

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Bread and Bread Products	
Solicitation No. - N° de l'invitation W0114-12G109/A	Date 2012-10-18
Client Reference No. - N° de référence du client W0114-12-G109	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-514-5953
File No. - N° de dossier KIN-2-38084 (514)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-05	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613)545-8061 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE ILS RCVG 5 SOMME AVE KINGSTON Ontario K7K7B4 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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 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 the Requirement, the Basis of Payment and any other Annexes.

2. Summary

(i) Requirement

Request for Standing Offer (RFSO) is to establish a Regional Individual Standing Offer (RISO) for the provision of bread and bakery products, "on an as and when requested basis" during the period of the Standing Offer..

(ii) Client Department

CFB Kingston, Kingston, Ontario, CFB London, London, Ontario, CFB Trenton, Trenton, Ontario and Canadian Forces Station Alert, Nunavut Territories.

Delivery of items destined for CFS Alert must be effectuated to CFB Trenton, Trenton, Ontario for furtherance by DND to CFS Alert.

(iii) Period of Standing Offer

03 December 2012 to 02 December 2013.

(iv) Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

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

(vi) Canadian Content

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

(vii) Land Claims Agreement

The CFS Alert procurement is subject to the Nunavut Land Claims Agreement

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.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

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.

Once the offer has been completed and submitted to the bid receiving unit, a copy of the Working Document (Excel file) may be forwarded, by e-mail to: **kingston.procurement@pwgsc.gc.ca**

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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.

5. Canadian General Standards Board - Standards

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

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

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5644

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

(<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: Technical Offer

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

Section II.1: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B" or "C" or "D" Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Annex "B" or "C" or "D"- WORKING DOCUMENTS (EXCEL FILE)

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

.1 Hard (Paper) Copy: One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

.2 Soft (Electronic) Copy: In addition to the hard copy, PWGSC is requesting suppliers send in an electronic copy of Excel file, by e-mail at the following address: **kingston.procurement@pwgsc.gc.ca**
If there is a discrepancy between the wording of the electronic copy and the hard copy, the wording of the hard copy will have priority over the wording of the electronic copy.

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.2 SACC Manual Clauses

C3011T (2010-01-11) Exchange Rate Fluctuation

M0019T (2007-05-25) Firm Price and/or Rates

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

1.1 Financial Evaluation

Each basis of payment (Annex B, Annex C, and Annex D) will be evaluated separately.

For each basis of payment (Annex B, Annex C, and Annex D), offers will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex B, Annex C, and Annex D, FOB Destination, as indicated. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. In the event that an offeror does not provide a price for any item PWGSC will, for assessment purposes only, substitute the highest price quoted (by another offeror) for the item for which they did not provide a quote. If all offerors fail to provide a price for a particular item, that item will be eliminated from the assessment. This will be for the purposes of obtaining an aggregate total for each offeror.

The aggregate value is the sum of all extended prices.

2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.
- 2.2** Canada intends to issue a Standing Offer for each Basis of Payment (Annex B, Annex C, and Annex D). Should the same, responsive Offeror offer the lowest price for each basis of payment, only one Standing Offer will be issued including all of the pricing bases.

3. SACC Manual Clauses

A0220T (2007-05-25) Evaluation of Price

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. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer.

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

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.

2.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to

receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than 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.

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;

(d) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

2.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

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

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 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.

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Standard Clauses and Conditions

All 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.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

2.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 90 calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 03 December 2012 to 02 December 2013.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Gisele Beaulieu
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence Street, 2nd Floor
Kingston, Ontario K7L 1X3

Tel: (613) 545-8064

Fax: (613) 545-8067

Email: gisele.beaulieu@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative (The information will be inserted by Canada at time of issuance of the Standing Offer).

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is an authorized representative from CFB Kingston, CFB London, CFB Trenton, CFS Alert.

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 \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) 2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.
- d) 2010A (2012-07-16), General Conditions - Goods or Services (Medium Dollar Value) apply to and form part of the Contract.
- e) Annex "A", Requirement
- f) Annex "B", Basis of Payment CFB Kingston and or
- g) Annex "C", Basis of Payment CFB Trenton/CFS Alert or
- h) Annex "D", Basis of Payment CFB London
- i) the Offeror's offer dated (The information will be inserted by Canada at time of issuance of the Standing Offer).

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

9.2 SACC Manual Clauses

M3060C Canadian Content Certification 2008-05-12

10. Applicable Laws

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

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 or Services (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A General Conditions - Goods or Services (Medium complexity) will not apply to payments made by credit cards.

