

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
601-1550, Avenue d'Estimauville
Québec City
Québec
G1J 0C7**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Contact for follow-up:

Name:

Phone:

Fax:

Contact for call-ups:

Name:

Phone:

Fax:

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec City
Québec
G1J 0C7

Title - Sujet DND-VAL Boxed lunches	
Solicitation No. - N° de l'invitation W0106-12R159/A	Date 2012-08-29
Client Reference No. - N° de référence du client W0106-12R159	GETS Ref. No. - N° de réf. de SEAG PW-\$QCR-106-14808
File No. - N° de dossier QCR-2-35210 (106)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-14	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée À DEMANDE	
Address Enquiries to: - Adresser toutes questions à: Fournier, Caroline	Buyer Id - Id de l'acheteur qcr106
Telephone No. - N° de téléphone (418)649-2826 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTÈRE DE LA DÉFENSE NATIONALE GARNISON VALCARTIER DIVERS SITES (VOIR DOCUMENT) QUÉBEC (QUÉBEC) Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W0106-12R159/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCR-2-35210

Buyer ID - Id de l'acheteur

qcr106

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

W0106-12R159

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE :

New measures related to Code of Conduct and certifications included in the solicitation documents require attention.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

Annex A: Requirement

Annex B: Working Document

2. Summary

DESCRIPTION:

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, of **Boxed Lunches**.

IDENTIFIED USER:

Department of National Defence, various sites of the Valcartier Garrison, Courcellette, province of Quebec.

PERIOD OF STANDING OFFER:

From October 1, 2012 to September 30, 2013 inclusive.

DELIVERY:

DELIVERY DND-VAL (VARIOUS SITES)	
Delivery addresses	Delivery hours and specifications
<p><i>Department of National Defence Valcartier Garrison Courcellette (Québec) G0A 4Z0</i></p>	
<p>Kitchens 505, 510, 511</p>	<p>From Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document.</p>
<p>Dépôts des rations Units - Building # 188 Door J - (in back)</p>	<p>From Monday to Friday, between 7:30 AM and 15:00 PM. or according to the instructions on the call-up document. Each order will be put on a pallet, individually wrapped in a plastic coating film, and show the identification of the ordering unit.</p> <p><u>IMPORTANT:</u> Frequency may vary according to the units exercise calendar.</p>

DELIVERY DND-VAL (VARIOUS SITES)

Delivery addresses	Delivery hours and specifications
Camp Vimy kitchen Building CM-3	<p>Monday to Friday, before 10:00 AM or according to the instructions on the call-up document.</p> <p><u>IMPORTANT:</u> Summer period (May to August)</p>
CI SQFT Building CSEM-3	<p>Monday to Friday, before 10:00 AM or according to the instructions on the call-up document.</p> <p><u>IMPORTANT:</u> From September to April</p>
Cadets kitchen Building CC-119	<p>Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document.</p> <p><u>IMPORTANT:</u> From May to August, no call-ups will be made.</p> <p><i>This is a mandatory requirement:</i> Invoices must be sent to the following address: Unité régionale de Soutien aux Cadets (Est) A/S O Alim Adjuc R. Audet C.P. 100 Succursale Bureau-Chef Richelain (Québec) J0J 1R0</p>

DELIVERY DND-VAL (VARIOUS SITES)

Delivery addresses

Delivery hours and specifications

Department of National Defence Valcartier Garrison (Old Quebec)

Citadelle of Québec C-14 and C-18

From Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document.

IMPORTANT:

Due to the dimensions of the entrance to the Citadelle in Old Quebec, the supplier will have to verify that his delivery trucks can access the site.

This is a mandatory requirement.

From June to Labor Day, no deliveries can be made to the Citadelle site between 9:30 and 11:00 a.m.

Pointe-à-Carcy's Naval Reserve

From Monday to Friday, between 7:30 AM and 11:00 AM. or according to the instructions on the call-up document.

Department of National Defence Valcartier Garrison (Quebec City)

Manège militaire St-Malo 1020, Vincent-Massé Street Saint-Malo Industrial Park Boulevard Charest Québec (Québec)

From Monday to Friday, between 7:30 AM and 11:30 AM. or according to the instructions on the call-up document.

