

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> overwrap bags for the assembly of t	
<b>Solicitation No. - N° de l'invitation</b> W8486-14SP0D/A	<b>Date</b> 2013-04-23
<b>Client Reference No. - N° de référence du client</b> W8486-14SP0D	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PR-757-62624	
<b>File No. - N° de dossier</b> pr757.W8486-14SP0D	<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 2013-06-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Papineau (PR Div.), Alain	<b>Buyer Id - Id de l'acheteur</b> pr757
<b>Telephone No. - N° de téléphone</b> (819) 956-0389 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Clothing and Textiles Division / Division des vêtements et  
des textiles  
11 Laurier St./ 11, rue Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	Canadian Forces C/O Ropack Inc. 7800 Vauban St. Anjou (Montreal), Quebec H1J 2N1	I - I	National Defence Headquarters DLP 3-4-5 (LSTL) Attention: Nancy Floyd 101 Colonel By Drive Ottawa, ON K1A 0K2



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Del. Offered Liv. offerte
1	overwrap bags for the assembly of the Individual Meal Packs (IMP)	D-1	I-1	1000320	Each	\$ XXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The Department of National Defence has a requirement for 1,000,320 overwrap bags for the assembly of the Individual Meal Packs, as described in Annex A.

#### **2.1 Delivery Requirement**

From **October 28 to November 15, 2013.**

### **3. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

### **4. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions. Manual issued by Public Works and Government Services Canada:

<https://buyandsell.gc.ca/policy-and-guidelines//standard-acquisition-clauses-and-conditions-manual/all>

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 4.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### **1.1 SACC Manual Clauses**

B4024T (2006-08-15), No Substitute Products

## 2. Submission of Bids

Bids 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 bid solicitation.

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 3.1 Note to Tender

A copy of the technical information referred to herein will be forwarded to you by the Director of Publishing and Graphics Services, DSCO, National Defence Headquarters.

All questions regarding standards, specifications, and drawings shall be referred to the Contracting Authority.

### 3.2 CGSB Standards

A copy of the standards referred to in the bid solicitation are available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5644  
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>

### 3.3 ASTM Methods and US Military Standards

Copies of ASTM methods and US Military Standards are obtainable from:  
IHS Canada  
Ottawa Office  
1 Antares Drive, Suite 200  
Ottawa, ON  
K2E 8C4  
Canada

Tel: (613) 237-4250 or 1-800-267-8220

Fax: (613) 237-4251

E-Mail: [gic@ihscanada.ca](mailto:gic@ihscanada.ca)

Website: <http://www.ihscanada.ca/>

### 3.4 AOAC Methods

Copies of AOAC methods are obtainable from:

AOAC International

481 N. Frederick Avenue

Suite 500

Gaithersburg, MD

20877 USA

Tel: (301) 924-7077

Fax: (301) 924-7089

Website: <http://www.aoac.org/>

### 4. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid ( 2 hard copy)

Section II: Financial Bid ( 1 hard copy)

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

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

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

#### Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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### Contractor's Representative

The following information must be provided:

Name/Telephone \_\_\_\_\_

Plant Address/Postal Code: \_\_\_\_\_

E-Mail Address (for all appropriate personnel): \_\_\_\_\_

### **Payments**

In their submission to the RFP, the bidders must indicate the company's mailing address where payment will be mailed should they be awarded a contract. This address must be included in the contract.

Invoice payments: Remit Payment to (complete address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Tender Samples**

**1 sample for each of the 18 menus** must be submitted for evaluation at time of bid closing as per Appendix 1.

### **Section II: Financial Bid**

Bidders must submit their financial under Line Items. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### **1.1 SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The Bidder must comply with all technical requirements and all terms and conditions specified in this

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bid solicitation.

## **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

## **2. Basis of Selection**

### **2.1 Basis of Selection - Mandatory Technical Criteria**

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

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder 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 Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

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

**1.1.1** By submitting a bid, the Bidder 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 a bid, the Bidder 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 Bidder, 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 bid 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 Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as

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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 bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder 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 bid being declared non-responsive.

