




<div>  <div>Public Works and Government Services Canada</div> </div>		Travaux publics et Services gouvernementaux Canada		Document No.W0142-12C102/A		Part - Partie 1 of - de 2	
				See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions			
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	Delivery Req. Livraison Req. Del. Offered Liv. offerte
1	Meat, Fish and Poultry	W0142	W0142	1	Each	\$XXXXXXXXXXXX	See Herein

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Government of Canada has launched a program to improve the way the government does business, with a focus on identifying and implementing innovative ways to deliver goods and services smarter, faster, and at reduced costs. The Government is using strategic practices to identify suppliers who offer the best price/quality value proposition to Canada and to accelerate cost savings across commodity areas. This work is guided by the Government of Canada's principles of transparency, accountability and high ethical conduct in doing business.

This Request for Standing Offer is a Standing Proposal. It is a description of goods, along with specific terms, clauses and conditions, valid for a fixed period of time. The duration is fragmented into several periods, according to a predetermined Closing Calendar. Following receipt of the offers, for each period, a Standing Offer and Call-up Authority may be issued to the supplier having submitted the best offer.

The Request for Standing Offers (RFSO) template is divided into six parts:

- 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 and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts 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, the security requirement, if applicable, and the basis of selection.
- Part 5      Certifications
  - Includes the certifications to be provided.
- Part 6      6A, Standing Offer, and 6B, Resulting Contract Clauses; and the Annexes
  - 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 Requirement, the Working Documents and the Standing Offer Usage Report example.

## 2. Summary

For the supply and delivery of Meat, Fish and Poultry to Department of National Defence, Canadian Forces Base (CFB) Suffield, Ralston, Alberta and Trail's End Camp, Cochrane, Alberta as required during the period of the Standing Offer. The Standing Offer will be in effect from August 1, 2012 to July 31, 2013, divided into four (4) three-month periods.

Note: all offers must be submitted separately for each period, as per the schedule in Annex "C".

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

## 3. Communications Notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

## 4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) 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. Note: Article 07, point 3, will not requested.

### 1.1 SACC Manual Clause

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 the date, time and place indicated on the Schedule of Tender Closing Dates included in the Working Documents (Annex "D").

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

Once the offer has been completed and submitted to the bid receiving unit, a copy of the Working Document (Excel file) must be forwarded, by e-mail, to **wst.cal-food@pwgsc-tpsgc.gc.ca**.

## **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 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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**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 (1 hard copy) and one (1) soft copy, Excel file, by e-mail to the address specified above.

Section II: Certifications (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.

**Annex C - Working Documents (Excel File)**

The working documents include the Schedule of Closing Dates as well as Closing Pages and List of Products for each period.

The Schedule of Closing Dates specifies the Closing Dates for each period. It is important to use the appropriate Closing page, matching the period for which the offer applies.

The offerors will complete the List of products using the Excel file and ensure that it has been properly filled out and contains all required information.

That list, once printed, will be sent to the bid receiving unit with the other required documents, before being transmitted to the above mentioned e-mail address.

**Section I: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "C" - Working Documents. The total amount of Goods and Services Tax must be shown separately, if applicable.

## 1.1 Payment of Invoices 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

OR

- (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.

## 1.2 Prices - Items

Offerors must submit firm unit prices for all items listed in Annex "C", Working Documents.

## Section II: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Financial Evaluation

The total aggregate bid offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

The estimated usage listed under Annex "D" are for evaluation purposes only and will not form part of any resulting Standing Offers. Estimated usage is based on primary consumption of 90% during the period of April 1st to October 31st (training time frame).

SACC Manual Clause M0222T (2010-01-11), Evaluation of Price

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer. Lowest evaluated price will be determined in accordance with the step detailed below:

The total aggregate evaluated amount for each offer is calculated by multiplying the unit price for each item by the associated estimated quantity listed and summing the values. The responsive offer with the lowest aggregate evaluated price is recommended issuance of a standing offer.

## 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 a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

#### 1.1 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.

##### 1.1.1 Federal Contractors Program for Employment Equity - Certification

###### 1.1.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 the 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.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. 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 the 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), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## **1.2 Certifications Required with the Offer**

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

### **1.2.1 Canadian Content Certification**

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

### **1.2.2 Canadian Content Certification**

This procurement is limited to 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.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) 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 Standing Offers Reporting

###### 2.2.1 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 "B". 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 after each refresh periods to the Standing Offer Authority.

The reporting periods are defined as follows:

- #1: From August 1, 2012 to October 31, 2012 inclusive;
- #2: From November 1, 2012 to January 31, 2013 inclusive;
- #3: From February 1, 2013 to April 30, 2013 inclusive; and
- #4: From May 1, 2013 to July 31, 2013 inclusive.

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 shall be within the period identified in any resulting Standing Offer and Call-up Authority document, as detailed in Annex "C".

#### 4. Authorities

#### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Jenny Yu  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
1650, 635 - 8 Avenue SW  
Calgary, AB T2P 3M3

Telephone: (403) 292-5795  
Facsimile: (403) 292-5786  
E-mail address: jenny.yu@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 at issuance of Standing Offer*

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.

#### 4.3 Offeror's Representative (To be completed by Offeror)

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

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

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : CFB Suffield, Ralston, Alberta and Trail's End Camp, Canmore, Alberta.

## **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 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 included).

### **7.1 Minimum Individual Call up**

All call ups against this Standing Offer will total to a minimum of \$200.00 (goods and Services Tax included).