IMPORTANT:

Between September and May, an average of one delivery per week.

Delay:

The normal delay for delivery will be between forty-eight (48) hours after reception of an order. However, the supplier will have to be able to deliver a minimum of 500 lunch boxes within a twenty-four- (24-) hour delay in case of emergency.

If a twenty-four-(24-) hour delay is given, the supplier may suggest alternative menus.

NOTE: For Halal meals, the order will be given forty-eight (48) hours before delivery date.

PRODUCTS:

- All products will be compliant with the request, fresh and with a shelf life of fourteen (14) days for all products contained in the box.

- If a special need for completely nut-free boxed lunches arises, the supplier certifies that he will supply them. The order will be placed forty-eight (48) hours before delivery.

- All desserts and cereal bars must be nut-free.

- The offerers must be able to supply Halal lunch boxes, certified by the I.S.N.A. (Islamic Society of North America Canada).

- At any time, a visit of the Offerer's installations may be made by the client, to determine if they are adequate for the preparation of the lunch boxes.

PACKAGING:

All sandwiches, desserts and muffins will be wrapped individually. The nutritional facts will appear on the wrapping, whether printed on a label or directly on the wrapping.

Meal boxes:

The box will be made of cardboard.

They will be delivered in cardboard boxes containing twelve (12) to sixteen (16) meal boxes.

Meal boxes dimensions:

Length: 25 cm, width: 18 cm, height: 9 cm.

Identification:

A label will be affixed on each box, listing the following information:

1. The menu number
2. The packing date
3. The expiry date
4. A complete content description

The lunch boxes will be prepared and packaged for individual use only and ready for immediate consumption.

SPECIAL INSTRUCTIONS:**Documents required with the Offer:**

A copy of the HACCP Certification or of a valid food preparation permit.

QUANTITIES:

The estimated quantities for each of the required items can be found in Annex B - Working Document - List of products.

APPROXIMATE SCOPE OF THE STANDING OFFER:

The approximate scope of the Standing Offer is \$1,040,000.00 for the period from October 1, 2012 to September 30, 2013 inclusive.

INTRODUCTION OF A NEW CODE OF CONDUCT CERTIFICATION:

Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

TRADE AGREEMENTS:

“The requirement is subject to a preference for Canadian goods and/or services”.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012/07/11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

You must submit your offer (*by mail or facsimile*) prior to the closing time and date:

By mail, at the following address:

PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA
Supply Directorate
1550, D'Estimauville Avenue
Québec (Québec)
G1J 0C7

By facsimile, at the following number: (418) 648-2209

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

queas@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 three (3) 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 Québec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (one (1) hard copy and one (1) soft copy by email)

Section II: Certifications (one (1) hard copy)

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

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Working Document - List of products.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

It is requested that offerers send one (1) hard copy by mail or facsimile and one (1) soft copy, Excel file, by e-mail at the following address: **queas@pwgsc-tpsgc.gc.ca**

Annex B - Working Document (Excel File)

The offerers will complete the List of products using the Excel file and make sure that it has been properly filled out and contains all required informations.

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

Clauses and Conditions Document (PDF Format)

The offerors will make sure to return any pages that require informations and/or signatures, as well as any other requested documents. These pages shall accompany every offer.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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

1.1. Financial Evaluation

Offers will be evaluated on the **aggregate price** of all items, in accordance with estimated quantities.

1.1.1 Evaluation of Price

The price of the offer 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.

- 1. The price of the offer will be evaluated as follows:
 - (a) Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.
 - (b) foreign-based offerors must submit firm prices, Canadian customs duties, and excise taxes, and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

2. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
3. For the purpose of the request for standing offers, offerors with an address in Canada are considered Canadian-based offerors and offerors with an address outside of Canada are considered foreign-based offerors.

2. Basis of Selection

2.1 Basis of Selection

Basis of Selection - Multiple Items

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

Respect of the client's acceptable brands and formats will be taken into consideration in the evaluation.

