

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> FSAP Sample Collection	
<b>Solicitation No. - N° de l'invitation</b> 39903-140202/A	<b>Date</b> 2013-11-06
<b>Client Reference No. - N° de référence du client</b> CFIA	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-125-6150	
<b>File No. - N° de dossier</b> CAL-3-36084 (125)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chan, Linda S.	<b>Buyer Id - Id de l'acheteur</b> cal125
<b>Telephone No. - N° de téléphone</b> (403) 292-5306 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CANADIAN FOOD INSPECTION AGENCY Floor 3, Room 308 1400 Merivale Road, Tower 1 OTTAWA Ontario Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

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Solicitation No. - N° de l'invitation

39903-140202/A

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

CFIA

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-3-36084

Buyer ID - Id de l'acheteur

cal125

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

**Annex A - Statement of Work**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation document is divided into seven parts plus attachments and annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Mandatory Technical Criteria, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and the Task Authorization Form.

### **2. Summary**

- (i) The Canadian Food Inspection Agency (CFIA) is a federal regulatory agency with a mandate to safeguard food, animals and plants to enhance the health and well-being of Canada's people, environment and economy.

In December 2007 the Government of Canada announced the Food and Consumer Safety Action Plan (FCSAP), a comprehensive set of proposed new measures that will make Canadians safer by legislating tougher federal government regulation of food, health and consumer products. The Food Safety Action Plan (FSAP) was one element of that broader plan focusing on those products considered as "non-federally registered" sector and conservatively makes up 70 percent of the food Canadians consume.

The FSAP encompassed a series of initiatives to modernize and strengthen Canada's food safety system over a period of five years. To attain a better understanding of the food safety risks that Canadians may be exposed to, the CFIA was targeting and profiling commodities in the non-federally registered sector. In continuation of the FSAP, the CFIA needs to conduct surveys to determine the background levels of contamination in certain targeted food areas.

In addition, the CFIA may be required to take regulatory action under any or all of the Acts it administers or enforces by virtue of section 11 of the Canadian Food Inspection Agency Act, or under any other applicable law, on the basis of any information received or obtained in the course of performing the Work under this contract.

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- (ii) The CFIA is looking for providers to collect samples of food products. The samples will be used to detect and /or quantify contaminants under a specific survey in order to determine the food safety risk to Canadians and identify areas where food safety issues may need to be addressed.
  - (iii) Sample collection services of food are required from 1 December 2013 to 31 August 2014. A portion of the Work in the contract(s) that includes Expert Testimony Services will be on an "as and when requested" basis subject to Task Authorizations.
  - (iv) Canada intends to award up to eleven (11) contracts as collection of samples will be required from the eleven (11) locations as identified in Annex A - Statement of Work.
  - (v) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
  - (vi) The requirement is limited to Canadian services as defined in paragraph 2 of SACC Manual clause A3050T.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within ten (10) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile and electronic mail to PWGSC will not be accepted.

### 3. Former Public Servant

Contracts awarded to 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 before contract award.

## 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 reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

#### **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I : Technical Bid (2 hard copies)

Section II : Financial Bid (1 hard copy)

Section III : Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders should:

- (1) use 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, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I : Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II : Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with Annex C - Basis of Payment.

**1.2** SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

### **Section III : Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex B - Mandatory Technical Criteria.

### 1.2 Financial Evaluation

Bidders must submit their financial bid in accordance with Annex C - Basis of Payment.

For (A) Sample Collection Services, the total price per line item will be calculated by multiplying the Estimated Quantity by the Firm Unit Price. If no firm unit price is identified, it will be determined that the Bidder cannot provide service for that particular line item. The estimated quantity are for evaluation purposes only.

The total evaluated price will be calculated by the total price per line item in (A) for Sample Collection Services plus line item (B1) for Expert Testimony Services.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of a contract.