## **2. Additional Certifications Precedent to Contract Award**

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

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the items in accordance with the Requirement at Annex A.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

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

Under Section 9 Warranty:

Delete: warranty period will be twelve (12) months

Insert: warranty period will be four (4) years

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before **November 15th, 2013**.

#### 4.2 Preparation for Delivery

The contractor must contact the Assembler **Ropack at 1-514-353-7000 ext 3422**, to determine a delivery Date within the consignee delivery period. The contractor must accompanied with a hard copy letter, on firm letterhead, which certifies that the product delivered has been tested, complies with the specification and compares to the approved tender sample.

#### 4.3 Liquidated damages

**4.3.1** If the Contractor fails to deliver within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 7600.32 for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.

**4.3.2** Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

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**4.3.3** Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

**4.3.4** Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Alain Papineau  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate  
6B3, Phase III, Place du Portage  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: (819) 956-0389  
Facsimile: (819) 956-7356  
E-mail address: alain.papineau@pwgsc.gc.ca

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

### **5.2 Procurement Authority**

The Procurement Authority for the Contract is:

Name: *(to be completed at contract award)*

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

Department: \_\_\_\_\_

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

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

Facsimile \_\_\_\_ \_

### **5.3 Contractor's Representative**

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ (*to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Price

SACC Manual Clause C6000C (2007-05-25), Limitation of Price

### 6.3 Method of Payments

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

### 6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor (*if applicable*)

**6.5** The quantity stated herein is minimum and must be delivered. An overshipment not in excess of no more than 5% will be accepted and payment will be adjusted accordingly.

The Contracting Authority must be contacted to make appropriate arrangements or apply for an overrun to the contract quantity. Approval for an overrun will be provided under a contract amendment.

## 7. Invoicing Instructions

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

National Defence Headquarters  
DLP 3-4-5 (LSTL)  
Attention: (*to be completed at contract award*)  
101 Colonel By Drive  
Ottawa, ON K1A 0K2
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Applicable Laws

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

## 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 Articles of Agreement;
- (b) 2010A (2012-11-19), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement
- (d) Annex B, Production Samples
- (e) Annex C, Batch Number Listing Form
- (f) Annex D, Assembler's Verification Method
- (g) Annex E, Production Schedule
- (h) Annex F, Overwrap Design and Notes
- (i) Annex G, Pricing
- (j) Appendix 1, Technical Evaluation Plan
- (k) Appendix 2, Evaluation Grid
- (l) the Contractor's bid dated (*to be completed at award of contract*)

## 10. SACC Manual clause

A9006C	2008-05-12	Defence Contract
D9002C	2007-11-30	Incomplete Assemblies
D6010C	2007-11-30	Palletization
G1005C	2008-05-12	Insurance
D5510C	2010-01-11	Quality Assurance Authority (DND) - Canadian-based Contractor ( <i>if applicable</i> )
D5515C	2010-01-11	Quality Assurance Authority (DND) - Foreign-based and United States Contractor ( <i>if applicable</i> )
D5540C	2010-08-16	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)
D5604C	2008-12-12	Release Documents (DND) - Foreign-based Contractor ( <i>if applicable</i> )
D5605C	2010-01-11	Release Documents (DND) - United States-based Contractor ( <i>if applicable</i> )
D5606C	2007-11-30	Release Documents (DND) - Canadian-based Contractor ( <i>if applicable</i> )

## 11. Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:
  - National Defence Headquarters
  - Mgen George R. Pearkes Building
  - 101 Colonel By Drive

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Ottawa, ON K1A OK2  
DLP 9-3-3 (LSTL)  
Attention: *(to be completed at contract award)*

- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2  
E-mail: ContractAdmin.DQA@forces.gc.ca.

## 12. Packing and Markings

**12.1** The manufacturer's batch number, name of the product and number of units per shipping container are clearly identified on each shipping container and must be easily readable once shipping containers are palletized. Shipping containers must be sequentially palletized according to batch numbers

**12.2** If possible, no more than two batch numbers must be on any one pallet.

**12.3** Each shipment must include the Batch Number Listing Form properly completed which provides pallet number with corresponding product batch number, number of cases and total numbers of overwraps as per Annex C . An electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler (jack.vaters@ropack.com) when the shipment leaves the plant.