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 Required with the Offer and Certifications Precedent to Issuance of a Standing Offer

Offerors must submit the certifications as provided below:

1.1 Certifications Required with the Offer

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

1.1.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

1.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

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

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

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

1.1.3 SACC Manual clause

A3050T (2010/01/11) Canadian Content Definition

1.2 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.

1.2.1 Federal Contractors Program - Certification

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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A", Requirement and Annex "B", List of products.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012/07/16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card. The Offeror must provide, every six (6) month, reports on use of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports must be submitted on the appropriate document, which will be provided to the Offerer by the Standing Offer Authority, and forwarded no later than fifteen (15) days after the designated reporting period.

Reports have to be sent to the following address: **quear@pwgsc-tpsgc.gc.ca**

Instructions for Submitting Data on Standing Offer usage:

Please make sure the report contains the following information:

- The Standing Offer number for which the data are submitted;
- The period for which the data have been accumulated (start date to end date);
- The total amount spent to date, by government department;
- The number of each item delivered for the period.

3. Term of Standing Offer

3.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from October 1, 2012 to September 30, 2013 inclusive.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

**Caroline Fournier
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1550, D'Estimauville Avenue
Québec (Québec)
G1J 0C7**

Telephone: (418) 649-2826

Facsimile: (418) 648-2209

E-mail address: caroline.fournier@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 Offeror Contacts

Name and telephone number of the person responsible for :

General enquiries

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence, Valcartier Garrison.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up against a Standing Offer" or an electronic version.

7. Limitation of Call-ups

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

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$1,040,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010A (2012-07-16), General Conditions - Goods (Medium Complexity)
- (e) Annex "A" - Requirement;
- (f) Annex "B" - Working Document - List of products;
- (g) the Offeror's offer dated _____.

10. Certifications

10.1 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.

Solicitation No. - N° de l'invitation

W0106-12R159/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCR-2-35210

Buyer ID - Id de l'acheteur

qcr106

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

W0106-12R159

CCC No./N° CCC - FMS No/ N° VME

10.2 SACC Manual Clause

M3060C (2008-05-12) Canadian Content Certification

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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 (2012-07-16) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts of 2010A (2012-07-16) 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 completed in accordance with the call-up against the Standing Offer.

3.2 Delivery of Fresh Chilled or Frozen Products

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18° C or lower, and fresh chilled products between 4° C and 1° C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

3.3 Liability for defective products:

If broken or damaged goods are received from a contractor, their subsequent reshipment to the Crown will be at the contractor's own expense.

If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to

rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in PWGSC General Terms and Conditions may be initiated by the Crown.

4. Payment

4.1 Basis of Payment

For the mentioned period of the Standing Offer, you will be paid on the basis of firm unit prices, as listed in Annex B - List of products.

4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

4.3 SACC Manual Clauses

C2000C (2007/11/30), Taxes - Foreign Suppliers

5. Invoicing Instructions

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

6. Insurance

SACC Manual clause G1005C (2008/05/12) Insurance

7. SACC Manual Clauses

A9006C (2012/07/16), Defence Contract
B7500C (2006/06/16), Excess Goods

ANNEX A**REQUIREMENT****DESCRIPTION:**

This Regional Individual Standing Offer (RISO) involves the provision, on an as and when ordered basis, of **Boxed Lunches**.

IDENTIFIED USER:

Department of National Defence, various sites of the Valcartier Garrison, Courcellette, province of Quebec.