Canada intends to award up to eleven (11) contracts to ensure sample collection services are available for all locations as identified in Annex A, Statement of Work, only one contract per location will be issued based on the results of the financial evaluation. However, if a Bidder is recommended for award of a Contract for more than one location, the Contract issued will cover all the applicable locations to the Bidder.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

## 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex D - Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex D - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 2.1 Canadian Content Certification

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

This procurement is limited to Canadian goods.

"Bidders must clearly identify beside each item listed in the bid solicitation document which items meet the definition of Canadian goods and complete the following certification."

Bidder certifies that:

( ) the item(s) offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause A3050T.

## PART 6 - INSURANCE REQUIREMENTS

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### 1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 1.1.1 Task Authorization Process

- (a) The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
- (b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (c) The Contractor must provide the Technical Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.1.2 Task Authorization Limit

- (a) The Technical Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_ (*inserted at contract award*), Applicable Taxes included, inclusive of any revisions.

(b Any task authorization to be issued in excess of that limit must be recommended by the Technical Authority and authorized by the Contracting Authority before issuance.

### **1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

## **2. Standard Clauses and Conditions**

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

### **2.1 General Conditions**

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## **3. Term of Contract**

### **3.1 Period of Contract**

The period of the Contract is from 1 December, 2013 to 31 August 2014 inclusive.

## **4. Authorities**

### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Linda Chan, Supply Officer  
Public Works and Government Services Canada  
Acquisitions, Calgary  
1650, 635 - 8 Avenue SW  
Calgary, AB T2P 3M3

Telephone:(403) 292-5306  
Facsimile:(403) 292-5786  
E-mail address: linda.chan@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **4.2 Technical Authority (inserted at contract award)**

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Organization : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 4.3 Contractor's Representative ( To be completed )

Name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Organization : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

#### 5. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### 6. Payment

##### 6.1 Basis of Payment

##### 6.1.1 Limitation of Expenditure - For Sample Collection Services

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.1.2 Limitation of Expenditure - For Expert Testimony Services

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### 6.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2008-05-12), Cost Submission

## 7. Invoicing Instructions

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

## 7.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 8.2 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.

### 8.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*inserted in contract award*).

## 10. 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 Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19) General Conditions - Higher Complexity -Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Mandatory Technical Criteria;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) Annex E, Insurance requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX A

### STATEMENT OF WORK

When the word “shall” is used in the Statement of Work, it is to be read and interpreted as "must".

#### 1.0 Title

Sample collection, documentation, packaging and shipment of food samples to designated testing facilities for the use of detection and quantification of microbiological, allergens, chemical additives and residue contaminants in food for the provision of Targeted Survey for the Canadian Food Inspection Agency (CFIA).

#### 2.0 Definitions

Survey	The targeted microbiological, allergens, chemical additives and residue contaminants of food Survey prescribed by CFIA to evaluate various foods for specific Hazards in the Canadian market. These Surveys map baseline data for certain food products available in Canada at a given date, i.e. sample specifications and testing results.
Hazard	Each Hazard represents a Survey. A Hazard is a source of potential damage, harm or adverse health effect on someone from food.
SOP	The standard operating procedures that the Contractor submitted in its bid for a particular Survey. These procedures may cover laboratory testing, sample handling and other related activities.
Food	As defined in <i>Canadian Food and Drug Act</i> , food includes any product manufactured, sold or represented for use as food or drink for human beings, chewing gum, and any ingredient that may be mixed with food for any purpose whatever.
Commodity	The types of food identified as dairy, egg, meat, honey, fresh & processed Fruits and Vegetables
Product Type	Description used by Technical Authority for a group of similar food products. i.e. dried fruit, infant formula soy.
Working day	Any day between and including Monday to Friday, but not national or provincial (the province where the Contractors lab is) holidays.
Contractor / bidder	A person or company that undertakes a contract to provide materials or labor to perform a service or do a job.
Metropolitan area	a very large urban area (known as the urban core) together with adjacent urban and rural areas that have a high degree of social and economic integration with the urban core. An MA has an urban core population of at least 100,000, based on the previous census.