**12.4** When more than one batch is delivered, the shipment must include the Batch Number Listing form properly completed which provides pallet number with corresponding product codes, number of cases for each code and total numbers of overwraps as per Annex C . When available, an electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler. The electronic version must be submitted by e-mail to the Assembler at Ropack (Jack.Vaters@ropack.com) when the shipment leaves the plant.

**12.5** Shipping container must be as a minimum in accordance with CAN/CGSB 43.22-2001, Standard for Corrugated Fibreboard Products, dated Oct 2001, Class 1, Style 1, C6 and B Flute. The product must be delivered in good condition and must show no evidence of deterioration; and

**12.6** Each shipping containers must have the same number of units.

**12.7** Each shipping container and its contents must not exceed a mass of 11.3 Kg (25 lbs).

**12.8** Unit loads must not exceed forty-six (46) inches high, excluding pallet height. If a supplier cannot meet this requirement an exemption must be requested during the tender period. The demand must include reasons for the exemption request. The PD/PM PMO NCRP will accept or reject the request.

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### **13. Shipping Instructions - Delivery at Destination**

1. The Contractor must ship the goods prepaid DDP / FOB- Delivered Duty Paid to Ropack, 7800 Vauban Street, Anjou, Qc, H1N 2N1. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

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Buyer ID - Id de l'acheteur

pr757

CCC No./N° CCC - FMS No/ N° VME

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**For all Annexes please  
Refer to the attachment.**

**ANNEX A  
REQUIREMENTS FOR  
PROVISION OF OVERWRAP BAGS FOR INDIVIDUAL MEAL PACKS (IMPS)**

**1. Objective**

This document provides information on the Canadian Forces' need to purchase Overwrap Bags for the IMPs.

**2. Background**

Each year, the National Combat Ration Program (NCRP) produces IMPs used for training exercises, deployed operations or in emergency situations when the situation does not permit the use of fresh rations. The IMP consists of an average of 20 food and non-food items packaged in an overwrap bag.

The IMP components, including the overwraps, are shipped to the Assembler. His task consists of inserting all the individual components inside the Overwrap.

**3. Scope of Work and Tasks**

The work involved includes the fabrication and shipment of the Overwrap Bags according to the production schedule indicated in the contract.

**4. Technical Requirements for Overwrap Bags**

The packaging material must have the following laminations from the outside to the inside:

- a. 65g/m<sup>2</sup> grease resistant natural kraft paper, Kit level 8
- b. 41g/m<sup>2</sup> kraft (liner)
- c. 12 g/m<sup>2</sup> of polyethylene coating
- d. 8µ foil
- e. 36 g/m<sup>2</sup> polyethylene

The Overwrap Bags must be manufactured in accordance with the Overwrap Design and Notes.

**5. Printing Instructions**

1. The Overwrap Bags for breakfast, lunch and supper menus must be printed in black.
2. The information printed on the Overwrap bag must be in the following order as indicated in the Overwrap Design and Notes:

1. Maple Leaf Image
2. Meal Contents in English
3. Meal Contents in French
4. Year of Assembly
5. Menu Number

The following statement must also be printed at the bottom of the Overwrap:

**MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE – VENTE INTERDITE**

Character size for this statement must not be bigger than 3mm and must suit commercial equipment, practice and space available. This statement must be on one line.

3. Flexographic Ink shall comply with the standards, which are listed in the Conference of North East Governors Agreement (CONEG).

