

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<b>Title - Sujet</b> Meat, Poultry & Fish	
<b>Solicitation No. - N° de l'invitation</b> W0105-13F005/01/A	<b>Date</b> 2013-03-06
<b>Client Reference No. - N° de référence du client</b> W0105-13F005	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> MCT-2-35140 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-4607	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2013-02-27	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-02</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.	<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 851-6948 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## **Solicitation Amendment No. 002**

**Title: Meat, Poultry & Fish**

**This solicitation is hereby amended to:**

(1) Reference: **Annex "A" - Statement of Work**

**DELETE** the current Annex "A"; and

**INSERT** Annex "A" revised 2013-03-06 as Amendment No. 002

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or by facsimile (506) 851-6759 and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name: Charlotte Drisdelle

Telephone No.: (506) 851-6948

Facsimile No: (506) 851-6759

Email: charlotte.drisdelle@pwgsc-tpgsc.gc.ca

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# ***Annex "A"***

***Revised: 2013-03-06 Amd No. 002***

## ***"STATEMENT OF WORK"***

### ***Meat, Poultry & Fish***

#### ***CAMP GAGETOWN***

#### ***3 AREA SUPPORT GROUP***

#### ***Static Feeding Requirements***

**01 April 2013 to 31 March 2014**

**Divided into four (4) rebid periods**

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## **FOODLIST - ANNEX "B"**

The offeror **MUST provide a price for EACH item and be able to supply 100% of the items** on the attached «Foodlist» in Annex "B".

### ***FOOD SUPPLY AND DELIVERY TO CAMP GAGETOWN TRAINING AREA***

#### **REQUIREMENT**

To supply and deliver "**MEAT, FISH AND POULTRY PRODUCTS**" to specified locations within the Gagetown Training Area.

The offeror **must ensure 100% compliance** to this Annex "A" and the attached «Foodlist» in Annex "B". Any deviations **MUST be approved** by the Standing Offer Authority at Public Works and Government Services Canada, in writing, **PRIOR to bid closing**.

#### **SCOPE OF SERVICES**

To provide food commodities at specified times to meet the particulars of the requirement.

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

***Fresh & Frozen Meats***  
***Fresh & Frozen Fish***  
***Fresh & Frozen Poultry***

#### **STATEMENT OF WORK**

The Offeror shall during the period of the standing offer, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

#### **SUB-LETTING:**

Standing Offers will NOT be sub-let or transferred without the written permission of the Standing Offer Authority at Department of Public Works and Government Services Canada.

#### **PRICING**

**All shipping charges must be included in the quoted prices.** If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify

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that the prices charged under this method of supply will be computed in accordance with the same accounting principals applicable to the prices shown herein.

## CALL-UP PROCEDURES

All orders may be placed in writing or by telephone. Supplier **MUST be able to receive all orders by Telephone, Email, Facsimile and Hard Copy.**

## ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified food commodities shall be immediately brought to the attention of the designated Food Services representative, at time of ordering or within 2 hours maximum; who in turn is the only approving authority for substitutions.

## REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item **within (24) hours, (delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractors expense).**

## DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the written approval of the requesting Food Services representative. Approvals must be received in writing.

It is a condition that no product, packaging, pack or case size be changed after award of the standing offer **UNLESS** they have been changed by the manufacturer. You will therefore have to notify the Standing Offer Authority at PWGSC in Moncton of the change. Changes will only take effect when the Standing Offer Authority has accepted the change, with DND's approval. **Supplier must advise the Standing Offer Authority of any changes to product codes and the person at CFB Gagetown responsible to advise all kitchens.**

*This person will be identified at award of the standing offer.*

## FOOD DELIVERIES

Deliveries must to be made direct to a specified location, and must be between the hours of **0700 hr and 1100 hrs**, Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. The supplier shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit.

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## DELIVERY SERVICE LEVELS

All orders will be placed a minimum of two (2) days prior to the expected day of delivery.

DND personnel will be able to make **MINOR** amendments to the original order up until **1400 hrs**, from Monday to Friday.

Deliveries **MUST** be provided as requested.

Deliveries are to be made direct to a specified location as indicated.

All products must be delivered in its original box or case.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

## REQUIREMENTS PERTAINING TO INVOICING

A bill of lading and a computerized purchase invoice in three (3) copies "**One original and two copies**" must be provided to the consignee at the time of each delivery, "**Hand written invoices will not accepted**"

The consignee's delivery representative will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a

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detailed credit receipt within (7) working days from delivery for all items that the consignee and supplier agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

Invoices must contain the following information:

Attn: ***Name of Requesting Kitchen  
Kitchens Complete Mailing address  
Invoice control number  
Delivery Date***

## **INVOICE PAYMENT**

The consignee will forward invoices to the requesting Comptroller for payment within (30) days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five (45) day period the supplier shall communicate this information as soon as possible to the receiving Units Comptroller.

## **TYPE OF TRANSPORT**

Delivery of chilled, frozen food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

## **PALLETISING**

All food items **MUST** be shipped to the specified delivery point on shrunk or stretch wrapped pallets not higher than 180 CM in height.

Orders **MUST** be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least (2) sides.

### **Food items MUST be palletized in segregated commodities of:**

**Chilled**

**Frozen**

Food items **MUST** be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

Pallets MUST to be loaded in such a way as to allow easy access for off loading with forklifts.

The supplier MUST not load pallets in a cinder block fashion.

The supplier is responsible for the off loading of all food items

## **QUALITY ASSURANCE**

All products must be processed in federally inspected plants.

Frozen food products must be delivered individually quick-frozen with an internal temperature of not greater than minus eighteen degrees Celsius.

All Meat, Fish and Poultry products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering. The best before date on all fresh items must be at least twenty one (21) days from the day of delivery.

The supplier agrees to supply only frozen or / and fresh beef products that have a minimum of twenty one (21) to a maximum of twenty eight (28) Days aging.

The supplier agrees to supply only fresh cold meat products that have never been previously frozen. The supplier agrees not to supply any thawed food product that has been previously frozen.

The "*Canadian General Standards Boards Specifications*" will be used as reference for quality control. Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

DND representatives may perform quality assurance inspections at the supplier facilities as required.

### **Vendor's Performance:**

**The vendor's performance will be monitored by the Food Services Representative or his designated representative.**

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;

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b. Ability to **immediately** COMMUNICATE unavailability of products ordered at time of ordering (or within **2 hours maximum**);

c. Ability to provide products as per sizes requested at quoted prices;

d. Ability to deliver within required time frame **AND** the necessary location required at the site;

e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

**WARNING TO SUPPLIER:**

High quality product and service as defined in «*Canadian General Standards Board Specifications*» (CGSB) will be required during the period of this standing offer. Failure to provide the level of **quality of goods and services as defined herein OR non compliance with Annex "B" - the «Foodlist»** more than five (5) times over the period of the standing offer will result in the following:

1. **Initial notice of failure to provide the level of service required, quality products or correct product size etc....**
2. **A second, third & fourth incident will result in a written notification requesting corrective action; and**
3. **For a fifth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.**

**PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO THE ABOVE MENTIONED MANDATORY REQUIREMENTS**

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**(Signature of Authorized Representative)**