

**REQUEST FOR STANDING OFFER
FOR
MISCELLANEOUS GROCERY ITEMS**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

Solicitation No. - N° de l'invitation

21510-131305/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg102

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

21510-131305

File No. - N° du dossier

WPG-3-36004

CCC No./N° CCC - FMS No/ N° VME

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. SACC Manual Clauses
7. Insurance Requirements
8. Federal Contractors Program for Employment Equity - Default by the Contractor

List of Annexes:

- Annex "A" - Requirement
- Annex "B" - Working Document
- Annex "C" - Low Line Item Award Approach example

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven 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 Working Documents, and Low Line Item Award Approach example.

2. Summary

A Regional Individual Standing Offer for the supply and delivery of Miscellaneous Grocery items, as required by Correctional Services Canada, Stony Mountain Institution, Stony Mountain, Manitoba. The standing offer period will be from Date of Award to 31 July, 2014.

Brands specified are required as they will be purchased with non public funds.

Note: all offers must be submitted for each period, as per the schedule in Annex "B". All prices submitted are to remain firm for the bid periods in Annex "B"

Up to three standing offers could be issued for the product list in Annex "B" - Working Documents.

3. Debriefings

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 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

B4024T	No Substitute Products	2006-08-15
M0019T	Firm Price and/or Rates	2007-05-25

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, by mail or facsimile, by the date and time and place indicated on the Schedule of Tender Closing Dates included in the Working Documents (Annex "B").

Once the offer has been completed and submitted by facsimile or mail, a copy of the Working Document (Excel file) should be sent, by e-mail, to the following address: WST.MBFood@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 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 Manitoba.

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: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy) and one (1) soft copy, Excel file, by e-mail.

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 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 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: Financial Offer

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

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.

Solicitation No. - N° de l'invitation

21510-131305/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36004

Buyer ID - Id de l'acheteur

wpg102

CCC No./N° CCC - FMS No/ N° VME

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 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.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A".
- b) Provision of firm pricing as per the instructions in Annex "B", Working Documents.

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is excluded, FOB destination including all delivery charges, Canadian customs duties and excise taxes included.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest line item price will be recommended for issuance of a standing offer. The evaluation total will be calculated by multiplying the unit price for each item by the associated estimated quantity listed and summing the values. The RFSO will allow for the possibility of awarding up to three (3) Standing Offers for Annex "B".

The total aggregate evaluated amount for each offer is calculated by multiplying the unit price for each item by the associated estimated quantity listed and summing the values. **It is mandatory for bidders to provide pricing for a minimum of 90% of the items to be considered compliant.** The evaluation will be based on like items.

NOTE: an example is provided in Annex "C" - Low Line Item Award Approach example

Bidders are requested to provide pricing as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so may render the bid non-responsive without further consideration.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory - Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a 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 requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

2.2.1 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, 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 "B ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

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 15 calendar days after the end of the reporting period.

Solicitation No. - N° de l'invitation

21510-131305/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg102

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

21510-131305

File No. - N° du dossier

WPG-3-36004

CCC No./N° CCC - FMS No/ N° VME

Note: This report will be provided with the authorized Regional Individual Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer shall be **within the period identified in any resulting "Standing Offer and Call-up Authority document"**, as detailed in Annex "B".

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Dallas Wiebe
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3C 2Z1

Telephone: (204) 984-4671
Facsimile: (204) 983-7796
E-mail address: dallas.wiebe@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: **TBD**

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

4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Correctional Services Canada, Stony Mountain, MB.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing or electronic document.

7. Limitation of Call-ups

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

7.1 Minimum Individual Call up

The majority of call ups against this Standing Offer will total a minimum of \$200.00 (goods and Services Tax or Harmonized Sales Tax included)

7.2 Delivery Call ups

Delivery FOB Stony Mountain Institution, Stony Mountain, MB shall be made within **two (2)** calendar days from receipt of call up. The contractor shall advise the Project Authority within one **(1) day** of any delays and/or item shortage.

When a Call-up of \$200.00 or more is issued;

All orders are to be **FOB destination, including all delivery and transportation charges** unless otherwise specified at the time of call-up.

