

---

# **REQUEST FOR QUOTATION**

**For**

**Customer Formula Bull Feed**

**North Battleford District  
North Battleford, Saskatchewan**

Solicitation # 01R11-14-S034

Contracting Authority :  
Agriculture & Agri-Food Canada

---

*(Back of Cover Page)*

**SUBJECT : CUSTOMER FORMULA BULL FEED - North Battleford District**

**1. Introduction & Scope**

Agriculture & Agri-Food Canada (AAFC) requires the supply and delivery of CUSTOM FORMULA BULL FEED in pellet form on a 'dry matter' basis for AAFC owned Bulls to various pastures located in the North Battleford District.

**2. Requests for Explanations**

Direct requests for explanations to :

Annette Haider, A/Senior Contracting Officer  
Agriculture & Agri-Food Canada

Phone : (306) 523-6544  
Facsimile : (306) 523-6560  
Email : [annette.haider@agr.gc.ca](mailto:annette.haider@agr.gc.ca)

Any request for explanations regarding this Request for Quotation (RFQ), must be submitted, in writing, to the above on or before 12:00 pm local Regina time, October 31, 2013. Oral explanations or instructions given will not be binding.

**3. Modifications**

Canada reserves the right to revise or amend this RFQ prior to the submission deadline. Such revisions or amendments, if any, will be announced by addendum or addenda.

**4. R F Q Submission Deadline**

The Proposal **MUST** be delivered to and received by the Contracting Authority no later than **2:00 p.m. (Regina time) CST November 12, 2013**, at the following location. The envelope containing the Proposal must be addressed / labelled as follows :

Agriculture & Agri-Food Canada  
Western Service Centre  
300- 2010 12<sup>th</sup> Avenue  
REGINA SK S4P 0M3

**CUSTOMER FORMULA BULL FEED - North Battleford District**

Late submissions will not be considered and will be returned unopened. It is the responsibility of any company or individual submitting a bid to ensure submissions are received by the submission deadline.

**5. Electronic Submissions**

Facsimile or electronic mail submissions will be accepted.

**6 Payment for Submissions**

No payment will be made for a submission in response to this Request for Quotation.

**7. Taxes**

The Goods and Services Tax (GST) and Provincial Sales Tax (PST) are not to be considered an applicable tax for the purposes of this Request for Proposal.

**8. Rejection of Submissions**

Canada reserves the right to reject any and all submissions when such rejection is in the interest of Canada.

**9. Reference Documents**

The following Appendix is enclosed :

- A - General Terms and Conditions
- B - Proposal Submission
- C - Certification Requirements

The following Annexes are enclosed :

- A - Requirement
- B - Bid Document

## GENERAL TERMS AND CONDITIONS

## APPENDIX A

1. This order, including these general terms and conditions, forms the entire contract between the Government of Canada and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Government of Canada. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Government of Canada subject to final inspection and acceptance by the consignee specified in this order or if not so specified, by any person authorized by the Government of Canada. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Government of Canada, the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchased and agrees to indemnify the Government of Canada against any claims for royalties, license fees or other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Government of Canada or used by the contractor in the goods purchased without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising, which may occur to the goods, or any part thereof, until delivered to the Government of Canada. The Government of Canada reserves the right to change the place of delivery at any time prior to actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased cost, or shall reduce the prices to the extent of any decreased cost, arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications and terms and conditions of this order. Time shall be of the essence of this order.
7. The prices are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Government of Canada under the terms of this contract these charges are to be shown as a separate item on the invoice.

