

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Prepared Sandwiches	
<b>Solicitation No. - N° de l'invitation</b> EW479-123293/A	<b>Date</b> 2012-03-29
<b>Client Reference No. - N° de référence du client</b> EW479-123293	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-108-9364
<b>File No. - N° de dossier</b> EDM-1-34841 (108)	<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 2012-04-16</b>	
<b>Time Zone</b> Fuseau horaire Mountain Daylight Saving Time MDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Karlson, Jacqueline	<b>Buyer Id - Id de l'acheteur</b> edm108
<b>Telephone No. - N° de téléphone</b> (780)497-3780 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> VARIOUS DEPARTMENT OF NATIONAL DEFENSE VARIOUS CANADA	
<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 provides a general description of the requirement;
- Part 2 provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 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 includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- Part 6A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- Part 6B includes the clauses and conditions which will apply to any contract resulting from call-up made pursuant to the Standing Offer.

The Annexes include: Requirement, Working Documents - Basis of Payment and Periodic Usage Reports - Standing Offer.

### **2. Summary**

Regional Individual Standing Offer for the supply, delivery and off-loading of assorted prepared sandwiches to the Department of National Defence, CFB/ASU Edmonton, and CFB/ASU Wainwright, Alberta, on an "as required" basis during the period May 01, 2012 to April 30, 2013 inclusive.

### **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.

## 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 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 1.2 SACC Manual Clauses

B3000T	Equivalent Products	2006-06-16
M0019T	Firm Price and/or Rates	2007-05-25

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by mail or facsimile by the date, time and place indicated on the Schedule of Tender Closing Dates included in the Working Document, Annex "B".

Once the Offer has been completed and submitted by facsimile or mail, a copy of the Working Document (Excel file) should be sent, by e-mail, to the following address:

**WST.EDMFood@pwgsc-tpsgc.gc.ca**

**\*\* Note: The copy of the Working Document (Excel File) should be submitted by the closing date provided in Working Document - Annex "B"**

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 Alberta.

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.

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edm108

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### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

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

Section I: Financial Offer - one (1) hard copy and one (1) soft copy, excel file, by e-mail

Section II: Certifications - one (1) hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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 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: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B", Working Document- Basis of Payment. 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.

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## **Section II: Certifications**

Bidders 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.
- (c) The evaluation team 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 Mandatory Criteria**

- (a) Offerors must provide pricing in accordance with the unit requested.
- (b) Offerors must perform the full scope of work described in Annex "A" Requirement.
- (c) Offerors must complete Annex "B" - Working Document - Basis of Payment, and must provide pricing for ALL line items in both product lists requested.

#### **1.2 Financial Evaluation**

**1.2.1** The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is excluded, F.O.B. to the Department of National Defence, CFB/ASU Edmonton, Alberta destination including all delivery and off-loading charges, will be evaluated in Canadian Dollars, Canadian customs duties and excise tax included.

**1.2.2** The total overall Offer price will be calculated as follows:

- (a) The firm unit price will be multiplied by their corresponding estimated usages to obtain a total extended line item price;
- (b) The total extended line item prices will be added together to reach a total evaluated Offer price;

#### **1.3 SACC Manual Clauses**

C9000T

Pricing

2010-08-16

### **2. Basis of Selection**

**2.1** An Offer(s) must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer(s) with the lowest evaluated price will be recommended for issuance of a standing offer(s).

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications 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 or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. 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 requirements within that time period will render the offer non-responsive.

#### 1.1 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 site.

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## 1.2 Canadian Content Certification

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.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

## 1.3 Canadian Content Certification Definition

### 1.3.1 SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

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**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 "A".

**2. Standard 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 Standards 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 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

**2.2 Periodic Usage Reports - Standing Offer**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

**3. Term of Standing Offer****3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from May 1, 2012 to April 30, 2013

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#### **4. Authorities**

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

The Standing Offer Authority is:

Jacqueline Karlson  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region  
5th Floor Telus Plaza North  
10025 Jasper Avenue  
Edmonton, Alberta T5J 1S6

Telephone : (780) 497-3780

Facsimile: (780) 497-3510

E-mail Address: jacqueline.karlson@pwgsc-tpsgc.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 Project Authority**

The Project Authority for the Standing Offer is: *(to be determined upon issuance of a Standing Offer).*

Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Project 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.

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**4.3 Offeror's Representative** *(to be completed by Offeror)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: \_\_\_\_\_. *(to be determined upon issuance of a Standing Offer)*.