Delivery point to be specified at time of order. Delivery times are to be Monday - Friday, 0830 to 1530 hours unless prior arrangements are made.

CALL-UP FORM: Authorized call-up against this Standing Offer shall be made using one of the following:

DSS 942 for payment by invoice or acquisition card, Local Form 001 - for payment by invoice or acquisition card, or phone call - for payment by acquisition card only.

When a call-up with a total dollar value of less than \$200.00 is issued;

Transportation charges shall be prepaid and charged as a separate item on the invoice at the suppliers cost. The transportation charges must be supported with a paid copy of the transportation bill as requested by the consignee. As this will be a rare occurrence all evaluations will be based on the assumption that individual call-ups will be greater than \$200.00.

8. Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$TBD** (Goods and Services Tax or Harmonized Sales Tax included) 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 (4) 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2013-04-25), General Conditions-Goods or Services (Low Dollar Value);
- e) Annex "A", Requirement;
- f) Annex "B", Working Documents;
- g) Annex "C", Low Line Item Award Approach;
- h) the Offeror's offer TBD.

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.

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 Manitoba.

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

2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

2.2 SACC Manual Clauses

A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
C2000C	Taxes-Foreign Based Contractor	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax - Foreign-Based Contractor	2008-05-12
D5328C	Inspection and Acceptance	2007-11-30

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

See Annex "B" - Working Documents

4.1.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price specified in the Call-Up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12), Multiple Payment

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

5.1 Invoicing Instructions

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

6. SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
D0018C	Delivery and Unloading	2007-11-30
D3007C	Inspection and Stamping	2007-11-30
D3004C	Type of Transport	2007-11-30
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D5311C	Right of Access and Inspection of Meat	2007-11-30
G1005C	Insurance	2008-05-15

7. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) **Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.**

8. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

ANNEX "A" REQUIREMENT

A Regional Individual Standing Offer for the supply and delivery of Miscellaneous Grocery items, as required by Correctional Services of Canada, Stony Mountain/Rockwood Institution in Stony Mountain, MB. The Standing Offer will be in effect from approximately **Date of Authorization to July 31, 2014**.

Note: all offers must be submitted for each period, as per the schedule in Annex "B". All prices submitted are to remain firm for the bid periods in Annex "B"

Up to three standing offers could be issued for the product list in Annex "B" - Working Documents.

Mandatory Delivery - Delivery is to be made Monday to Friday, 08:30 to 15:30 hours; unless prior arrangements have been made.

Delivery is to be made within forty-eight (48) hours from receipt of call-up. Urgent requirements may require delivery within twenty-four (24) hours from receipt of call-up. The delivery location shall be specified on each individual call-up document. Deliveries shall be made a minimum of three times per week, including at least once on Saturday or Sunday, as required to meet the mandatory delivery time period of forty-eight (48) hours. Same day delivery may be required and requested at time of order on in-stock items. **Delivery to be made by Industry Standard Truck.** Drivers of delivery vehicles shall be provided with a pick-up receipt book.

Twenty-four (24) hour replacement of rejected products is mandatory.

Invoice MUST accompany shipment and show which Standing Offer it applies to. Payment will be made within thirty (30) days of receipt of invoice or items -- whichever is received later.

All deliveries are to be FOB Correctional Services Canada, Stony Mountain/Rockwood Institution, Stony Mountain, MB, including all delivery and off-loading charges.

Products offered must be in accordance with Canadian General Standards Board Specifications (CGSB). All packaging and labeling must be in accordance with CGSB Standards. Individual packaging and labeling of product must indicate "Best Before" date on packaging.

Substitution

No items shall be substituted unless the substitution is authorized on the call-up document by the Technical Authority.

Expiry Dates

Products which normally have expiry dates, must have an expiration date of at least (1) one week or 3 months past the delivery date as applicable to the commodity type.

Quantities

The estimated quantities can be found in Annex "B" - Working Documents. The quantities provided are provided for evaluation purposes only and do not constitute a guarantee or commitment on behalf of the crown.