3. Term of Contract**3.1 Delivery Date**

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

4. Payment**4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in the Basis of Payment for a cost of the call-up. Customs duties are included", and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.3 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payments

SACC Manual clause C3603C (2008-15-12) Price Adjustment - Wheat

4.4 Payment by Credit Card

The following credit card is accepted: _____.

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

Invoices must be distributed as follows:

One (1) copy must be forwarded to the consignee.

6. Insurance

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

7. SACC Manual clauses

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual clause D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products

SACC Manual clause B7500C (2006-06-16) Excess Goods

Solicitation No. - N° de l'invitation

W0114-12G109/A

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

W0114-12-G109

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38084

Buyer ID - Id de l'acheteur

kin514

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

Requirement for all locations

Requirement:

Bread and Bakery Products. Frozen products will not be accepted.

Deliveries:

Canadian Forces Base (CFB) Trenton and Canadian Forces Station (CFS) Alert:

The Contractor must be able to make deliveries on Mondays, Tuesdays, Thursdays, Fridays, and Saturdays.

Items destined for CFS Alert must be delivered to CFB Trenton, Trenton, Ontario for furtherance by DND to CFS Alert.

Canadian Forces Bases (CFB) Kingston (including the Royal Military College, Fort Frontenac and Canadian Forces Joint Signal Regiment (CFSR):

The contractor must be able to make deliveries 5 days a week Monday to Friday excluding weekends and Statutory Holidays.

Canadian Forces Bases (CFB) London: The Contractor must be able to make deliveries on Thursday Or Fridays, between 0900-1200 hrs.

Preparation for Delivery: Unless otherwise specified by the Identified User, the bread or rolls shall be wrapped according to normal commercial practice.

The bread shall be delivered in clean, sanitary cartons or trays. Standard commercial method of packaging, labeling, packing and marking shall be acceptable.

Items for this Requirement shall be supplied in the type, classes, and styles, specified by the Identified User.

Delivery Slips must be provided to each delivery point. The Supplier shall issue a Credit Note to cover discrepancies on delivery.

All orders will be placed by the Foods Officer or the designated representative a minimum two (2) working days prior to delivery date. The Identified User will phone in cancellations and increases to the supplier within twenty-four (24) hours prior to delivery. Other arrangements pertaining to the placement and cancellation of orders found to be acceptable to the Supplier will be considered by the Identified User, however, such alternate arrangements are not to be implemented by the Supplier without prior consent in writing by the Identified User.

The Identified User is to be advised within one (1) working day prior to delivery of any delays and before backordering. Only back orders approved by the Identified Department will be accepted. Approved back orders are to be noted on packing slips. Items not received within the required time shall be subject to cancellation.

Product Codes:

Supplier to provide product codes upon request to the Identified User

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Price List:

Current Wholesaler Published Price List are to be supplied to the identified departments upon request. The Supplier shall provide electronic copies (in the form of a CDs or Excel spreadsheet sent by e-mail) of the products and price lists to the Site/Call-up Authority.

Standards:

All bread and bread products shall comply with the following Canadian Government Specifications Board (CGSB) where indicated in Annex "B" and outlined below and available <http://www.tpsgc-pwgsc.gc.ca/cgsb/pubs/catalogue/notice-e.html>

- | | | | |
|----|-------|---|-------------|
| a) | 32.1M | Bread, White Enriched White & Whole Wheat Bread | December 87 |
| b) | 32.2M | Bread, Fruit and Raisin | June 88 |
| c) | 32.3M | Rye Bread | April 88 |
| d) | 32.4M | Bread Rolls | June 88 |

ANNEX "B"

Basis of Payment CFB Kingston

EXCEL document Annex "B" CFB Kingston, attached.

1. All pricing submitted must be firm for the applicable period, all inclusive, (FOB Destination) with Canadian Customs Duties and Excise Taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.

2. The quantities as stated herein reflects the expected usage for each year and is an estimate only of the requirement made in good faith. The Standing Offer will be limited to the actual supplies and services ordered and performed.

3- Minimum order quantities will not be accepted.

4- 03 December 2012 to 02 December 2013.

5- Other bread and bread products in store, (not part of the evaluation):

In addition to Annex "B", the offeror offers to sell any available bread and bread products other than those listed at Annex "B" at prices matching those of his general, seasonal and sideline catalogue and/or the price list less a discount of _____%.