**6. 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 electronic document.

**7. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax is included if and where applicable).

**7.1 Minimum Individual Call-Up Limit**

The majority of individual call-ups against this Standing Offer will total a minimum of \$200.00 (Goods and Services Tax included).

**7.2 Delivery Call-Up Information**

**(a) When a Call-Up of \$200.00 or more is issued:**

All orders are F.O.B. Destination including all delivery and off-loading charges unless otherwise specified at time of the call-up.

**(b) When a Call-Up of less than \$200.00 is issued:**

Transportation charges shall be prepaid and charged as a separate item on the invoice at the Offeror's cost and discretion if the delivery location (F.O.B. Point) is outside of the Offeror's normal delivery area. The transportation charges must be supported with a paid copy of the transportation bill as requested by the consignee.

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**8. 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.

1. The call up against the Standing Offer, including any annexes;
2. The Standing Offer;
3. 2005 (2012-03-02) General Conditions - Standing Offers - Good or Services
4. 2010A (2012-03-02), General Conditions - Goods (Medium Complexity)
5. Annex "A" - Requirement;
6. Annex "B" - Working Documents - Basis of Payment (*Period to be identified upon issuance of SOA*)
7. Annex "C" - Periodic Usage Reports - Standing Offer
8. the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

**9. Certifications****9.1 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 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 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.

**10. SACC Manual Clauses**

M3000C Price Lists

2006-08-15

**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 of Alberta.

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## **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. Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

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

#### **2.1 General Conditions**

2010A (2012-03-02) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2012-03-02) General Conditions, Medium Complexity, Goods will not apply to payments made by credit cards at point of sale.

#### **2.2 SACC Manual Clauses**

A9006C	Defence Contract	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16

### **3. Term of Contract**

#### **3.1 Delivery Date**

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

### **4. Payment**

#### **4.1 See Annex "B" - Working Documents - Basis of Payment**

##### **4.1.1 Basis of Payment - Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the call-up. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is zero rated, if applicable.

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

#### **4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### **4.3 Method of Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment.

#### **4.4 Payment by Credit Card**

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

OR

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

## 5. Invoicing Instructions

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

### 5.2 Requirements Pertaining to Invoicing:

A bill of lading and a computerized invoice in three (3) copies, "one original and two copies", must be provided to the consignee within four (4) working days of each delivery. Hand written invoices will not be accepted. The Consignee's delivery representative will verify with the Offeror's representative that all items shipped have been received using the bill of lading provided by the Offeror.

The Offeror must only charge for the items delivered and accepted. The Offeror is to ensure that a request for credit receipt is issued at time of delivery for all items that are not accepted by the consignee's representative at time of delivery. The Offeror agrees to provide the consignee with a detailed credit receipt within four (4) working days from delivery for all items that the consignee and the Offeror agree have been shorted or damaged prior to or during delivery. Invoices will not be forwarded for payment until the Offeror provides the Consignee with an approved credit receipt. The Offeror must ensure that all invoices reflect the correct pricing in effect at time of ordering.

Invoices must contain the following information:

Attn: Department of National Defence  
 Delivery Address  
 Delivery City  
 Postal Code  
 Call-Up Number  
 Supplier Invoice Control Number  
 Delivery Date

## 6. SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30
D3004C	Type of Transport	2007-11-30
G1005C	Insurance	2008-05-12

**REQUIREMENT****ANNEX "A"**

Regional Individual Standing Offer for the supply, delivery and off-loading of assorted prepared sandwiches to the Department of National Defence, CFB/ASU Edmonton, and CFB/ASU Wainwright, Alberta on an "as required" basis during the period May 01, 2012 to April 30, 2013 to be provided in accordance with the terms and conditions set out herein.

*Three or more shipments of products that fail to meet the Requirements for Annex "A" may result in no further orders being placed and the Standing Offer may be set-aside.*

**Placement of Orders**

Orders will be placed with the Offeror with a minimum of seventy-two (72) hours in advance of the expected delivery day. Notification of any additions or deletions to an individual call-up will be mutually arranged between the Offeror and the consignee. If two (2) or more shipments are made on the same day, the Offeror must supply separate waybills.

*No advance orders will be accepted*

**Deliveries**

Deliveries are to be made to:

Department of National Defence  
CFB/ASU Edmonton  
Bldg 210 & 200 & Quarters Services  
P.O. Box 10500 Station Forces  
Edmonton, AB  
T5J 4J5

and

Department of National Defence  
CFB/ASU Wainwright  
Food Services Complex, Bldg 614  
Denwood, AB  
T0B 1B0

Unless otherwise specified in the call-up document.