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### **3.0 Statement of Work (SOW) Terminology**

#### **3.1 Acronyms**

FCSAP Food and Consumer Safety Action Plan  
FSAP - Food Safety Action Plan  
IMFD Imported and Manufactured Food Division  
NP Non Perishable  
P - Perishable

#### **3.2 Forms/Reports**

Sample Submission Form	Form
Monthly Sample Collection Reports	Report #1

### **4.0 Objective**

The objective of the Work is for the provision of sample collection services, including shipping and handling for the use of the delivery of targeted Surveys of microbiological, allergens, chemical additives and residue contaminants in food for the Canadian Food Inspection Agency (CFIA) in accordance with the identified Hazards that are listed in Appendix I, Sample Plan Template.

### **5.0 Background**

The CFIA is a federal regulatory agency with a mandate to safeguard food, animals and plants to enhance the health and well-being of Canada's people, environment and economy.

In December 2007 the Government of Canada announced the Food and Consumer Safety Action Plan (FCSAP), a comprehensive set of proposed new measures that will make Canadians safer by legislating tougher federal government regulation of food, health, and consumer products. The Food Safety Action Plan (FSAP) was one element of that broader plan focusing on those products considered as non-federally registered sector and conservatively makes up 70 percent of the food Canadians consume.

The FSAP encompassed a series of initiatives to modernize and strengthen Canada's food safety system over a period of five years. To attain a better understanding of the food safety risks that Canadians may be exposed to, the CFIA was targeting and profiling commodities in the non-federally registered sector. In continuation of the FSAP, the CFIA needs to conduct surveys to determine the background levels of contamination in certain targeted food areas. The CFIA is looking for providers to collect samples of food products. The samples will be used to detect and or quantify contaminants under a specific survey in order to determine the food safety risk to Canadians and identify areas where food safety issues may need to be addressed.

In addition, the CFIA may be required to take regulatory action under any or all of the Acts it administers or enforces by virtue of section 11 of the *Canadian Food Inspection Agency Act*, or under any other applicable law, on the basis of any information received or obtained in the course of performing the Work under this contract.

### **6.0 Scope**

The Contractor must provide the following services:

## 6.1 Sample Collection

The Contractor(s) must collect and transport samples detailed in the Sample Plan for microbiological, allergens, chemical additives and residue contaminants in food. The samples for these Surveys must be collected by the Contractor from the areas across Canada as identified below. The CFIA will provide guidelines for the sampling of test samples to supplement the Contractor(s) Standard Operating Procedures (SOP) for sample collection. The Contractor(s) will be required to provide for the collection of samples according to a prescribed sample plan, document requested details, package, ship and on occasion drop-off samples to a designated testing facility

The CFIA estimates that over a nine (9) month period, approximately 21545 samples will be required to be collected nationwide. The samples will be primarily obtained at the retail level. These may include, but not be limited to samples from the following: Grocery stores, U-picks, farmers markets, ethnic stores, specialty stores, coffee/tea houses, juice bars.

Collection of samples will be required in each of the following locations. No more than 10% of the samples collected will require travel between the city limits and the 100 km radius.

- Greater Vancouver Area
- Kelowna
- Metropolitan area of Calgary
- Metropolitan area of Saskatoon
- Metropolitan area of Winnipeg
- Greater Toronto Area
- Metropolitan area of Ottawa
- Greater Montreal Area
- Metropolitan area of Quebec City
- Metropolitan Area of Halifax
- Metropolitan Area of Saint John, NB

The estimated sample volumes per year for each location are as follows:

Location	# of Samples <sup>1</sup>
Greater Vancouver Area	3185
Kelowna	338
Metropolitan area of Calgary	2367
Metropolitan area of Saskatoon	338
Metropolitan area of Winnipeg	450
Greater Toronto Area	6052
Metropolitan area of Ottawa	2407
Greater Montreal Area	3887
Metropolitan area of Quebec City	1125

Metropolitan area of Halifax	1058
Metropolitan area of Saint John, NB	338
<b>Total</b>	<b>21545</b>

<sup>1</sup> These numbers are provided as estimates only for planning purposes. They should in no way be construed as final. Actual numbers may vary depending on the CFIA priorities and needs at the time.