## **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.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2010-08-16), General Conditions - Goods (Medium Complexity);
- e) Annex "A", Requirement;
- f) Annex "C", Working Documents;
- g) the Offeror's offer TBD

## 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.

### 9.2 SACC Manual Clauses

M3060C

Canadian Content Certification

2008-05-12

## 10. 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.

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

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be made within 48 hours from receipt of a call-up against the Standing Offer. Prior to delivery, the Call-up representative will have a minimum lead time of 24 hours for cancellation and amendments of each call-up.

Delivery must be scheduled between Monday to Friday, 0800 to 1200 hours. However due to unforecasted operational requirements, deliveries may be required during the weekends and Statutory holidays.

In rare emergency situations (e.g. a life-threatening situation; a disaster endangering the quality or loss of life; or potential situation of significant Crown loss or damage), the above lead time may be reduced and/or changes to the orders and will be dealt with the call-up representative on a case by case basis.

#### **4. Payment**

##### **4.1 Basis of Payment - Firm Unit Prices**

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

##### **4.1.1. SACC Manual Clause**

C6000C

Limitation of Price

2011-05-16

##### **4.2 Method of Payment**

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

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

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

#### **5. 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. Each computerized invoice (hand written invoices will not be accepted) must be supported by:
  - (a) a bill of landing; and
  - (b) an approved credit receipt (if applicable).
3. Each invoice must contain the following information:
  - (c) Name of call-up representative;
  - (d) Kitchen name and complete mailing address;
  - (e) DND's call-up number (PO Number);
  - (f) Supplier's Invoice Control Number; and
  - (g) Delivery date
4. Invoices must be distributed as follows:
  - (a) The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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**6. SACC Manual Clauses**

A9068C	Government Site Regulations	2010-01-11
B2005C	Fish - Quality Stamping	2007-05-25
B3003C	Grades of Meat	2007-05-25
B7500C	Excess Goods	2006-06-16
D0014C	Delivery of Fresh, Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30
D3007C	Inspection and Stamping	2007-11-30
D5311C	Right of Access and Inspection of Meat	2007-11-30
D5328C	Inspection and Acceptance	2007-11-30
G1005C	Insurance	2008-05-12

**ANNEX "A"****REQUIREMENT****Title:** Meat, Fish and Poultry**Objective:**

For the supply and delivery of meat, fish and poultry to the Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, in Ralston, Alberta and Trail's End Camp, in Cochrane, Alberta as required during the period of the Standing Offer.

**Scope of Work:**

1. All products must be in accordance with Canadian General Standards Board Specifications, 32-250M Foods and meet the Canadian Food Inspection Agency (CFIA) standards;
2. Backorders and replacement of rejected food items will be delivered with no additional cost to DND;
3. The Contractor must provide a bill of lading to DND's representative when delivering product(s);
4. The Contractor's representative must issue a request for credit receipt to DND's representative for all unaccepted product at time of delivery;
5. The Contractor must provide the Call-up representative a detailed credit receipt within (3) working days from the date identified on the request for credit receipt;
6. The Contractor must clearly identify the best before date on each product;
7. Any conditions affecting the product shelf life must be stated at the time of ordering;
8. All products must be properly packed and must be free of ice crystals, freezer burn, access frost on packages and water staining of the boxes;
9. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects;
10. Thawed and refrozen product will not be accepted;
11. The contractor must provide monthly statements to the Project Authority addressing all invoiced products, both credits and debits for the previous month activity;
12. The Contractor must advise the Call-up representative within 24 hours of receipt of the call-up of any delays and/or item shortage;
13. Vehicles used for delivery must be dedicated to food products only;
14. In the event that a substitute is offered by the Contractor, the good must be equal or greater quality of the requested item;
15. Contractor must have a valid CFIA Certification Number.

**Delivery:**

1. The following locations are included in the areas of responsibility:

- I. CFB Suffield, Ralston, Alberta:
  - a. Ration Commissary, Building 207;
  - b. Combined Mess, Building 436; and
  - c. Crowfoot Kitchen, Building 241.
- II. Trail's End Camp, Cochrane, Alberta.

**Special Conditions:**

1. All deliveries are FOB destination, including all delivery and transportation charges;
2. The Call-up representative is the only approving authority for substitutions and call-up amendments;
3. DND's representative will have the right to reject products at the time of delivery. The Contractor's representative must remove unacceptable products immediately from the facility;
4. Product may be requested either frozen (approx. 90% of the time) or fresh (as per call-up document);
5. All invoices will be calculated in Canadian dollars;
6. Service performance will be monitored during the period of the Standing Offer. If the Contractor fails to notify the Call-up representative of delays/item shortage or if any product has been rejected by DND's representative, the call-up/contract may be terminated for default.

Solicitation No. - N° de l'invitation

W0142-12C102/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal123

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

W0142-12C102

File No. - N° du dossier

CAL-1-34282

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "B"****STANDING OFFER USAGE REPORT****Return to:**

Jenny Yu  
 Facsimile: (403) 292-5786  
 Email: jenny.yu@pwgsc-tpsgc.gc.ca

**The usage reports must be submitted no later than fifteen (15) calendar days after the end of the refresh period.**

**SUPPLIER:****STANDING OFFER NO:** W0142-12C102/

**DEPARTMENT OR AGENCY:** Department of National Defence  
 CFB Suffield and Trail's End Camp

**REPORTING PERIOD:** (Period of Standing Offer)

Item No.	Description	Quantity of each line item ordered	Total value of each line item (GST not included)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

(add rows as needed)

<b>Total Dollar Value Call-ups for this reporting period:</b>	
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**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Solicitation No. - N° de l'invitation

W0142-12C102/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-1-34282

Buyer ID - Id de l'acheteur

cal123

CCC No./N° CCC - FMS No/ N° VME

W0142-12C102

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## **ANNEX "C"**

### **WORKING DOCUMENT and BASIS OF PAYMENT**

(See attached Excel spreadsheet)