

**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> INDIVIDUAL MEAL PACKS (IMP) 2013	
<b>Solicitation No. - N° de l'invitation</b> W8486-13SP0B/A	<b>Date</b> 2012-02-28
<b>Client Reference No. - N° de référence du client</b> W8486-13SP0B	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-022-59522	
<b>File No. - N° de dossier</b> pd022.W8486-13SP0B	<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 2012-04-10</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, Alain	<b>Buyer Id - Id de l'acheteur</b> pd022
<b>Telephone No. - N° de téléphone</b> (819) 956-0389 ( )	<b>FAX No. - N° de FAX</b> (819) 956-7356
<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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime  
accéléré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

Phase III

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/</b> <b>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 - 1	CANADIAN FORCES C/O ROPACK INC 7800 VAUBAN ST ANJOU (MONTREAL) QC H1J 2N1 TEL: (514) 353-7000 EXT. 3422 FAX: (514) 323-2058	W8486	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. ATTN: NANCY FLOYD, DLP 9-3-3 OTTAWA Ontario K1A0K2 Canada

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	MASHED POTATOES /PUREE DE POMMES D E TERRE (45g) 45 gr Pouch / Sachet de 45 gr	D - 1	W8486	125000	Each	\$	XXXXXXXXXXXX	See Herein	
2	BUTTERED RICE / RIZ AU BEURRE (45G ) 45 g Pouch / Sachet 45 g	D - 1	W8486	100000	Each	\$	XXXXXXXXXXXX	See Herein	
3	TOMATO AND BASIL RICE / RIZ TOMATE ET BASILIC (45g 45g Pouch / Sachet de 45g	D - 1	W8486	50000	Each	\$	XXXXXXXXXXXX	See Herein	
4	VEGETABLE RICE / RIZ AUX LEGUMES ( 45g) 45g Pouch / Sachet 45g	D - 1	W8486	25000	Each	\$	XXXXXXXXXXXX	See Herein	
5	VEGETABLE COUSCOUS/ COUSCOUS AUX L EGUMES (45g) 45g Pouches / Sachets 45g	D - 1	W8486	100000	Each	\$	XXXXXXXXXXXX	See Herein	

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Solicitation No. - N° de l'invitation

W8486-13SP0B/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pd022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-13SP0B

pd022W8486-13SP0B

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**List of Annexes & Appendix:**

Annex A, Requirement;  
Annex B, Addendum to Specifications;  
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Annex H, Batch Number Listing  
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Annex J, Pricing  
Appendix 1, Technical Evaluation Plan

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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 mashed potatoes and rice in individual portion packet as described herein.

#### 2.1 Delivery Requirement

From September 10 to September 14, 2012 - Rice and mashed potatoes

### 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. <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rese-eng.jsp>

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 (2010-08-16) 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

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## 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](mailto: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)

Section III: Certifications (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.



**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):

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

**Identification of Safety Procedures**

The bidder must identify and submit the procedures put in place to ensure the safety of the food and their raw material as well as the reliability of their personnel. The procedures will be evaluated and should deficiencies be noted, the successful bidder will be informed. At the time of contract, he will have to commit to implement a corrective plan.

**Tender Samples**

**30** packets of each of **all the items** must be submitted for evaluation at time of bid closing as per Appendix 1.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing at Annex H. 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.

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

## **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 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 - Multiple Items**

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 on an item by item basis will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

### **1. Certifications Precedent to Contract Award and Certifications Required with the Bid**

Bidders must submit the certifications as provided below:

#### **1.1 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.

##### **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 contract award.

If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder 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 Bidder 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 Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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 the 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 Bid

Bidders must submit the following duly completed certifications with their bid.

### 1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids for items with a certification that the item(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

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

"Bidders must clearly identify beside each item listed in the bid solicitation document which items meet the definition of Canadian good and complete the following certification."

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The Bidder certifies that:

( ) the item(s) offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause A3050T or clause .1.1.1

## 1.3 SACC Manual Clauses

A3050T (2010-01-11), Canadian Content Definition

## 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" and the Addendum to Specifications at Annex B.

### 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

2030 (2011-05-16) General Conditions - Goods (Higher Complexity), apply to and form part of the Contract.

Under Section 22 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 September 14, 2012 as indicated in section 6 of Annex A *Delivery Schedule and Production Schedule*.

## 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)*

## 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 9-3-3 (LSTL)  
 Attention: Nancy Floyd  
 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. Certifications

- 8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor

does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 8.2 SACC Manual Clauses

SACC Manual clause    A3060C            2008-05-12            Canadian Content Certification

## 9. 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.

## 10. 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) 2030 (2011-05-16), General Conditions - Goods (Higher Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Addendum to Specifications;
- (e) Annex C, Determination of Excess Air in Flexible Food Pouches
- (f) Annex D, Production and Verification Samples;
- (g) Annex E, Verification Samples Evaluation Method
- (h) Annex F, Consignee Verification Method
- (i) Annex G, Defective Product Evaluation Process
- (j) Annex H, Batch Number Listing
- (k) Annex J, Pricing Basis
- (l) the Contractor's bid dated *(to be completed at award of contract)*

## 11. 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>

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## 12. 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  
Ottawa, ON K1A 0K2  
DLP 9-3-3 (LSTL)  
Attention: Nancy Floyd
- (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 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca.



**ANNEX A****REQUIREMENTS**

The Department of National Defence has a requirement for mashed potatoes and rice in individual portion packet as described herein.