In addition to the prices established at Annex "B", the offeror can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices established in Annex "B".

ANNEX "C"**Basis of Payment CFB Trenton and CFS Alert****EXCEL document Annex "C" CFB Trenton and CFS Alert attached.**

1. All pricing submitted must be firm for the applicable period, all inclusive, (FOB Destination) with Canadian Customs Duties and Excise Taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.
2. The quantities as stated herein reflects the expected usage for each year and is an estimate only of the requirement made in good faith. The Standing Offer will be limited to the actual supplies and services ordered and performed.
- 3- Minimum order quantities will not be accepted.
- 4- 03 December 2012 to 02 December 2013.
- 5- Other bread and bread products in store, (not part of the evaluation):

In addition to Annex "C", the offeror offers to sell any available bread and bread products other than those listed at Annex "C" at prices matching those of his general, seasonal and sideline catalogue and/or the price list less a discount of _____%.

In addition to the prices established at Annex "C", the offeror can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices established in Annex "C".

ANNEX "D"

Basis of Payment CFB London

EXCEL document Annex "D" CFB London attached.

1. All pricing submitted must be firm for the applicable period, all inclusive, (FOB Destination) with Canadian Customs Duties and Excise Taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.
2. The quantities as stated herein reflects the expected usage for each year and is an estimate only of the requirement made in good faith. The Standing Offer will be limited to the actual supplies and services ordered and performed.
- 3- Minimum order quantities will not be accepted.
- 4- 03 December 2012 to 02 December 2013.
- 5- Other bread and bread products in store, (not part of the evaluation):

In addition to Annex "D", the offeror offers to sell any available bread and bread products other than those listed at Annex "D" at prices matching those of his general, seasonal and sideline catalogue and/or the price list less a discount of _____%.

In addition to the prices established at Annex "D", the offeror can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices established in Annex "D".

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ANNEX "E"

Standing Offers Reporting Form

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Item Qty	Date of Order	Date of Delivery	Value of Order (not including GST)

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ANNEX "F"

List of Identified Users

Delivery and Invoice Addresses

Canadian Forces Base (CFB) Trenton:

Wing Food Services
PO Box 1000 Station Forces, 75 Yukon Street
Astra, Ontario
K0K 3W0

Canadian Forces Station (CFS) Alert:

Shipping Address:
CFB Trenton
Hangar # 1
30 East North Star Drive
Astra, ON
K0K 3W0

Invoicing Address:

Wing Food Services
PO Box 1000 Station Forces, 75 Yukon Street
Astra, Ontario
K0K 3W0

Canadian Forces Base (CFB) Kingston:

Routledge Hall:

VB31, 9 Parade Rd.
PO Box 17000, Station Forces
Kingston, Ontario
K7K 7B4
Contact: Procurement Manager
Telephone: (613) 541-5010 ext 4233
Fax Number: (613) 541-4181

Royal Military College:

RMC CDH, 22 Amiens Ave, PO BOX 17000 Station Forces
Kingston, Ontario
K7K 7B4
Contact: RMC Ration Procurement Manager
Telephone: (613) 541-6000 ext 6802
Fax: (613) 540-8073

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Fort Frontenac Officer's Mess:

Fort Frontenac Officer's Mess

1 Ontario St.

Kingston, Ontario

K7K 7B4

Contact: IC Ration

Telephone: (613) 541-5010 ext 5963

Fax: (613) 541-5830

Joint Signal Regiment (JSR):

Invoicing Address: Canadian Forces Joint Signal Regiment, PO BOX 17000 STN Forces, Kingston, ON, K7K 7B4

Delivery Address: Canadian Forces Joint Signal Regiment, E-30 Clement Bldg 20 Red Patch Ave.

Kingston, Ontario

K7K 5B4

Contact: Chief Cook

Telephone: (613) 541-5010 ext 4067

Fax: (613) 541-4367

CFB London:

Delivery Address: All Ranks Kitchens, east end of Bldg., Bldg 56, 701 Oxford Street East, London, ON

Invoice: Department of National Defence, ASU London, 31 CBGHQ, 701 Oxford Street East, London, ON N5Y 4T7 Attn: G4 Foods

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ANNEX "G"

Information Requested

1. Offeror's Contact

For General Inquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

Cellular No. _____

E-mail address _____

For Delivery Inquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

Cellular No. _____

E-mail address _____

2. Procurement Business Number (PBN)

The Offeror's PBN: _____

3. Complete list of names of all individuals who are currently directors of the Offerer