Due to vast geographic area and the expected volumes of samples, the CFIA is looking for Contractor(s) that offer services in more than one of the above 11 identified centers.

An example of a list of types of samples required for collection is located in Appendix I. These types are provided for planning purposes. They should in no way be construed as final. Actual types of required samples may vary depending on the CFIA priorities and needs at the time.

## 6.2 Procedures

The Contractor must provide the sample collected in accordance with the Sample Plan. Refer to Appendix I Sample Plan Template as an example. The Contractor must ship and handle samples in accordance with the procedures outlined in Appendix II, Sample Collection, Storage and Shipping Instructions.

## 6.3 Turnaround time for collecting samples

6.3.1 Sample collection activities shall follow the scheduling date prescribed in the Monthly Sample Plans. Sample material must arrive to the specified testing lab within the same calendar month as specified in the DatePlanned of the Monthly Sample Plan.

6.3.2 Sample collection activities shall follow same day or next day shipping for perishable samples.

## 7.0 Tasks and Technical Specifications

7.1. Collection of samples must be prescribed in a Sample Plan that will be distributed to the successful Contractor(s) that offer services after Contract Award by the Project Authority.

7.2 Samples must be collected as prepackaged products unless stated otherwise. Where a bulk sample must be collected, the sample must be packaged individually to avoid direct contact from shipping and/or other material in the same shipping container and to ensure the integrity and traceability of the collected product.

7.3 A sample submission form in PDF format must accompany each sample collected for the Survey. The form template provided as Appendix III, Sample Submission Form must be used.

7.4 Digital photos must be taken for each sample prior to packaging. Photo submission requirements:

- A minimum of 2 digital photos in JPG format must be provided for each sample in accordance with Appendix IV, Requirements for Sample Photos.

- Photos along with Sample Submission Forms must be submitted electronically every two weeks, or mailed in CD/DVD to the Technical Authority.

- 7.5 Detailed requirement for these photos is described in Appendix IV, Sample photos. In some cases, the Technical Authority may request additional sample photo(s) for clarification or investigation.
- 7.6 The photos and the Sample Submission Form must be submitted to the Technical Authority before or at the same time of the invoice. The Technical Authority will reject sample received without photos or a sample submission form; charges associated with this sample will not be accepted.
- 7.7 It is the responsibility of the contractor to ensure the samples collected fit into the description specified in Sample Plan and / or sample guidelines provided after contracts award
- 7.8 If a sample cannot be collected in accordance with the Sample Plan, the Contractor must contact the Technical Authority by e-mail to get further instructions.

## **8.0 Government Furnished Information**

The CFIA will provide the Contractor(s) with:

- 8.1 A Sample Plan prior to the onset of the required sample collection that provides parameters for each sample.
- 8.2 Guidelines for the collection of samples that require specific handling instructions and/or shipping requirements.

## **9.0 Reporting**

- 9.1 The Contractor must deliver, the Monthly Sample Collection Report (report#1) electronically in Microsoft Excel format, to the Technical Authority, as specified in Article 12.0, Deliverables.

## **10.0 Constraints**

The Contractor(s) must adhere to the following constraints:

- 10.1 Third party access to the records or information on the CFIA sample collection activities will not be permitted. Information is only to be released to the Technical Authority.
- 10.2 No testing results from the testing facility will be provided to the Contractor(s), nor will any application for such information be requested by the Contractor(s).
- 10.3 The Contractor(s) will be responsible for the integrity of the sample up to the point of delivery to the testing facility.