<b>Description</b>	<b>Unit of Issue</b>	<b>Quantity</b>
<b>Mashed Potatoes:</b> Mashed Potatoes, granule type, not flaked, with milk solids as per Specification D-85-001-137/SF-001, single serving packet, 45g. Moisture content is not to exceed 6.3%. Single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 20 cm long x 10cm wide.	Pkg	125,000
<b>Buttered Rice:</b> Buttered Rice, instant white rice with butter flavour, as per CGSB 32.17M, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.	Pkg	100,000
<b>Tomato and Basil Rice:</b> Tomato and Basil Rice, instant white rice with tomato and basil flavour, as per CGSB 32.17M, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.	Pkg	50,000
<b>Vegetable Rice:</b> Vegetable Rice, instant white rice with a mixture of small pieces of green and red peppers, carrots, onions and spices, as per CGSB 32.17M, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.	Pkg	25,000
<b>Vegetable Couscous:</b> Vegetable Couscous, instant couscous with a mixture of small pieces of green and red peppers, carrots, onions and spices, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.	Pkg	100,000

**PACKET PRINTING/ IMPRIMERIE SUR LES SACHETS**

Packet printing must be in black. L'imprimerie sur les sachets doit être en noir:

<b>PRODUCT/PRODUIT</b>	<b>COLOUR/COULEUR</b>	<b>PANTONE® No./</b>
<b>Mashed Potatoes:</b>	Black	Black U or C
<b>Buttered Rice:</b>	Black	Black U or C
<b>Tomato and Basil Rice:</b>	Black	Black U or C
<b>Vegetable Rice</b>	Black	Black U or C
<b>Vegetable Couscous:</b>	Black	Black U or C

**1. Quality**

Items are required for production of an operational meal pack for Canadian Forces personnel serving overseas as well as in Canada". To ensure the best possible shelf life (3 years), manufacturers are required to subject items to the most rigorous quality control. All items must be hermetically sealed and free from grease, dirt, stains, leakage and foreign material. All items must be of the latest possible production from date of delivery. All thermally processed pouches must be of the latest possible production from the date of delivery.

For commercial items: the latest possible production must mean that the product has not been made more than three (3) months before the date of delivery. At the time of tendering, should the production scheduling bring the delivery of product being older than three (3) months, the tenderer must indicate the forecasted production period in the statement requested herein. Otherwise, substantiation must be submitted to the PD/PM PMO NCRP for product approval before delivery.

At all times, the supplier is responsible to supply product that "meets or exceeds the approved tender samples".

**2. Packing and Markings**

Commercial packing and markings on shipping containers are acceptable provided suppliers comply with the following requirements:

1. The manufacturer's lot and 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 lot and batch numbers.
2. If possible, no more than two batch numbers must be on any one pallet.
3. 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 packets 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](mailto:Jack.Vaters@ropack.com)) when the shipment leaves the plant.

4. Shipping containers are new and comply with the following:

4.1 for items specially packaged for DND. 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

4.2 for commercial items. Packing and shipping cartons must be in accordance with good commercial packaging/shipping practices. The product must be delivered in good condition and must show no evidence of deterioration.

5. Each shipping containers must have the same number of units.

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

7. 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.

### 3. Preparation for Delivery

1. The suppliers must contact the Assembler Ropack at 514-353-7000 to determine a delivery date within the consignee delivery period. Suppliers must call the Assembler as early as they have established their delivery schedule to assist in delivery dates co-ordination.

2. Request for proposal for all items are to be called showing preparation for delivery with material shipped on DND, full top and bottom, 4 way entry wood pallets size 40" x 48" distributed by the Assembler. Material must be properly secured to the pallet either by strapping or stretch wrap.

#### 2.1 DND pallet description:

Pallet, Wood, Material Handling, general purpose, 4-way entry, double-face reversible, solid deck, 40 in. width by 48 in. length by 5/8 in. thick, Western White Spruce plywood or 1/2 in. thick if Douglas BC Fir. Sheeting grade plywood: 2 piece required; blocks 4 in. by 4 in. by 6 in. long with 6 in. dimension running parallel to the length of the deck (48 in.): Total 9 pieces required. Helically Threaded Nails 2 1/2 in. ardox or equivalent required.

3. The suppliers must contact Ropack at 514-353-7000 to request pallets. Suppliers must confirm by letter or Fax (514) 323-2058, the contract No, the number of pallets required and the complete address where the pallets are to be shipped. Suppliers must provide to the Assembler a notice of at least 30 days. This leeway is necessary to allow sufficient time for the preparation and delivery of pallets in order to enable suppliers to meet their mandatory delivery date. Suppliers will be responsible for pallet transportation cost.

4. When more than one batch is delivered to the Assembler, pallets must be loaded on trucks in an ascending sequential order starting with first batch number of production and ending with the last batch number of production which will be available to be off loaded first.

5. Pallets that are not used must be returned to the Assembler (Ropack). The company will be charged the cost of \$86.15 plus tax for each pallet not returned or lost. Payment for the cost of missing pallet(s) will be deducted from the last invoice.

#### 4. Method of Delivery

All items are to be delivered by road transport and are to be transported in a temperature controlled environment between 7°C to 24°C (45°F to 75°F) to prevent freezing or overheating. If the shipment is not transported in a temperature-controlled environment when it is required, the shipment will be refused.

#### 5. Delivery

1. Deliveries must take place during the Assembler's working hours (7:00am to 3:00pm).

2. Shipping Address:

Canadian Forces  
C/O Ropack Inc.  
7800 Vauban St. Anjou (Montreal), QC H1J 2N1  
Telephone No. 514-353-7000 Fax No. (514) 323-2058

3. Delivery of finished product to the Assembler will be accepted unless 25% or more of the shipping cases are damaged. If a small quantity of shipping cases is damaged, the Assembler's representative will note the type of damage and the number of pallets damaged on the waybill. Otherwise, when a shipment shows damage to several pallets, the Assembler's representative will note the type of damage and will indicate on the waybill "damage present in several pallets and details to be provided subject to further inspection". Both the Assembler's and the carrier's representatives will sign the waybill. During the Assembler's routine inspection, should deficiencies be identified with product in damaged shipping containers, it will be the responsibility of the supplier to resolve the problem with his carrier.