**6. Menus and Quantities**

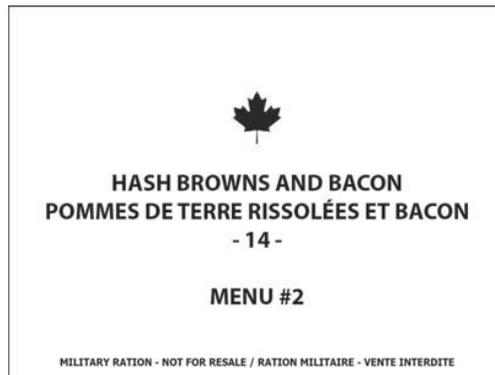
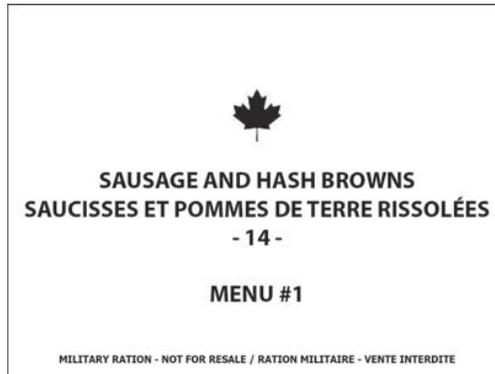
The menu names, quantities, and printing layout for 1<sup>st</sup> year contract are the following:

Description	Quantity
Breakfast/Déjeuner Menu No.1  <b>Sausage and Hash Browns</b> <b>Saucisses et pommes de terre rissolées</b>	40 000
Breakfast/Déjeuner Menu No. 2  <b>Hash Browns and Bacon</b> <b>Pommes de terre rissolées et bacon</b>	40 000
Breakfast/Déjeuner Menu No. 3  <b>Breakfast Sausages</b> <b>Saucisses à déjeuner</b>	20 000
Breakfast/Déjeuner Menu No. 4  <b>Baked Beans</b> <b>Fèves au four</b>	40 000
Breakfast/Déjeuner Menu No. 5  <b>Scalloped Potatoes and Ham</b> <b>Pommes de terre à la Normande avec jambon</b>	20 000
Breakfast/Déjeuner Menu No. 6  <b>Beans and Wieners</b> <b>Fèves et saucisses</b>	40 000
Lunch/Dîner Menu No.7  <b>Hamburger</b>	100 032
Lunch/Dîner Menu No. 8  <b>Veal Cutlet with Mushroom Sauce</b> <b>Escalope de veau – sauce aux champignons</b>	50 016

Lunch/Dîner Menu No. 9  <b>Shepherd's Pie</b> <b>Pâté chinois</b>	100 032
Lunch/Dîner Menu No. 10  <b>Chicken Pesto Pasta</b> <b>Pâtes avec poulet et pesto</b>	100 032
Lunch/Dîner Menu No. 11  <b>Chicken Cannelloni</b> <b>Cannelloni au poulet</b>	50 016
Lunch/Dîner Menu No. 12  <b>Chicken Cordon Bleu</b> <b>Poulet cordon bleu</b>	100 032
Supper/Souper Menu No. 13  <b>Poutine</b>	60 032
Supper/Souper Menu No. 14  <b>Turkey Stew</b> <b>Ragoût de dinde</b>	30 016
Supper/Souper Menu No. 15  <b>Stuffed Pasta with Ricotta</b> <b>Coquilles farcies au ricotta</b>	60 032
Supper/Souper Menu No. 16  <b>Salmon</b> <b>Saumon</b>	60 032
Supper/Souper Menu No. 17  <b>Sloppy Joe</b>	60 032

Supper/Souper Menu No. 18  <b>Pork with Wine Cream Sauce</b> <b>Porc - sauce crémeuse au vin</b>	30 016

7. Printing Layout (not to scale):





**BAKED BEANS  
FÈVES AU FOUR**

**- 14 -**

**MENU #4**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**SCALLOPED POTATOES AND HAM  
POMMES DE TERRE À LA NORMANDE AVEC  
JAMBON**

**- 14 -**

**MENU #5**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**BEANS AND WIENERS  
FÈVES ET SAUCISSES**

**- 14 -**

**MENU #6**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**HAMBURGER**

**- 14 -**

**MENU #7**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**VEAL CUTLET WITH MUSHROOM SAUCE  
ESCALOPE DE VEAU - SAUCE AUX  
CHAMPIGNONS  
- 14 -  
MENU #8**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**SHEPHERD'S PIE  
PÂTÉ CHINOIS  
- 14 -  
MENU #9**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**CHICKEN PESTO PASTA  
PÂTES AVEC POULET ET PESTO  
- 14 -  
MENU #10**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**CHICKEN CANNELONI  
CANNELONI AU POULET  
- 14 -  
MENU #11**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**CHICKEN CORDON BLEU  
POULET CORDON BLEU**