- Deliveries must be made within seventy-two (72) hours of call-up as per specified delivery date
- Deliveries for **CFB/ASU Edmonoton MUST arrive between 7:00 am and 12:00 pm** each delivery day to ensure that sufficient DND staff are available to receive the order.
- Deliveries for **CFB/ASU Wainwright MUST arrive between 7:00am and 9:00am** each delivery day to ensure that sufficient DND staff are available.
- If for any reason, deliveries will be late, the Offeror will notify the Base Food Services Officer or designated representative of the estimated arrival time so that the Base Foods Service Officer or designated representative can make alternate arrangements to have enough DND staff available at the revised arrival time.

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### **Order Confirmation of Availability**

Potential shortfalls or cancellations in providing any products shall be immediately brought to the attention of the Base Food Services Officer or designated representative.

### **Discrepancies and Substitutions**

Substitutions will be rejected unless prior authorization of the requesting Contracting Authority and Base Food Services Offer or designated representative has been received by the Offeror

### **Reject or Shortfalls**

Upon notification of rejected items and shortages in quantity, the Offeror will replace all shorted or rejected items within twenty-four (24) hours.

### **Delivery of Products Not Meeting Product Quality Requirements**

Any products not meeting the Product Quality Requirements delivered to the Department of National Defence will be returned (opened and unopened) at the supplier's expense.

### **Quality Standard Requirements:**

(a) All products must adhere to the following Acts and their regulations:

Agriculture & Agri-Foods Administrative Monetary Penalty Act  
Canada Agriculture Products Act  
Canadian Food Agency Inspection Act  
Meat Inspection Act  
Consumer Packaging and Handling Act (as it relates to food)  
Food and Drug Act (as it relates to food)

(b) Products must comply with the Canadian General Standards Board (CGSB) standards and specifications related to food procurements (most current version at time of call-up)

Note: Canadian General Standards Board (CGSB) Standards are available from :

Canadian General Standards Board  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Quebec  
K1A 1G6  
Canada

Telephone: 819-956-0425 or 1-800-665-2472

Fax: 819-956-5740

E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

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A complete collection of The Canadian General Standards Board standards and specifications is also available for viewing at Depository Libraries. For information on Depository Libraries in the Offeror's area, contact the Canadian General Standards Board Sales Unit.

(c) All individual packaging of products must indicate the best before date on the packaging. Fresh deli-style products must have a shelf-life of at least seven (7) days remaining from date of shipment. All other products are to have at least fourteen (14) days of shelf-life remaining on the product from date of shipment.

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## **WORKING DOCUMENTS - BASIS OF PAYMENT**

## **ANNEX "B"**

The prices offered in the excel document are Firm Unit prices, FOB CFB/ASU Edmonton and CFB/ASU Wainwright including all delivery and off-loading charges. Additional surcharges will not be acceptable.

This excel document includes the schedule of tender closing dates as well as closing pages and products for each period.

Excel file - entitled - Annex "B", Working Documents - Basis of Payment, which includes the following:

- Working Document Information
- Schedule of Tender Closing Dates - Working Document
- Basis of Payment: Sandwiches - Product list DND Edmonton  
- Product list DND Wainwright

The offerors will provide pricing for ALL items for both product lists and make sure that the excel file has been properly filled out and contains all required information.

The product lists, once printed, will be sent by facsimile or mail, with other required documents. Before being transmitted to the WST.EDMFood@pwgsc-tps.gc.ca inbox.

**\*\*Note: The estimated usage provided in the Working Documents - Basis of Payment is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflects the actual usage's expected or any commitment on part of the crown.**

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**PERIODIC USAGE REPORTS - STANDING OFFER  
INSTRUCTIONS FOR SUBMISSION OF STANDING OFFER USAGE DATA**

**ANNEX "C"**

Please e-mail the usage information, for Standing Offer EW479-123293 for the Department of National Defence, CFB/ASU Edmonton and CFB/ASU Wainwright, Alberta to the following address:

WST-PA-EDM@pwgsc-tpsgc.gc.ca.

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 spent to date, by government department.  
(Add lines as necessary)

<u>STANDING OFFER EW479-123293</u>	Start Date of SO <u>( 2012-05-01 )</u>	End Date of SO <u>( 2013-04-30 )</u>
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Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period <u>DD/MM/YYYY</u>	End Reporting Period <u>(DD/MM/YYYY)</u>
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Order Number	Item Description	Product Number (If Applicable)	Item Quantity	Unit of Measure (each, litre, etc..)	Date or Order	Date of Delivery	Value of Order (not including GST or Delivery)