4. Delivery Requisite.

You are required to adhere strictly to the delivery terms herein. Prompt notice in writing must be given to the Minister of any occurrence causing or likely to cause delay. The notice must provide a description of its work-around plans including alternative sources and any other means that it will utilize to overcome the delay and endeavour to prevent any further delay. The description must be in form, substance and detail satisfactory to the Minister.

5. Assembly Timeline

5.1 The combat ration assembly process begins in the first days of 2012; therefore, all combat ration component contracts/standing offers state a specific delivery period to ensure timely receipt and inspection of all components. It is the component suppliers' responsibility to ensure there is sufficient product to sustain the first assembly period and maintain the assembly line thereof. The Assembler will begin the assembly of components as per their contract and the faulty supplier will be responsible for the cost of each day of assembly delay/stoppage. The cost will be established according to the Assembler's cost.

5.2 This clause will also apply if an assembly delay/stoppage occurs during any assembly period. The PD/PM can obtain a cost estimate from the Assembler if requested in writing by the faulty supplier.

6. Each delivery to the assembler must be accompanied with a letter (on firm's letterhead paper), which certifies that the product delivered has been tested, complies with the specification and compares to the accepted tender sample. The Assembler will keep all certifications.

## **6. Delivery Schedule and Production Schedule**

1. The following mandatory delivery schedule must be strictly adhered to by the successful supplier(s). If there are any changes in the delivery schedule, PWGSC must be notified.

### **September 10 to September 14, 2012 – Rice and Mashed Potatoes**

2. Should the last delivery take place after the prescribed period and should the new delivery date cause the Assembler to interrupt a plant closure, the delinquent supplier may be responsible to pay directly to the Assembler for any recall of personnel in accordance with the Assembler's recall rate. If applicable, the Assembler will invoice directly the delinquent supplier.

3. If a problem occurs during production, and/or if deficiencies are identified before shipment, the supplier will be responsible to warehouse the product until the problem is resolved. "DND will provide information about rejected products as soon as practicable including reasons for the reject. However, once a product is rejected it is the supplier's responsibility to take the corrective measures to fulfill the contract. DND will assist suppliers in their search of resolution to any problems, as resources are available, but the resolution of problems remains the supplier's responsibilities. It is solely the supplier's responsibility to supply product that "meets or exceeds the approved tender samples".

4. Any production changes or delays must be identified and substantiated to the PD/PM.

5. In addition to any verification performed before the delivery, the Assembler will check received goods as per Annex E.

## **7. Communication**

Suppliers must not contact the Assembler except to request pallets and to establish the goods' delivery date within the contractual delivery period.

## **8. Replacement of Defective Product**

### **Non-commercial Products**

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

1. When shortfalls and/or packaging deficiencies are identified and reported to DND, the Authorized DND representatives (PO PMO NCRP and/or PD/PM PMO NCRP) must 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 Individual Meal Packs. Using this replacement approach protects the contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of ration packs.

2. When a deficiency/problem is identified during verification/inspection of delivered goods, and that there is a need for additional verification/inspection which exceeds two percent (2%) of the shipment, the

supplier will be informed of the problem, and his advice will be requested before additional verification/inspection begins at the Assembler's plant. If requested, DND can obtain a cost estimate from the Assembler.

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

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

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

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

#### Commercial Products

1. PWGSC will notify the contractor in writing if a defect(s) is identified. In addition, PWGSC will provide details of the type and magnitude of the defect(s), an estimate of the number of defective units that may need replacement.

2. Contrary to the usual procedure, DND could begin assembly of combat rations without first requesting replacement of non-conforming goods. However, on completion of the first assembly period of meals containing the product, the Assembler will determine the number of non-conforming goods and, based on reject results, will provide an extrapolation for the total quantity of defective goods requiring replacement to complete the entire assembly.

3. In support of a smooth ration pack assembly operation, the contractor will:

3.1 replace based on factual results obtained from the first assembly period, the extrapolated number of goods necessary to successfully conclude the project, and

3.2 ship replacement goods before the end of the second assembly period of meals containing the product, this date could be indicated in the request for replacement.

4. When the defect level is high and the defect is identified as being throughout the delivered goods and cannot be attributed to a specific batch number, the entire delivery may be returned to the supplier for replacement.

5. If a contract requirement is overlooked or a product defect is identified after the initial or final acceptance of a product, the supplier will be required to replace the defective product.

#### 9. Final Acceptance of Goods

In all instances, final approval and acceptance will rest with the PD/PM PMO NCRP. In all instances where shipments deviate from the requirement of the contract the PD/PM PMO NCRP is to be advised, info PO DLP 9-3-3.

Solicitation No. - N° de l'invitation

W8486-13SP0B/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pd022

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

W8486-13SP0B

File No. - N° du dossier

pd022W8486-13SP0B

CCC No./N° CCC - FMS No/ N° VME

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## **10. Total Quantity**

The total quantity for each item must not be less than the quantity demanded, as all items are required for Canadian Forces Combat Rations. Underruns are not acceptable. The Contractor must estimate the defect level and is responsible for ensuring that sufficient additional product is produced to offset any defective product identified before or after delivery to ensure that contractual quantities are met.

## **11. Safety**

The Contractor must at all times during the performance of the Contract ensure the safety of the raw material, the finished food products and the reliability of the personnel.