- 14 -

**MENU #12**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**POUTINE**

- 14 -

**MENU #13**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**TURKEY STEW  
RAGOÛT DE DINDE**

- 14 -

**MENU #14**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE

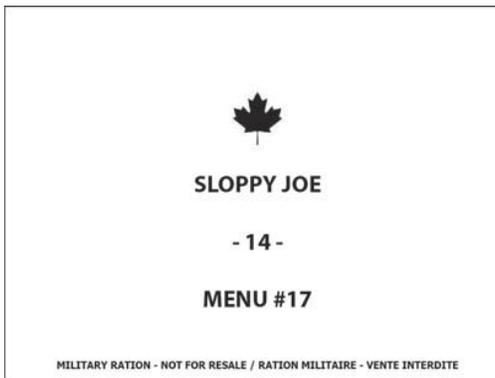
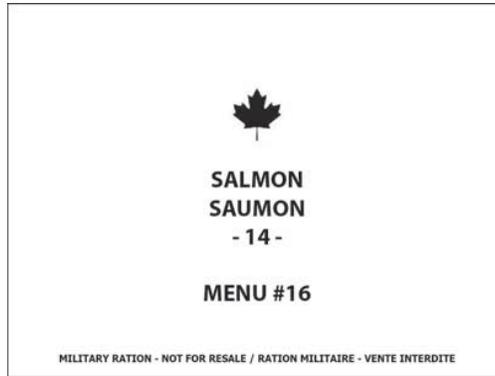


**STUFFED PASTA WITH RICOTTA  
COQUILLES FARCIES AU RICOTTA**

- 14 -

**MENU #15**

MILITARY RATION - NOT FOR RESALE / RATION MILITAIRE - VENTE INTERDITE



**Note: The overwrap's back must be printed, in the bottom section, with the following sentence:**

COMMENTS? / COMMENTAIRES?  
[http://admmat.mil.ca/cosmat/lbi/dfoodsvcs/en/national\\_combat\\_rations\\_programme\\_e.asp](http://admmat.mil.ca/cosmat/lbi/dfoodsvcs/en/national_combat_rations_programme_e.asp)

**The menu names, quantities and printing layout for the 2<sup>nd</sup> year contract are to be determined.**

**8. QUALITY**

Items are required for production of an operational meal pack for Canadian Forces personnel serving overseas as well as in Canada. The Contractor is responsible to supply product that meets or exceeds the approved tender samples.

**9. COMMUNICATION**

The Contractor must not contact the Assembler except to request pallets and to establish the delivery date  
8/18

of goods during the contract delivery period.

## **10. REPLACEMENT OF DEFECTIVE PRODUCT**

As a result of the verification conducted by DND and/or the consignee, the following replacement actions will apply:

When shortfalls and/or packaging deficiencies are identified and reported to DND, the Procurement Officer (PO) or the Project Director and Project Manager (PD/PM) will base the request for replacement of non-conforming goods on an estimated average of missing goods. This measure is applied in order to avoid any delay in the assembly of IMPs. Using this approach protects the Contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of the IMPs.

When a deficiency/problem is identified during verification/inspection of delivered goods, and that there is a need for additional verification/ inspection which exceeds 2% of the shipment, the Contractor will be informed of the problem, and their advice on additional inspection will be requested before additional verification/inspection begins at the Assembler's plant. If requested, DND will obtain a cost estimate from the Assembler.

If the additional verification/inspection is performed at the Assembler's plant, the worker cost for the increased workload will be at Contractor's expense and invoiced directly by the Assembler.

Should the shipment be returned to the Contractor for inspection, transportation costs will be at the Contractor's expense.

Additionally, second and subsequent verifications/inspections of defective goods replacement shipments will be at Contractor's expense.

The Assembler will directly bill the faulty Contractor for the additional work required performing multiple verifications/inspections. DND will obtain a cost estimate from the Assembler if requested in writing by the Contractor.