Rejection of Shipment

A Notice of Rejection will be completed when any aspect of the delivery does not comply with the specified quality standards, even if the shipment has been accepted. The rejection notice must be completed and

Solicitation No. - N° de l'invitation

21510-131305/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36004

Buyer ID - Id de l'acheteur

wpg102

CCC No./N° CCC - FMS No/ N° VME

21510-131305

submitted within 24 hours of acceptance. An unsatisfactory condition report will be initiated and sent to the contractor and PWGSC.

The Contractor agrees, upon notification of rejection, to replace any rejected item on the next scheduled food order delivery when still required by the DNA Shill Food representative. If the rejected item is replaced it shall be in the same quantity and at the same cost as the original order. Discounting for damage goods will not be accepted. The Consignee will have the right to reject products at the same time of delivery and the Contractor will remove unacceptable products immediately

Solicitation No. - N° de l'invitation

21510-131305/A

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

21510-131305

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36004

Buyer ID - Id de l'acheteur

wpg102

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B"
WORKING DOCUMENTS

See attached.

**ANNEX "C" -
LOW LINE ITEM AWARD APPROACH EXAMPLE**

		Firm A		Firm B		Firm C		Low	
								Line Item	
Item	Qty	Unit Price		Unit Price		Unit Price		Extended Price	
		Extended Price		Extended Price		Extended Price		Firm	
1.	1000	\$6.00	\$6,000.00	\$5.00	\$5,000.00	\$5.50	\$5,500.00	\$5,000.00	B
2.	500	\$3.00	\$1,500.00	\$4.00	\$2,000.00	\$5.00	\$2,500.00	\$1,500.00	A
3.	600	\$8.00	\$4,800.00	\$7.00	\$4,200.00	\$6.85	\$4,110.00	\$4,110.00	C
4.	900	\$10.00	\$9,000.00	\$11.00	\$9,900.00	\$9.00	\$8,100.00	\$8,100.00	C
5.	250	\$4.65	\$1,162.50	\$6.20	\$1,550.00	\$5.70	\$1,425.00	\$1,162.50	A
Total			\$22,462.50		\$22,650.00		\$21,635.00	\$19,872.50	

In order to determine whether to award by line item or basket, the total of each lowest priced line item (across suppliers) is compared to the lowest basket price (single supplier). The difference between these two amounts is considered an administrative savings. In this case, the lowest total cost to award by line item would be **\$19,872.50** and the total cost to award by basket would be **\$21,635.00**.

The administrative savings should not exceed 5% which in this case is:

Lowest line item total (\$19,872.50) x 0.05 = administrative savings of \$993.63

To award by low aggregate, the lowest basket price must be \$19,872.50 + \$993.63 = **\$20,866.13 or less**. Since this isn't the case in the example, the evaluation would result in awarding up to 3 standing offers.

ANNEX B Information

Time of tender closing is 2:00 p.m. at the office of:

**Bid Receiving
Public Works and Government Services Canada (PWGSC)
100 - 167 Lombard Avenue
PO Box 1408
Winnipeg, MB R3C 2Z1**

Or by facsimile at: (204) 983-0338

Here is some information that might be of use:

1) MERX:

You must use the **LATEST PUBLISHED VERSION OF THE DOCUMENT.**

2) Transmission of offers:

For you Offer to be considered, it must be transmitted by **FACSIMILE** or by **MAIL.**

Afterwards, we ask that you send a copy of Annex B - Working document, in Excel format, to the following email address: **WST.MBFood@pwgsc-tpsgc.gc.ca**

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.

3) Request for evaluation results:

By email, at the general address of the Food Supply team, you may request evaluation results. They will be sent to you in PDF format.

Please note that you will have to identify **the file title, the client department's name, as well as the period** for which your request applies.