## ANNEX B

### Addendum to Specifications

#### NOTE 1 – Packaging Material

##### For All Items

1. Pouch - to be fabricated as per D-85-001-136/SF-001, 1986-08-11 Specification for Aluminium Foil Laminate except for the following exceptions:
  - 1.1. Pouches must be of any heat sealable flexible foil laminate barriers of food grade quality as defined by the Food and Drugs Regulations, Division 23. This material must not delaminate when heat-sealed. The colour of the outer faces must be a non-glossy **tan colour**. To facilitate opening of the pouch a tear slit or a "V" or "U" shaped tear notch that does not affect the integrity of the perimeter seal must appear on both sides of the pouch below the closure seal. Also serrated closure edges are acceptable. These criteria must be used vice para 3.1 of specification mentioned above. The pouch material must have a minimum puncture resistance of **3 pounds to 10 pounds** when tested in accordance with Test Method 2065 – Puncture Resistance of MIL-STD 3010 dated 30 December 2002. \
    - 1.1.1 Pouch material with a minimum 3 pounds puncture resistance must be used for **mashed potatoes**.
    - 1.1.2 Pouch material with a minimum 10 pounds puncture resistance must be used for **rice** and **couscous**.
  - 1.2. The sealed pouch must not rupture or otherwise suffer a loss of integrity when tested in accordance with ASTM-D-3078-, Standard Test Method for Determination of Leaks in Flexible Packaging by Bubble Emission, 10 Dec, 02. Vacuum standard must be 10 inches Hg and as specified at para 7.4 must hold for 30 seconds (heat seals on back of pouch not acceptable);
  - 1.3. If the production code is embossed, it must be located on the packet's seal only. Embossed production code going outside the packet's seal on the side of the packet is not acceptable and those packets will be rejected during the Assembler's inspection;

#### NOTE 2 – List of Items and Product Descriptions

##### 1. Mashed Potatoes

Mashed Potatoes, granule type, not flaked, with milk solids as per Specification D-85-001-137/SF-001, single serving packet, 45g. Moisture content is not to exceed 6.3%. Single serving, foilminated pouch, inside dimensions (excluding seal's width) must be approx. 20 cm long x 10cm wide.



**2. Buttered Rice**

Buttered Rice, instant white rice with butter flavour, as per CGSB 32.17M, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.

**3. Tomato and Basil Rice**

Tomato and Basil Rice, instant white rice with tomato and basil flavour, as per CGSB 32.17M, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.

**4. Vegetable Rice**

Vegetable Rice, instant white rice with a mixture of small pieces of green and red peppers, carrots, onions and spices, as per CGSB 32.17M, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.

**5. Vegetable Couscous**

Vegetable Couscous, instant couscous with a mixture of small pieces of green and red peppers, carrots, onions and spices, single serving packet, 45g, single serving, foil laminated pouch, inside dimensions (excluding seal's width) must be approx. 17cm long x 11cm wide.

**NOTE 3 – Colour of Printing**

All printing on individual packaging must be in black.

**NOTE 4 – Instructions printed on packaging****For the Mashed Potatoes**

"Add hot water to the dotted line and mix well".

"Ajouter de l'eau chaude jusqu'à la ligne pointillée et bien mélanger".

**For the Rice and Couscous**

"Add boiling water to the dotted line and mix well. Close the pouch. Let stand X minutes".

"Ajouter de l'eau bouillante jusqu'à la ligne pointillée et bien mélanger. Fermer le sachet. Laisser reposer X minutes".

The level of the dotted line printed on the pouch, indicating the required amount of water to rehydrate the food product once the food product has been introduced into the pouch, must be determined by the supplier.

The supplier must indicate in the directions the number of minutes its product will take to rehydrate.

**NOTE 5 Excess Air****For All Items**

Excess air in pouches or bags must be removed before sealing. Total bulk volume of the production package must not exceed that to the approved tender sample by more than 20% based on QETE test procedures included as Annex C.

**NOTE 6 – List of Ingredients / Nutritional Information**

The list of ingredients and the nutritional information are required on each individual package. The labelling must meet the Food and Drug Act and Regulations. If the printed packets are not available at time of tender, it is possible to submit a complete draft of the printing to be used. A label must be placed on each packet including the batch number, indicating compliance with the applicable specifications and or product descriptions.

The nutritional information must be provided in accordance with the Canadian Food Inspection Agency's format as follows:

**Ingredients/Ingrédients:** Enumeration of ingredients/Énumération des ingrédients.

<b>Nutrition Facts</b>	
<b>Valeur nutritive</b>	
Per 125 mL (87 g) / par 125 mL (87 g)	
Amount Teneur	% Daily Value % valeur quotidienne
<b>Calories / Calories 80</b>	
<b>Fat / Lipides 0.5 g</b>	<b>1 %</b>
Saturated / saturés 0 g + Trans / trans 0 g	<b>0 %</b>
<b>Cholesterol / Cholestérol 0 mg</b>	
<b>Sodium / Sodium 0 mg</b>	<b>0 %</b>
<b>Carbohydrate / Glucides 18 g</b>	<b>6 %</b>
Fibre / Fibres 2 g	<b>8 %</b>
Sugars / Sucres 2 g	
<b>Protein / Protéines 3 g</b>	
Vitamin A / Vitamine A	2 %
Vitamin C / Vitamine C	10 %
Calcium / Calcium	0 %
Iron / Fer	2 %

The table above is for purposes of illustration only. Please refer to the 2003 Guide to Food Labelling and Advertising from the Canadian Food Inspection agency, chapter 5, figure 3.1