When a deficiency with a component is identified after the initial or final acceptance or after the IMP are assembled, whether the IMPs are at the Assembler's plant or have been distributed to Bases, the Contractor must be responsible to replace defective products and subject to the type of deficiency, may have to replace the entire production of defective goods. In this instance, the Contractor will be responsible for all associated costs, such as labor costs for additional verification/inspection, unpacking/repackaging of meals, disposal of defective product as required, transportation cost to recall distributed defective packs as applicable, and material cost for overwrap pouches.

If a contract requirement is overlooked and is identified after the initial or final acceptance of a product, the Contractor may be required to replace the defective product at the Contractor's expense.

## **11. FINAL ACCEPTANCE OF GOODS**

In all instances, final approval and acceptance will rest with the PD/PM. In all instances where shipments deviate from the requirement of the contract, the PD/PM and the PO must be advised.

## **12. SHIPPING**

Every effort must be made to minimize the number of shipments per item.

**ANNEX B  
PRODUCTION SAMPLES**

**First Production Batch Samples**

The cost of shipping first production batch samples is at the supplier's expense. Upon receipt, samples will become DND property and must not be returned to supplier.

First production batch samples must be collected for each menu (menu #1 – menu #18).

**Production evaluation**

As a minimum, at the beginning of the production the supplier must pull samples, compare them to the approved tender sample to ensure consistency and keep meaningful records of the evaluation. Should the supplier choose to disregard production sampling and/or record keeping, and continue the production, the supplier must be responsible for any deficiencies, should any unacceptable deviations be identified by DND. During production, the supplier is also responsible for determining the frequency of testing to ensure consistent product quality.

Changes from approved tender samples are unacceptable. If a change from the approved tender sample must be made (changes in raw material, raw material supplier, process, etc...), details of such change accompanied by proper substantiation must be provided in writing to the PD/PM. New tender samples are required for evaluation. Evaluation and acceptance of any change must be made prior to commencement of production. If production is already under way the production must cease and PD/PM must be advised per the above.

First production batch samples are for internal use only, and must not be misinterpreted as being the process for production verification.

The contractor must:

- a. Submit one first production batch samples selected from menu #1 – menu #18.
- b. Notify the local National Defence Quality Assurance Representative, five (5) working days in advance of the first day of production to arrange for quality assurance and selection of the first production batch samples.
- c. Ship the above samples to arrive at the following:

National Defence Headquarters  
DCOS(Mat)  
Mat J4 Food Svcs (LSTL Building)  
PMO NCRP Evaluation Centre  
465 Industrial Avenue  
Ottawa, ON  
K1G 0Z1

C/O

- d. Provide with each delivery of samples from first batch production samples, the certificate stating that the product is of the same quality (equal or better) and is fully comparable to the approved tender samples. If there are differences between the tender sample and the production the supplier must report them.



## ANNEX D ASSEMBLER'S VERIFICATION METHOD

This annex describes the verification method used at the Assembler's plant. As indicated in the IMP assembly contract, the Assembler must verify all received goods. To ensure that delivered goods are satisfactory, the verification will include a physical count, as well as a visual inspection of the items received.

### IMP Overwrap Bags

For all IMP Overwrap Bags, the Assembler must:

1. Randomly select samples from all incoming goods for inspection. Sample size must be at least 0.5% of the quantity received.
2. Open sampled cases and remove the contents. Selected samples must be inspected for the following:
  - a. verify that the number of items per case matches the quantity marked on the case.
  - b. verify the items are conformant.

### Verification Results

Verification results will be interpreted as follows:

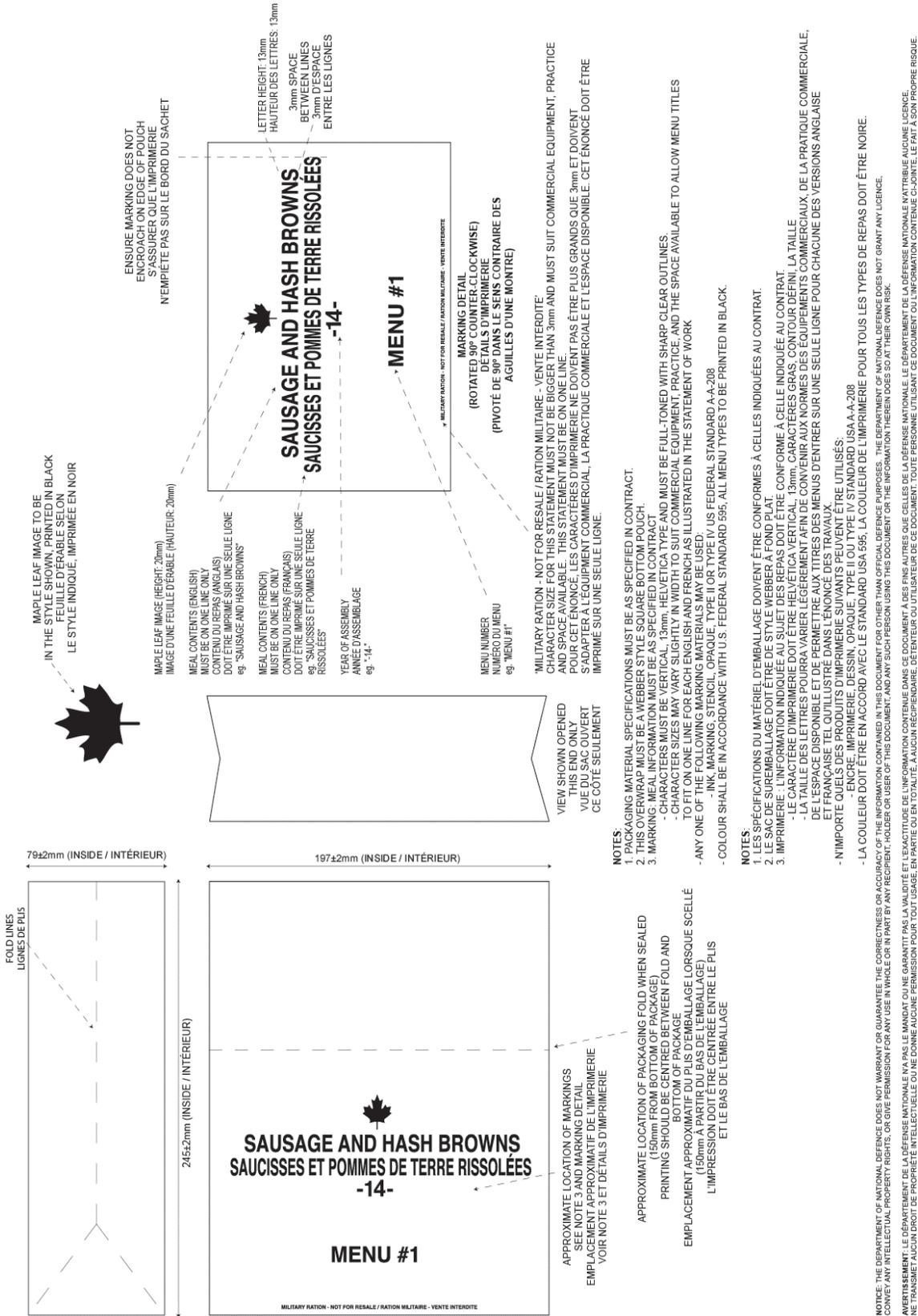
1. if there are no non-conformances identified and if the number of units per case is equal to or greater than the quantity ordered, there will be no further verification by the consignee;
2. if a non-conformance is detected and/or if the number of units per case is inferior to the quantity ordered, the sampling size for verification will increase to 2% in order to verify the extent of the problem. Any sampling greater than 2% will require approval by the Project Authority.

### Corrective Measures

As a result of the consignee verification, the actions indicated in Annex A, *10. Replacement of defective products* will apply.