**General address for the Food Supply team:
Courriel / E-mail: WST.MBFood@pwgsc-tpsgc.gc.ca**

4) For any questions concerning Food Procurement files, you may contact the following persons:

Dallas Wiebe

Supply Specialist/Spécialiste en approvisionnement
Phone number / Téléphone: (204) 984-4671
E-mail / Courriel: dallas.wiebe@pwgsc-tpsgc.gc.ca

Monique Lamoureux-Bellec

Supply Officer / Agent d'approvisionnement
Phone number / Téléphone: (204) 983-6107
E-mail / Courriel: monique.bellec@pwgsc-tpsgc.gc.ca

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
P.W.G.S.C/T.P.S.G.C
 100-167 Lombard Avenue
 PO Box 1408
 Winnipeg, MB R3C 2Z1

Request For a Standing Offer
Demande d'offre à commandes

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

Contact for follow-up:

Name: _____
 Phone: _____
 Fax : _____
 E-mail: _____

Contact for call-ups:

Name: _____
 Phone: _____
 Fax : _____
 E-mail: _____

Issuing Office - Bureau de distribution

P.W.G.S.C/T.P.S.G.C
 100-167 Lombard Avenue
 PO Box 1408
 Winnipeg, MB R3C 2Z1

Title - Sujet Food - Canteen Items	
Solicitation No. - No. De l'invitation 21510-131305 /01 /A	Date : 201X-XX-XX
Client Reference No. - No. De référence du client 21510-131305	
File No. - No. De dossier WPG-3-36004	
Solicitation Closes - L'invitation prend fin At - à 14:00 On - le 29/Jul/2013	Time Zone Fuseau horaire CST
Delivery Required - Livraison exigée On request	
Address Enquiries to - Adresser toutes questions à : Dallas Wiebe (204) 984-4671 Monique Lamoureux-Bellec (204) 983-6107	ID WPG102
FACSIMILE NO. - NO. DE TÉLÉCOPIEUR	(204) 983-0338
Destination - of Goods, Services and Construction : Destination - des biens, services et construction : Correctional Services of Canada Stony Mountain Institution and Rockwood Institution PLEASE REFER TO THE SOLICITATION DOCUMENT FOR DELIVERY ADDRESSES	
Instructions : SEE HEREIN Instructions : VOIR AUX PRÉSENTES	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
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 ou de l'entrepreneur (Taper ou écrire en caractère d'imprimerie)	
SIGNATURE	DATE

Food - Canteen Items

Annex B - Basis of Payment

Correctional Services of Canada
Stony Mountain Institution and Rockwood Institution

PWGSC File number: WPG-3-36004
 Client Reference No: 21510-131305
 Period number: / 01
 For period from: 01 August 2013 - 31 July 2014

Item no.	DESCRIPTION		REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 YEAR	Company Name: _____			
	CANTEEN ITEMS				PRODUCT CODE	OFFERED FORMAT	UNIT PRICE	U of M
1	Maxwell House instant		12 x 200 g	50			CASE	\$ -
2	Cheese WHIZ portions Kraft		200 x 18 g	40			CASE	\$ -
3	CHILI Hot Puritan		24 X 425 g	125			CASE	\$ -
4	tuna Lite Thai		24 x 85 g	200			CASE	\$ -
5	COFFEE Folgers Classic Roast		12 x 320 g	130			CASE	\$ -
6	COFFEE CRISP Bar Regular		48 x 50 g	200			CASE	\$ -
7	COFFEEMATE Nestle Original		12 x 170 g	300			CASE	\$ -

Item no.	DESCRIPTION CANTEEN ITEMS	REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 YEAR	Company Name: _____				
				PRODUCT CODE	OFFERED FORMAT	UNIT PRICE	U of M	Extended Total
8	CRYSTAL LIGHT Singles 30's Raspberry Ice	30 x 2.7 g	1000				CASE	\$ -
9	CHEESE Medium Cheddar Chunk Armstrong	12 x 300 g	400				CASE	\$ -
10	FREEZIES Jumbo	80 x 150 ml	170				CASE	\$ -
11	HALLS Cherry 9 cough drops per package	20 x 1's	150				CASE	\$ -
12	GRANOLA BARS Nature Valley Chewy Trail Mix - Mixed Berry	12 x 175 g	75				CASE	\$ -
13	HOT CHOCOLATE packets Carnation Nestle	50 x 21 g	180				CASE	\$ -
14	HOT RODS Super Regular Schneiders	40 x 1's	180				CASE	\$ -
15	ICED TEA LEMON Crystals Good Host	12 x 1 kg	60				CASE	\$ -
16	QUICK OATS Quaker 100% Whole Grain	12 x 1 kg	130				CASE	\$ -
17	KRAFT DINNER	12 x 225 g	1100				CASE	\$ -
18	O'HENRY Bar Regular	24 x 62.5 g	450				CASE	\$ -