<http://www.inspection.gc.ca/english/fssa/labeti/guide/ch5e.shtml>

The list of ingredients must also comply to the proposed **New Labelling Requirements for the Food Allergens, Gluten Sources and Added Sulphites**. Please refer to the following link:

[http://www.hc-sc.gc.ca/fn-an/label-etiquet/allergen/project\\_1220\\_info-eng.php](http://www.hc-sc.gc.ca/fn-an/label-etiquet/allergen/project_1220_info-eng.php)

The CF code must be printed on each individual package and be composed in the following manner:


The CF code must be composed in the following manner:

- the first two digits must represent the year of production;
- the next three digits must represent the date of packaging with the Julian date;
- the last digits must represent the batch number. Batch number can represent workshift (i.e. one batch number for the morning and one for the afternoon production). The batch number must be separated from the Julian date by a space. As an example 11245 1 represents production year 2011, the date of production and date of packaging 2 September and the batch number is the first one. CF code must be easy to read.

#### NOTE 7 – Security

The supplier must identify and submit the procedures put in place to ensure the security of the food and their raw material as well as the reliability of their personnel. The procedures will be evaluated and should deficiencies be noted, the successful bidder will be informed. At the time of contract, he will have to commit to implement a corrective plan.

#### NOTE 8 – PRINTING LAYOUT

<p><b>NAME OF PRODUCT</b></p>  <p><b>NOM DU PRODUIT</b></p> <hr/> <p><b>DIRECTIONS</b> According to Annex B <b>MODE D'EMPLOI</b> Conformément à l'annexe B</p> <p>Company Information <b>45g</b></p>	<p><b>Ingredients:</b></p> <p><b>Ingrédients:</b></p> <table border="1"> <tr> <th colspan="2">Nutrition Facts</th> </tr> <tr> <th colspan="2">Valeur nutritive</th> </tr> <tr> <td colspan="2">Per 125 mL (87 g) / par 125 mL (87 g)</td> </tr> <tr> <th>Amount</th> <th>% Daily Value</th> </tr> <tr> <th>Teneur</th> <th>% valeur quotidienne</th> </tr> <tr> <td colspan="2"><b>Calories / Calories 80</b></td> </tr> <tr> <td><b>Fat / Lipides 0.5 g</b></td> <td><b>1 %</b></td> </tr> <tr> <td>Saturated / saturées 0 g</td> <td>0 %</td> </tr> <tr> <td>Trans / trans 0 g</td> <td>0 %</td> </tr> <tr> <td><b>Cholesterol / Cholestérol 0 mg</b></td> <td><b>0 %</b></td> </tr> <tr> <td><b>Sodium / Sodium 0 mg</b></td> <td><b>0 %</b></td> </tr> <tr> <td><b>Carbohydrate / Glucides 18 g</b></td> <td><b>6 %</b></td> </tr> <tr> <td>Fibre / Fibres 2 g</td> <td>6 %</td> </tr> <tr> <td>Sugars / Sucres 2 g</td> <td></td> </tr> <tr> <td><b>Protein / Protéines 3 g</b></td> <td></td> </tr> <tr> <td>Vitamin A / Vitamine A</td> <td>2 %</td> </tr> <tr> <td>Vitamin C / Vitamine C</td> <td>10 %</td> </tr> <tr> <td>Calcium / Calcium</td> <td>0 %</td> </tr> <tr> <td>Iron / Fer</td> <td>2 %</td> </tr> </table>	Nutrition Facts		Valeur nutritive		Per 125 mL (87 g) / par 125 mL (87 g)		Amount	% Daily Value	Teneur	% valeur quotidienne	<b>Calories / Calories 80</b>		<b>Fat / Lipides 0.5 g</b>	<b>1 %</b>	Saturated / saturées 0 g	0 %	Trans / trans 0 g	0 %	<b>Cholesterol / Cholestérol 0 mg</b>	<b>0 %</b>	<b>Sodium / Sodium 0 mg</b>	<b>0 %</b>	<b>Carbohydrate / Glucides 18 g</b>	<b>6 %</b>	Fibre / Fibres 2 g	6 %	Sugars / Sucres 2 g		<b>Protein / Protéines 3 g</b>		Vitamin A / Vitamine A	2 %	Vitamin C / Vitamine C	10 %	Calcium / Calcium	0 %	Iron / Fer	2 %
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## ANNEX C

### DETERMINATION OF EXCESS AIR IN FLEXIBLE FOOD POUCHES

#### 1. Scope

- a. The following procedures determine the excess air, contained in filled production sample pouches relative to the accepted tender (reference) pouches, by a qualitative visual/tactile comparison or by a quantitative water displacement comparison of their total bulk volumes (TBV). If the production sample pouches are judged qualitatively to contain significantly more air than the tender pouches, then it is quantified.

#### 2. Qualitative Visual/Tactile Procedure (Rapid Screening Method)

- a. Equipment - flat surface (bench top).
- b. Procedure - Place production and tender pouches on the flat surface and manipulate gently each pouch in turn with the flat palm of the hand, in order to detect any difference in "cushion effect" between production and tender pouches (Note 1).
- c. If the production sample pouches are judged to be approximately 20% greater than the tender pouches, then the total bulk volume is quantified by the water displacement procedure.

#### 3. Quantitative/Total Bulk Volume (TBV) By Water Displacement Procedure

##### a. Apparatus and Assembly

Top-loading balance, accurate to 0.1 grams and capable of handling loads up to 2000 grams.

Test support stand.

Monofilament line with attached "S" shaped hook at one end. Brass weight: 50 g, 100 g and 200 g.

Glass stirring rod with fitted rubber policeman.

Immersion tank (clear plastic or glass), 10" minimum height and 8" minimum diameter.

Shield (cardboard or plastic) to protect the apparatus from drafts.