## **11.0 Inspection of Facilities**

Representatives of the CFIA or agents of Canada may conduct a facility site visit and evaluation to verify that the technical capabilities and human and material resources of the Contractor are carried out as required by the Contract. For example, turnaround times, reporting requirements and storage procedures may be verified.

On occasion, the CFIA is subject to external audits either by other government departments or foreign countries. The Contractor(s) will allow and participate in any such audit to the extent that the audit applies to the services provided by the Contractor(s)

## **12.0 Deliverables**

### **12.1. Samples**

The Contractor must deliver all samples in accordance with the Sample Plan. The Technical Authority will provide the Contractor confirmation of the Sample Plan after contract award. The sample collection services must be delivered in accordance with article 6, Scope and article 7, Tasks and Technical Specification.

### **12.2. Sample Submission Form and Photos**

The Contractor must provide a Sample Submission Form and Photos for each sample collected for the survey. The form template provided as Appendix III, Sample Submission Form must be used. Detailed requirements for Photo submission is described in Appendix IV, Sample photos. In some cases, the Technical Authority may request additional sample photo(s) for clarification or investigation prior to reporting.

### **12.3. Reporting**

Monthly Sample Collection Report, **Report#1**: This report must contain the following information for all samples received for the month:

- I. **SAMPLE\_NO** The sample number identified on the Form. This will correlate with an equivalent sample number in the Survey to be provided.
- II. **Region** This is identified in the Survey and will reflect the location of the sample that was sampled on the Form.
- III. **PickupCity** The name of the city where the sample is purchased.
- IV. **Commodity** this will be dairy, egg, meat, honey, fresh or processed depending on the sample.
- V. **DOM\_IMP** This will be either Domestic or Import depending on the source of the sample.
- VI. **Origin** This is a three letter country code that matches the country of origin for the sample. A table of the country codes to use will be provided to the Contractor.
- VII. **Plan\_Code** This is provided in the Survey for each sample.
- VIII. **ProductType** This is provided in the Survey for each sample.
- IX. **Sample\_Type** This is a description or common name of the sample provided in the Form. In the case of any ambiguity, the Technical Authority will be consulted.
- X. **EST\_NO** This information to be filled in where the information is available on the Form.

- XI. DateSample** Date the sample was picked up, this will be on the Form.
- XII. Perishable** This will be either Y or N.
- XIII. BrandName** The brand name of the product.
- XIV. SampleSize** A numeric value of the sample size.
- XV. SampleSizeUnit** The unit used for the sample size. This can be g (gram), kg (kilogram) or other.
- XVI. LotNo** The lot number of the sample.
- XVII. BestBefore** The Best Before date described on the product package. This date should be entered in the format of DD/MM/YYYY.
- XVIII. PurchasedAt** The name of the store where the sample is purchased.
- XIX. PurchasedAtAddress** The address of the store where the sample is purchased.
- XX. ContainerType** The type of the container used for sample package.
- XXI. UPC** The barcode printed on the sample label.
- XXII. Store\_Type** The type of the store where a sample is purchased. This should be correlated to Survey specification.
- XXIII. DateRecd** The date the sample is received by the Contractor's laboratory in the format of DD/MM/YYYY.
- XXIV. Lab\_Code** This code will be assigned to the Contractor's laboratory by CFIA to be used on all reports.
- XXV. Comment** Report any deviations of the sample from the Survey, such as change of country of origin, region is different, guidance provided by the Technical Authority.
- XXVI. Photos** If submitted to the Technical Authority, enter Y, if not, enter N.
- XXVII. Form** If submitted to the Technical Authority, enter Y, if not, enter N.
- XXVIII. Invoice #** - The Invoice number associated with the samples being submitted.
- XXIX. Organic** This will be either Y or N
- XXX. Cert.body** Entities that have either: been accredited by the Canadian Food Inspection Agency (CFIA) to certify organic products; or recognized under an organic trade arrangement with a foreign competent authority under the *Organic Products Regulations, 2009*.