8. If carload shipment, shipping notices must be sent immediately to the Government of Canada showing car number, initial and routing. Car service will be deducted for all cars that reach the Government of Canada without shipping notice.
9. The Government of Canada reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required for this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claim forms PWGSC 1111, or within 30 days or delivery of the goods, whichever is later, payment will only be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Government of Canada. The Government of Canada hereby undertakes to pay interest on overdue accounts, calculated in accordance with Supply Policy Manual Directive 5150, Section 3, Part 6, clause TC 441.
11. The prices shown on this order are final and unless otherwise specified herein include all applicable Federal Sales Taxes and Duties (Provincial and Municipal taxes exempt).
12. No Member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
13. This agreement shall inure to the benefit of, and shall be binding upon the successors and assigns of the Government of Canada and the contractor respectively provided that the contractor shall not assign this agreement or any part of the development without the prior written consent of the Government of Canada, and any assignment made without such consent shall be of no effect.
14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Government of Canada for use in respect of the order shall be deemed to be owned by the Government of Canada and shall be returned to the Government of Canada at the expense of the contractor when requested
15. EXCESS GOODS - The quantity of goods to be delivered by the contractor will be specified at Contract Award. The Contractor will be liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to Administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

## PROPOSAL SUBMISSION

## APPENDIX B

The proposal must be submitted in two (2) separate envelopes as follows :

ENVELOPE # 1 must be labelled as follows :

Solicitation # 01R11-14-S034 - Customer Formula Bull Feed, North Battleford District  
Annex A - REQUIREMENT  
Appendix C - Certification Requirements

It must contain a completed original of Annex A - REQUIREMENT and Appendix C - Certification Requirements

It must also include a detailed specification and a list of ingredients of the bull feed offered to clearly indicate compliance with each of the individual requirements from the specifications in Annex A.

ENVELOPE # 2 must be labelled as follows :

Solicitation # 01R11-14-S034 - Customer Formula Bull Feed, North Battleford District  
Annex B - BID DOCUMENT

It must contain a completed original of Annex B - BID DOCUMENT

**FAILURE TO MEET ANY OF THE CUSTOMER FORMULA BULL FEED SPECIFICATIONS MAY RENDER YOUR PROPOSAL NON-COMPLIANT AND WILL BE GIVEN NO FURTHER CONSIDERATION**

Evaluation Procedure - Low aggregate will be determined by extending and totaling the unit prices. The lowest responsive bidder for each location will be recommended for Contract award.

**CERTIFICATION REQUIREMENTS**

**APPENDIX C**

**1) ACCEPTANCE OF AGRICULTURE & AGRI-FOOD CANADA'S TERMS AND CONDITIONS**

The Proposer will accept Agriculture & Agri-Food Canada's terms and conditions. See 'Appendix A' - General Terms and Conditions' to form part of the Resulting Contract

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2) VALIDITY OF PROPOSAL**

It is requested that proposals submitted in response to this RFP be :

- (a) valid in all aspects, including price, for not less than 30 Days from the closing date of this RFP; and,
- (b) signed by an authorized representative of the Bidder in the space provided below and,
- (c) provide the name, telephone number, etc of the representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NAME (Print):

\_\_\_\_\_

ADDRESS :

\_\_\_\_\_

(including Postal code)

\_\_\_\_\_

PHONE # :

\_\_\_\_\_

FAX # :

\_\_\_\_\_

GST / Business # :

\_\_\_\_\_

Email Address :

\_\_\_\_\_



### 3) **FORMER PUBLIC SERVANT - STATUS AND DISCLOSURE**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### **Definitions**

For the purposes of this clause, "**former public servant**" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be :

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"**pension**" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension ?

Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure report.

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program ?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUIREMENT**

**ANNEX A**

**CUSTOMER FORMULA BULL FEED - North Battleford - Fall 2013**

For the supply and delivery of CUSTOM FORMULA BULL FEED in pellet form on a 'dry matter' basis in accordance with the specifications detailed herein to various Agriculture and Agri Food Canada pasture locations within the North Battleford District as outlined in Annex B, Bid Document.

This specification applies to Customer Formula Bull Feed with selenium to be added that is outside the allowable levels according to Table 4 of the Canadian Food Inspection Agency Regulations. AAFC recognizes this and as the producer / purchaser, accepts all risk of this product.

The successful Bidder's pellets may be tested to verify contents.

FEED to be supplied in bulk quantities and delivered via auger equipped transport.