Assemble apparatus with the aluminium support stand placed on the balance beside the water-filled sample immersion tank. The draft shield should be placed around the apparatus.

##### b. Determination of the Appropriate Brass Weight Displacement

Attach the monofilament line to the arm of the support stand.

Adjust the balance to read zero with the stand in place.

Select the appropriate brass weight that will completely immerse the sample pouch.  
Selection of appropriate weight depends on the degree of pouch ballooning.

Attach selected brass weight to the monofilament line and weight in air. Record the weight as a.

Submerge the attached brass weight to a depth of approximately 2.5 cm below the surface of the water in the immersion tank and reweigh. (Note 2). Record the weight as b.

**c. Determination of Pouch Displacement**

Determine TBV of at least 6 tender pouches (Note 3), as indicated in the paragraphs following. Calculate TBVt, the mean TBV of the tenders.

Determine the TBV of each of the suspect production sample pouches and calculate the TBV.

Adjust the balance to read zero with the support stand and monofilament line in place.

Pierce a small hole in the top and bottom heat seals of the pouch.

Attach the monofilament line to the top heat seal and the preweighed brass weight to the bottom heat seal. Weigh pouch composite (pouch plus brass weight) suspended in air and records the weight as x. Determine weight of pouch composite suspended in water, as y, approximately 2.5 cm below the surface. (Notes 2 and 4).

**4. Calculations**

**a. Total Bulk Volume (TBV)**

Based on (1) Archimedes Principle of buoyancy, (2) the density of water being approximately one over the temperature range of 5-25°C and (3) that volume is equal to mass divided by density, then the TBV can be calculated as:

$$TVB (mL) = (x-a)-(y-b)$$

Where:

x = weight (g) of package composite, in air

y = weight (g) of package composite, in water

a = weight (g) of brass weights, in air

b = weight (g) of brass weights, in water

**b. Excess Air**

% Excess Air =

TBV - TBV<sub>t</sub> x 100

TBV<sub>t</sub>

Where:

TBV = TBV (mL) of a suspect production pouch

TBV<sub>t</sub> = mean of TBV (mL) of tender pouches

**NOTES**

1. Always use maximum number of pouches available for comparison as headspace gas can vary significantly, even within the same batch.
2. Use a rubber policeman to dislodge any air bubbles, which may collect on either the brass weight or test pouch in water.
3. Tender pouches must be identical dimensions (length X width).
4. All weight measurements for both the reference (tender) and production samples must be performed at constant room temperature.

All test pouches must be completely air-dried (24 hours) prior to retesting.

An extended period of wetting will cause swelling of the exterior pouch lamina; therefore weightings should proceed as quickly as possible.

## ANNEX D

### PRODUCTION AND VERIFICATION 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 will not be returned to supplier.

First production batch samples must be collected for each contracted item.

#### Production Evaluation

As a minimum, at the beginning of the production, the Supplier must pull samples, compare them to the approved tender samples submitted with the bid 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 will 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 production quality.

#### Changes from Approved Tender Samples are Unacceptable

If any changes from the approved tender sample must be made (change of raw materiel, change of supplier of the raw materiel etc.), details of such change accompanied by proper substantiation and new tender samples, must be submitted to the PD/PM PMO NCRP through PWGSC for evaluation. Authorization must be obtained prior to commencement of production. If production is already under way, the production must cease and the PD/PM PMO NCRP must be advised through PWGSC.

First production batch samples are for internal use only, and must not be misinterpreted as being the process for production verification. Verification samples are DND's tool used to spot-check the production being purchased.

#### The Supplier must:

1. Submit 15 first production batch samples selected from the first accepted production batch. The production date must be easily readable on the packets.
2. When applicable, notify the local QAR five (5) working days in advance of the first day of production to arrange for quality assurance and selection of the first batch production samples. Otherwise, the supplier is responsible for the selection of first batch production samples.
3. Ship to the following address, a maximum of three (3) days from first day of production:

National Defence Headquarters  
DCOS(Mat)  
Mat J4 Food Svcs (LSTL Building)  
PMO NCRP Evaluation Centre  
**45 Boul. Sacré-Cœur**  
**Gatineau, QC.**  
**J8X 1C6**  
**C/O Ann Delaney or Jeffrey Morren**

4. Provided, when requested, the Quality Control Sheets

5. Provide with each delivery of first production batch samples, a certificate stating that 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.

6. Provide the following information with the first delivery of the first production batch samples or within two weeks of award of the Contract:

(i) the list of ingredients and the nutrition information in both English and French for each of the awarded items. The nutrition information and the list of ingredients must be provided electronically in Word format to: [Ann.Delaney@forces.gc.ca](mailto:Ann.Delaney@forces.gc.ca); and

(ii) the results for the nutritional analysis of the following micro and macro nutrients for each item:

Energy content (Atwater)	Copper (mg) (Kcal)
Carbohydrate (g)	Potassium (mg)
Fat (g)(Trans Fat (g))	Zinc (mg)
Protein (g)	Vitamin A (µg RAE)
Moisture (g)	Vitamin D (µg)
Ash (g)	Vitamin E (mg)
Fibre (g)	Vitamin C (mg)
Calcium (mg)	Vitamin B6 (mg)
Magnesium (mg)	Vitamin B12 (µg)
Phosphorus (mg)	Riboflavin(mg)
Sodium (mg)	Niacin (NE)
Iron (mg)	Thiamin (mg)
Manganese (mg)	Folate (µg)

Standard analytical methods (including AOAC methods described in Official Methods of Analysis of the Association of Official Analytical Chemists, 18<sup>th</sup> edition, 1st revision, 2006) must be used.

