case	20			
12	104 ml foam containers 1000 per case  Brand Offering: _____	Case	120			

	Case Size: must be 104 ml container _____ Price per container: _____					
13	Lids for 104 ml foam container 1000 per case Brand Offering: _____ Case Size: must be 104 lid _____ Price per lid: _____	Case	120			
14	8 3/4" Luncheon Paper Plate, white, extra strong, leak resistant and cut resistant, environmentally friendly (recyclable, biodegradable and compostable). Preferred brand is Royal Chinet 500 paper plates per case Brand Offering: _____ Case Size: _____ Price per plate: _____	Case	30			
15	6 3/4" Luncheon Paper Plate, white, extra strong, leak resistance and cut resistant, environmentally friendly (recyclable, biodegradable and compostable). Preferred brand is Royal Chinet 100 paper plates per case Brand Offering: _____ Case Size: _____ Price per plate: _____	Case	30			
16	Paper baking cup 1 7/8 in x 4 1/2 in 10,000 per case Brand Offering: _____ Case size: _____	Case	15			
17	2 oz Paper soufflé cup 5000 per case	Case	15			

	Brand Offering: _____ Case size: _____ Price per cup:					
18	Prepacks with napkin 8 in plastic fork, plastic, knife, plastic soup spoon, salt and pepper 500 per case Brand Offering: _____ Case Size: _____ Price per packet:	Case	200			
19	9 in wooded bamboo skewers 100 per package Brand Offering: _____ Case Size: _____ Price per skewer:	PG	100			
20	3 compartment foam containers, comes with attached lid 16.5 cm x 14.9 cm 100 per case Brand Offering: _____ Case Size: _____ Price per container:	Case	26			

**Pricing Basis B.2**

Miscellaneous Kitchen Consumable Items of a similar nature not appearing in Pricing Basis B.1 but appearing in the offeror's published price list will be as follows:

Prices as listed in your regular, seasonal and sale catalogue and/or current published price lists, best price column, less a discount of \_\_\_\_\_%.

(Estimated annual dollar value \$25,000.00 x above percentage)

Name and date of catalogue or price list: \_\_\_\_\_ (provide with bid or precedent to award).

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The Offeror must provide a statement waiving all price disclaimers and terms and conditions found in their catalogue(s) as the resulting Standing Offer Terms and Conditions will take precedence.

**ANNEX "C"**  
**Standing Offer Reporting Form**

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)