DELIVERY:

DELIVERY DND-VAL (VARIOUS SITES)	
Delivery addresses	Delivery hours and specifications
<p><i>Department of National Defence Valcartier Garrison Courcellette (Québec) G0A 4Z0</i></p>	
<p>Kitchens 505, 510, 511</p>	<p>From Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document.</p>
<p>Dépôts des rations Units - Building # 188 Door J - (in back)</p>	<p>From Monday to Friday, between 7:30 AM and 15:00 PM. or according to the instructions on the call-up document. Each order will be put on a pallet, individually wrapped in a plastic coating film, and show the identification of the ordering unit.</p> <p><u>IMPORTANT:</u> Frequency may vary according to the units exercise calendar.</p>

DELIVERY DND-VAL (VARIOUS SITES)

Delivery addresses	Delivery hours and specifications
Camp Vimy kitchen Building CM-3	Monday to Friday, before 10:00 AM or according to the instructions on the call-up document. <u>IMPORTANT:</u> Summer period (May to August)
CI SQFT Building CSEM-3	Monday to Friday, before 10:00 AM or according to the instructions on the call-up document. <u>IMPORTANT:</u> From September to April
Cadets kitchen Building CC-119	Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document. <u>IMPORTANT:</u> From May to August, no call-ups will be made. <i>This is a mandatory requirement:</i> Invoices must be sent to the following address: Unité régionale de Soutien aux Cadets (Est) A/S O Alim Adjuc R. Audet C.P. 100 Succursale Bureau-Chef Richelain (Québec) J0J 1R0

DELIVERY DND-VAL (VARIOUS SITES)	
Delivery addresses	Delivery hours and specifications
<p align="center"><i>Department of National Defence Valcartier Garrison (Old Quebec)</i></p>	
<p>Citadelle of Québec C-14 and C-18</p>	<p>From Monday to Friday, between 7:00 AM and 11:00 AM. or according to the instructions on the call-up document.</p> <p><u>IMPORTANT:</u> Due to the dimensions of the entrance to the Citadelle in Old Quebec, the supplier will have to verify that his delivery trucks can access the site. <i>This is a mandatory requirement.</i></p> <p>From June to Labor Day, no deliveries can be made to the Citadelle site between 9:30 and 11:00 a.m.</p>
<p>Pointe-à-Carcy's Naval Reserve</p>	<p>From Monday to Friday, between 7:30 AM and 11:00 AM. or according to the instructions on the call-up document.</p>
<p align="center"><i>Department of National Defence Valcartier Garrison (Quebec City)</i></p>	
<p>Manège militaire St-Malo 1020, Vincent-Massé Street Saint-Malo Industrial Park Boulevard Charest Québec (Québec)</p>	<p>From Monday to Friday, between 7:30 AM and 11:30 AM. or according to the instructions on the call-up document.</p> <p><u>IMPORTANT:</u> Between September and May, an average of one delivery per week.</p>

Delay:

The normal delay for delivery will be between forty-eight (48) hours after reception of an order. However, the supplier will have to be able to deliver a minimum of 500 lunch boxes within a twenty-four- (24-) hour delay in case of emergency.

If a twenty-four-(24-) hour delay is given, the supplier may suggest alternative menus.

NOTE: For Halal meals, the order will be given forty-eight (48) hours before delivery date.

PRODUCTS:

- All products will be compliant with the request, fresh and with a shelf life of fourteen (14) days for all products contained in the box.
- If a special need for completely nut-free boxed lunches arises, the supplier certifies that he will supply them. The order will be placed forty-eight (48) hours before delivery.
- All desserts and cereal bars must be nut-free.
- The supplier must be able to supply Halal lunch boxes, certified by the I.S.N.A. (Islamic Society of North America Canada).
- At any time, a visit of the supplier's installations may be made by the client, to determine if they are adequate for the preparation of the lunch boxes.

PACKAGING:

All sandwiches, desserts and muffins will be wrapped individually. The nutritional facts will appear on the wrapping, whether printed on a label or directly on the wrapping.

Meal boxes:

The box will be made of cardboard.

They will be delivered in cardboard boxes containing twelve (12) to sixteen (16) meal boxes.

Meal boxes dimensions:

Length: 25 cm, width: 18 cm, height: 9 cm.

Identification:

A label will be affixed on each box, listing the following information:

1. The menu number
2. The packing date
3. The expiry date
4. A complete content description

The lunch boxes will be prepared and packaged for individual use only and ready for immediate consumption.

QUANTITIES:

The estimated quantities for each of the required items can be found in Annex B - Working Document - List of products.

ANNEX B**WORKING DOCUMENT (Enclosed)**