Previous nutritional analysis reports will be acceptable provided that:

1. the reports are dated;
2. the formulation (recipe) has not changed;
3. the report is not older than five years.

If the above information is not available in the stated time frame, the company must provide the time frame when DND will receive the requested information.



### Verification Samples

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

#### 1. Sample Size

Sample size must be in accordance with the following:

Item	Sample Size (packages/batch)
Mashed Potatoes / Purée de pommes de terre	5
Buttered Rice / Riz au beurre	5
Tomato and Basil Rice/ Riz tomate et basilic	5
Vegetable Rice / Riz aux légumes	5
Vegetable Couscous / Couscous aux légumes	5

The verification of any items will be conducted as per Annex E.

#### 2. The supplier must:

a. When applicable, notify the local QAR five (5) working days in advance of the last day of production to arrange for quality assurance and selection of the verification samples. Samples are to be taken from every day of production. The QAR reserves the right to sample each day of production. Otherwise, the supplier is responsible for the selection of the verification samples.

b. The verification samples must be shipped to the following location accompanied by a letter, which must include the selected batch numbers:

National Defence Headquarters  
DCOS(Mat)  
Mat J4 Food Svcs (LSTL Building)  
PMO NCRP Evaluation Centre  
**45 Boul. Sacré-Cœur**  
**Gatineau, QC.J8X 1C6,**  
**C/O Ann Delaney or Jeffrey Morren**

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## ANNEX E

### VERIFICATION SAMPLES EVALUATION METHOD

This annex describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of verification samples.

PMO NCRP personnel (PD/PM and/or Technical Assistant (TA)) will evaluate verification samples by comparing them to the approved tender samples. Results will be registered and will form the basis for product acceptance. The QAR will be informed of the results and will be authorized to release product for shipment or withhold the shipment if product is unacceptable. If product is unacceptable, the appropriate course of action will be determined by the severity of the non-conformance.

## ANNEX F

### CONSIGNEE VERIFICATION METHOD

This annex describes the verification method used at the Assembler's plant. While the assembler will be responsible for the merchandise he receives, he is not responsible for the quality of the food inside the packages. Therefore, in addition to any verification performed before delivery and as indicated in the assembly contract, the Assembler must check 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 which will be performed as follows:

#### A. Specially made/package food items.

For all products that are specially formulated and/or packaged the Assembler:

1. must randomly select samples from all incoming goods for inspection. Sample size must be at least 0.5% of the quantity received;
2. must open cases sampled and remove contents. Selected samples must be inspected for the following:
  - a. verify product's production code to ascertain the product is of the latest production from date of delivery;
  - b. verify that the number of items per case matches the quantity marked on the case;
  - c. verify that packets are clean, do not leak nor have a defective seal; and
  - d. verify if the products are in good condition, i.e. not broken for fragile items (i.e. cookies, chocolate bars)

#### B. Verification results.

Verification results will be interpreted as follows:

1. if there are no non-conformance identified, and if the number of units per case is equal or greater than the quantity ordered there will be no further verification by the consignee; and
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 two percent (2%) in order to verify the extent of the problem. Any sampling greater than two percent (2%) will require approval by the PD/PM PMO NCRP;

#### C. Corrective measures.

The corrective measures described in Annex A paragraph 7 (Replacement of Defective Product) will apply.

## ANNEX G

### DEFECTIVE PRODUCT EVALUATION PROCESS

This annex describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of identified defective product. When the PMO NCRP personnel identifies a batch and/or a product as failing or being borderline on any of the criteria of appearance, aroma, texture, flavor or any combination of the criteria, the PD/PM PMO NCRP will initiate one or several of the following measures according to the severity of the defect:

- a. the defective product may be quarantined; and/or
- b. the offending batch may be rejected or investigated further; and/or
- c. the Supplier may be asked to investigate adjacent batches until acceptable product is obtained; and/or
- d. the PD/PM may ask for samples of Supplier's declared acceptable product for verification; and/or

- e. two members from PMO NCRP, the PD/PM and/or the TA, with one other Food Services employee

may evaluate any defective batch/product and/or adjacent batches.

During the evaluation, when the offending product is found uneatable or unacceptable (the defect makes the product unusable), one defective pouch identified in the randomly selected pouches will bring a reject of the entire batch, and any further testing of that batch will cease.

When three batches from the same production shift or day's production have been rejected the entire shift or day's production will be rejected and any further testing of that shift or day will cease.

When production of the three production shifts or production days have been rejected the entire production will be rejected and any further testing will be terminated.

When batches are rejected, new product replacements will be required and the Supplier will provide instructions on the disposal of the rejected batches.

Solicitation No. - N° de l'invitation

W8486-13SP0B/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pd022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-13SP0B

pd022W8486-13SP0B

**ANNEX H**  
**Contract No / No. de Contrat:**  
**BATCH NUMBER LISTING / LISTE DE NUMÉROS DE LOTS**

**DESCRIPTION:**

ENTRÉE \_\_\_\_\_ 1 CASE = \_\_\_\_\_ POUCHES

DESSERT \_\_\_\_\_ 1 CAISSE = \_\_\_\_\_ SACHETS

Pallet No./  No. de palette	Batch Numbers/  No. de lots	Number of cases (complete cases)/  Nombre de caisses (caisses complètes)	Number of Pouches (incomplete cases)/  Nombre de sachets (caisses	Total Number of Pouches per Pallet/  Nombre total de sachets/palette	Grand Total of Pouches per Pallet/  Grand total de sachets/palette

Form must be 8-1/2" x 11" in size, with batch numbers indicated in sequential order and forwarded with applicable shipment.

Ce formulaire doit avoir 8-1/2 pouces x 11 pouce, les numéros de lots doivent être indiqués en ordre séquentiel et le formulaire doit accompagner chaque livraison.