## ANNEX F OVERWRAP DESIGN AND NOTES



**ANNEX G**

**Pricing**

**First Year - Firm Quantities**

**Item 1 Overwrap bags for the IMP's**

Quantity	Unit of Issue	Firm Unit Price/FOB Destination
1,000,320	Each	\$ _____ (A)

Number of units per shipping container \_\_\_\_\_

**Second Year - Option Quantities**

**Item 2 Overwrap bags for the IMP's**

Quantity	Unit of Issue	Firm Unit Price/FOB Destination
0 to 799,999	Each	\$ _____ (B)
800,000 to 1,099,999	Each	\$ _____ (C)
1,100,000 to 1,399,999	Each	\$ _____ (D)
1,400,000 to 1,999,999	Each	\$ _____ (E)

Number of units per shipping container \_\_\_\_\_

**Note:**

Suppliers must submit unit prices for Year 1 and 2 otherwise the bid will be found to be non-compliant.

**Unit Cost**

In his quotation the bidder must calculate the unit cost as FOB destination.

**Formula for evaluating bids:**

$$(A \times 0.5) + \frac{(B+C+D+E)}{4} \times 0.5 = \text{Total average unit price for year 1 and 2.}$$

**APPENDIX 1  
TECHNICAL EVALUATION PLAN**

The cost of shipping samples is at the Supplier's expense. Upon receipt, samples will become DND property and will not be returned to the Supplier.

**Tender Samples**

One sample for each of the 18 menus is to be submitted for evaluation as described below.

To be evaluated, tender samples must:

1. Be accompanied with a statement attesting:
  - a. that each item complies with all requirements of all applicable specifications and/or descriptions
  - b. to the quantity of Overwrap Bags per shipping container in the following two documents: the statement for the Evaluation Centre and the answer to the bid solicitation.
2. A packaging material certificate and specification sheet indicating the material composition and glue used. If there is no change in the packaging material and/or the packaging material supplier, the same certificates are valid for five (5) years.
3. Must be printed in accordance to Annex A, 7. *Printing Layout* or if not printed, a complete draft of the print to be used must be on each sample for the 18 menus.
4. Must be manufactured using the same process as the production run.
5. Include a completed production schedule following the outline in Annex E.
6. Include a statement indicating the name of the Supplier's Representative and the alternate.
7. Must meet *Annex F, Overwrap Design and Notes* specifications.
8. Be shipped by the closing date. The samples must be shipped to the following address:

Bid Receiving  
Public Works and Government Services Canada  
11 Laurier St.  
Place du Portage, Phase III  
Core 0A1  
Gatineau, QC  
K1A 0S5

**Tender Samples Evaluation Method**

The tender samples and the technical information will be evaluated by the Combat Ration Program personnel using an evaluation grid (refer to Appendix 2, next page). All the evaluation criteria are indicated in the grid. Failure to meet one or several criteria will result in the bid being declared as non-compliant.

**APPENDIX 2  
 EVALUATION GRID**

**EVALUATION DATE :**

**BIDDER'S NAME :**

EVALUATION CRITERIA	DESCRIPTION	PASS	FAIL
Closing Date and Time	The date and time of bid closure are met		
Statements from bidder stating:	that each item complies with all requirements of all applicable specifications and/or descriptions		
	the quantity of packets per shipping container		
	the supplier's representative and alternate		
Certificate	Overwrap material technical specification sheet		
Samples	18, one for each menu		
Printing	In accordance to the printing layout in Annex A, 7. <i>Printing Layout (not to scale)</i> :		
	Black Ink		
	Vertical characters, Helvetica type, 13mm, full toned, clear outlines		
	3mm space between lines		
	Centered between fold (located at 150mm from bottom) and bottom of package		
	Marking must not encroach on edge of pouch		
Inside Dimensions	245 ± 2mm high x 79 ± 2mm wide x 197 ± 2 mm length		
Material	According to Annex A, 4. <i>Technical Requirements for Overwrap Bags</i>		
	Webber style square bottom pouch		

REQUISITION NO. - N° DE LA RÉQUISITION: W8486-14SPOD  
DATE: 2013-04-23  
NOTES

**APPROVAL**

\_\_\_\_\_  
DP/GP

Date \_\_\_\_\_

\_\_\_\_\_  
Technical Assistant

Date \_\_\_\_\_

\_\_\_\_\_  
Technical Assistant

Date \_\_\_\_\_