Item no.	DESCRIPTION		REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 YEAR	Company Name: _____				
	CANTEEN ITEMS				PRODUCT CODE	OFFERED FORMAT	UNIT PRICE	U of M	Extended Total
19	ORANGE Crystals Crosby's packets		32/3/80 g	100				CASE	\$ -
20	OYSTERS Whole Smoked Gold Seal		24 x 85 g	90				CASE	\$ -
21	PEANUT BUTTER Smooth Kraft		12 x 500 g	100				CASE	\$ -
22	MAYO Kraft Portion		200 x 18 ml	150				CASE	\$ -
23	MINUTE RICE Brown Whole Grain		12 x 1.2 kg	40				CASE	\$ -
24	Quaker Crispy Minis dill		12 x 100 g	100				CASE	\$ -
25	POPCORN Microwaveable Act II Butter Lovers		15 bags/box	1100				CASE	\$ -
26	Spam		12 x 340 g	70				CASE	\$ -
27	SARDINES with Hot Peppers Brunswick		18 x 106 g	100				CASE	\$ -
28	STARBURST Candies Exotic Tropical Fruit		24 x 50 g	80				CASE	\$ -
29	SUGAR CUBES Rogers		30 x 500 g	60				CASE	\$ -

Item no.	DESCRIPTION		REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 YEAR	Company Name: _____				
	CANTEEN ITEMS				PRODUCT CODE	OFFERED FORMAT	UNIT PRICE	U of M	Extended Total
30		SWEET n LOW 100 packets	100 x 0.8 g	80				CASE	\$ -
31		TEA Red Rose Orange Pekoe 36 tea bags	24 x 36's	60				CASE	\$ -
32		TUNA Chunk in Water Gold Seal or Flaked if unable to supply Chunk	24 x 170 g	450				CASE	\$ -
33		V-8 ORIGINAL	24 x 340 ml	100				CASE	\$ -
34		Delissio 12" Deluxe	12 x 927 g	100				CASE	\$ -
35		Donelli 12" Meat Lovers pizza	12x	1100				CASE	\$ -
36		Poptarts Strawberry	12 x 400 g	600				CASE	\$ -
37		EXTRA Gum Spearmint	12 pkgs/cs	380				CASE	\$ -
38		Honey Nut Cheerios	12 X 330 g	100				CASE	\$ -
39		Snickers Peanut Butter	18 x 50 g	500				CASE	\$ -
40		Gold seal Pink Salmon	48 x 213 g	250				CASE	\$ -

Item no.	DESCRIPTION		APPROX. QUANTITIES FOR 1 YEAR	REQUESTED FORMAT	Company Name: _____				
	CANTEEN ITEMS				PRODUCT CODE	OFFERED FORMAT	UNIT PRICE	U of M	Extended Total
41	HERSHEY DARK Chocolate Bar Regular		25	36 x 45 g				CASE	\$ -
42	Carnation Breakfast		100	60 x 40 g				CASE	\$ -
43	PIZZA POPS Pillsbury Pep/Bacon		300	36 x 100 g				CASE	\$ -
44	CHICKEN CORDON SWISS Individually cellophane wrapped		150	24 x 5 oz				CASE	\$ -
45	WEINERS Top Dog 100% Angus Beef Maple Leaf		50	12 x 375 g				CASE	\$ -
46	TUMS Regular Strength 12 tablets/roll Antacid Peppermint		50	18 x 500 mg				CASE	\$ -
47	Pringles Assorted Flavours		250	14 x 183 g				CASE	\$ -

MISCELLANEOUS ITEMS:

Miscellaneous grocery items not listed in Annex B can be purchased off the contracts current price list to a maximum of 15% of the Standing Offer value: _____%

In addition to the prices established in Annex B, the supplier 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 listed in Annex B.

Subtotal \$ -

Firm unit price, FOB destination, GST extra (if applicable). **GST \$ -**

Evaluated Total \$ -