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

W8486-13SP0B/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pd022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-13SP0B

pd022W8486-13SP0B

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**ANNEX J****PRICING BASIS (GST EXEMPT)**

Item	Quantity	Firm Unit Prices (CAD)/FOB
Mashed Potatoes / Purée de pommes de terre Pouch / Sachet de 45g	125 000	
Buttered Rice / Riz au beurre Pouch / Sachet de 45g	100 000	
Tomato and Basil Rice/ Riz tomate et basilic Pouch / Sachet de 45g	50 000	
Vegetable Rice / Riz aux légumes Pouch / Sachet de 45g	25 000	
Vegetable Couscous / Couscous aux légumes Pouch / Sachet de 45g	100 000	

## 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.

#### 1. Tender Samples

30 packets of each of all the items (Mashed Potatoes, Buttered Rice, Tomato & Basil Rice, Vegetable Rice and Vegetable Couscous ) must be submitted for evaluation as described below.

To be evaluated, tender samples must:

**1.1** Be selected from the same batch number and individually printed with the production code

**1.2** Be accompanied with a statement attesting:

a. **that each item complies with all requirements of all applicable specifications and/or descriptions**

b. **to the net weight** in the following two documents: the statement for the Evaluation Centre and the answer to the bid solicitation.

c. **to the quantity of packets per shipping container** in the following two documents: the statement for the Evaluation Centre and the answer to the bid solicitation.

d. **production code interpretation** if the CF code is not used.

**1.3** An independent lab test report for the **Mashed Potatoes** indicating the **moisture content**. Standard analytical methods (including AOAC methods described in Official Methods of Analysis of the Association of Official Analytical Chemists, 18<sup>th</sup> edition, 1<sup>st</sup> revision, 2006) must be used. The Certificate of Analysis must be received prior to the award of contract. Failure to do so will result in the bid being rejected.

**1.4** A packaging material certificate from the packaging material supplier indicating that the packaging material has a minimum puncture resistance of **3 pounds or 10 pounds** for each proposed component. The supplier must indicate on each certificate the name and product identification number for which the packaging material certificate applies. If there is no change in the packaging material and/or the packaging material supplier, the same certificate is valid for **five (5) years**.

**1.5** Include a production schedule completed according to **Annex I**.

**1.6** Include a statement indicating the name of the Supplier's Representative and the alternate.

**1.7** **Properly** labelled or a draft of the final label to be used must be on each package. **The labelling must meet the Food and Drug Act Regulations.** It must show the CF code or commercial code(batch number) and the Nutrition Information, including the table and the list of ingredients.



- 1.8** Packaged in its required packaging material.
- 1.8** The procedures in place that ensure the security of the finished products as requested in **Note 7 of Annex B**.
- 1.9** Be shipped and received to the PMO NCRP Evaluation Center (45 Boulevard Sacré-Cœur) on the closing date. The samples must be shipped to the following address:

National Defence Headquarters  
 DCOS(Mat)  
 Mat J4 Food Svcs (LSTL Building)  
 PMO NCRP Evaluation Centre  
**45 Boul. Sacré-Cœur**  
**Gatineau, QC.**  
**J8X 1C6**  
**C/O Ann Delaney or Jeffrey Morren**

**In order to ensure that the closing date and time is met, the supplier must send the samples via a courier that uses a shipment tracking system.**

- 1.10** When the submission of a second set of tender samples is required, the bidder must again submit with all the above information requested.

### **Tender Samples Evaluation Method**

This describes the tender sample evaluation process used at the PMO NCRP Evaluation Centre during the bid evaluation process of Combat Ration components.

#### **A. Documentation and Physical Evaluation**

Once tender samples are received at the Evaluation Centre, the following steps are followed:

1. verification that closing deadline is met. If tender samples arrive at the Evaluation Centre after the closing deadline, the submission is disqualified;
2. verification that all the requested documentation is included with the tender samples received at the Evaluation Centre. Failing to provide all the requested documentation disqualifies the submission;
3. verification that all the physical characteristics listed in the bid solicitation (ex. size of packet, weight etc.) have been implemented. If any of the physical characteristics do not meet the requirement of the bid solicitation, the submission is disqualified; and
4. organoleptic evaluation sessions are conducted on compliant tender samples.

#### **B. Organoleptic Evaluation Session**

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1. **Organoleptic evaluation session history.** Each year the Project Leader PMO NCRP requests military volunteers to participate in the sensory evaluation of tender samples. Panellists are therefore staff members working at the Louis St Laurent Building, where the Evaluation Centre is located.

2. **Choice of test methodology and required score.** The purpose of the test is to establish the acceptance of tendered products for Individual Ration Packs by the users. Therefore, the methodology used for this evaluation is a consumer panel where there is no requirement to choose a preferred sample but where each panellist indicates the degree of liking of a sample. To collect the necessary information a questionnaire is used, which includes a nine point Hedonic scale ranging from 1 to 9. The average is computed, and the passing score is 6 for each criterion: appearance, texture aroma/flavour and global acceptance.

3. **Conduct of taste panels/Retention of tender samples.** Twelve volunteers are asked to evaluate up to seven products per sitting. At the beginning, the evaluators are given a short briefing explaining the goal and procedures of the evaluation session. The evaluators are not informed of the name of the bidders. Tender samples are evaluated for their appearance/aroma, texture, flavour and global acceptance. A scale and descriptors are used to assist the panellist in their evaluation. Participants can also provide general comments on their evaluation form. Once a Contract is awarded, approved tender samples are retained and distributed to appropriate personnel who are responsible to conduct the comparison between the approved tender sample and the production end product.