Bidders must show compliance by checking opposite each of the line specifications, whether or not the pellets offered meet the requirements. Any deviations, deletions or variations from the following specifications are to be noted by the bidder.

**MANDATORY SPECIFICATIONS**

	<b>Compliance</b>	
	<b><u>Met</u></b>	<b><u>Not Met</u></b>

- |   |       |       |
|---|-------|-------|
| A. Bull feed complying with this specification must be free from any matter that may adversely affect the intended use.   | _____ | _____ |
| B. The moisture content must be low enough to permit storage without heating or mold development. The feed must also be free of insects harmful to stored grains. | _____ | _____ |
| C. Pellet ingredients shall be combined under pressure into a dense, homogeneous form with a smooth surface. Pellets delivered in poor condition may be refused.  | _____ | _____ |
| D. The bidders must submit a detailed specification and list of ingredients to be used in the feed with their price quotation.                                    | _____ | _____ |
| E. The equivalent crude protein from non-protein sources shall not be more than 1.5%.   | _____ | _____ |

**Compliance**

F.	<u>INGREDIENTS</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Met</u>	<u>Not Met</u>
(1)	TDN	68 %		_____	_____
(2)	Crude protein	13.5 %		_____	_____
(3)	Calcium	1.0 %	1.1 %	_____	_____
(4)	Phosphorus	0.7 %	0.75 %	_____	_____
(5)	Magnesium	0.7 %		_____	_____
(6)	Potassium	1.0 %		_____	_____
(7)	Sodium	0.2 %	0.25 %	_____	_____
(8)	No Iron shall be added				
(9)	Zinc (added)	220 ppm	230 ppm	_____	_____
(10)	Copper (added)	50 ppm	55 ppm	_____	_____
(11)	Manganese (added)	150 ppm	160 ppm	_____	_____
(12)	Selenium (added)	0.6 ppm	0.65 ppm	_____	_____
(13)	Iodine (added)	1.5 ppm	3.0 ppm	_____	_____
(14)	Cobalt (added)	0.2 ppm	0.3 ppm	_____	_____
(15)	Vitamin A (added)	9000 IU/KG		_____	_____
(16)	Vitamin D (added)	1100 IU/KG		_____	_____
(17)	Vitamin E (added)	15 IU/KG		_____	_____

**BID DOCUMENT****ANNEX B**

Firm unit price, GST not applicable, FOB Destination, including all delivery via auger equipped transport and off-loading charges. Pasture Managers will require 48 hours notice prior to delivery.

**To supply and deliver Customer Formula Bull Feed to the following locations :**

<u>Item</u>	<u>Location</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total</u>
001	<b>Battle River Community Pasture</b> SE 29-43-20 1 mile west and 4 miles north of Gallivan, SK. Multiple deliveries required - Yes	Tonne	28	\$ _____	\$ _____
002	<b>Mariposa Community Pasture</b> NE 20-34-22 W3 2 miles northeast of Kerrobert, SK Multiple deliveries required - Yes	Tonne	28	\$ _____	\$ _____
003	<b>Meeting Lake Community Pasture</b> SW 6-47-9-W3 2 miles north and 12 miles east of Mayfair, SK Multiple deliveries required - Yes	Tonne	48	\$ _____	\$ _____
004	<b>Montrose Community Pasture</b> SW 4-33-7 W3 10 miles south of Delisle, SK to Donovan road, then 9 miles east Multiple deliveries required - Yes	Tonne	28	\$ _____	\$ _____
005	<b>Progress Community Pasture</b> NE 19-34-23 W3 4 miles west and 1 mile north of Kerrobert SK. Multiple deliveries required - Yes	Tonne	28	\$ _____	\$ _____
006	<b>Royal Community Pasture</b> NE 27-47-08 W3 12 miles north of Blaine Lake on Highway 12, 1 mile west Multiple deliveries required - Yes	Tonne	22	\$ _____	\$ _____
007	<b>Spiritwood Community Pasture</b> NE 31-51-09 W3 12 miles northeast of Spiritwood, SK Multiple deliveries required - Yes	Tonne	30	\$ _____	\$ _____