#### **12.4. Task Authorization Work**

The Contractor may be required to perform various tasks within the scope of the contract, on an as and when requested basis. An obligation of any work will come into force only when a Task Authorization is approved and issued in accordance with the clause entitled Task Authorization Process.

#### **12.5. Expert Testimony Services**

The Contractor must provide Expert Testimony on an as and when requested basis. The CFIA may be required to take regulatory action under any or all of the Acts it administers or enforces by virtue of section 11 of the *Canadian Food Inspection Agency Act*, or under any other applicable law, on the basis of any information which the CFIA or its employees, officials, agents, or contractors may receive or obtain in the course of performing the Work or by any other means. Such regulatory action may be taken by or on behalf of the CFIA without any repercussion whatsoever from the Contractor to the CFIA. The Contractor may be called upon to act as Expert Witness at legal proceedings. Testimony or evidence may be required in relation to a food sample with the Contractor, including receipt, storage and disposal, and details of the procedures utilized to collect, store and transport the sample. Travel may be required and must have prior authorization of the Technical Authority

#### **13.0 Travel and Living Expenses**

This requirement may require travel outside the home territory of the Contractor(s). Travel and living expenses will not be reimbursed.

#### **14.0 Language Requirements**

All written and verbal communication between the Contractor and the Technical Authority must be in English.

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## **APPENDIX I to ANNEX A**

**Sample Plan Template (to be changed with appropriate sample plans)**

**( *attached* )**

## APPENDIX II TO ANNEX A

### SAMPLE COLLECTION, STORAGE AND SHIPPING INSTRUCTIONS

#### COLLECTION SAMPLE INSTRUCTIONS

1. The Contractor(s) will ship or personally deliver the samples to the designated testing facilities. The Project Authority or designate must be notified of any sample(s) in the Sample Plan that cannot be collected and submitted along with rationale for such. The CFIA, at its discretion, may request substitution of the sample with another that can be collected.
2. Shipping of samples will be done in accordance with the following criteria.
  - a. Microbiological samples are to be sent overnight courier.
  - b. Chemical testing samples that are perishable are to be sent by overnight courier.
  - c. Chemical testing samples that are shelf stable are to be sent by ground
  - d. In the event the designated testing lab is within a reasonable geographic area, the samples are to be personally delivered to the testing lab at no additional shipping costs to the CFIA.
  - e. All shipping costs will be invoiced to CFIA at cost. Detailed receipts or copies of the shipping invoices will be included. Multiple samples will be sent together in order to obtain economic rates where possible.
3. Refer to the detailed sample plan Excel spreadsheet for comprehensive sampling requirements including:
  - a. Sample number
  - b. Product type
  - c. Country of origin
  - d. Sampling location (store type and city)

These sampling requirements are vital to the validity of the Survey. **No substitutions or alterations** of product type, sample number, country of origin, or location will be allowed. If unable to locate the product specified, please contact: FSAPsamples@inspection.gc.ca.

**Unless stated otherwise for a specific commodity type, sample:**

- Largest number of brands possible
- Fair trade, premium, generic, organic and non-organic products
- Domestic and imported products
- As many different countries of origin/manufacture as possible
- All available packaging types (For example: pre-packaged, plastic, glass)

Refer to the **General Sampling Instructions - Food Safety Action Plan (FSAP) Targeted Surveys** document for more information regarding the selection, sampling, shipping, and recording of sample details for each product.

#### Sampling Sites

Samples will be collected across Canada at retail.

**Unless stated otherwise:**

- Mainstream grocery supermarkets,
- Non traditional grocery supermarkets (Wal-Mart, COSTCO, Canadian Tire),
- Other conventional retail (ethnic stores, corner stores)
- Natural food stores, and
- Health food stores.

**Sampling Instructions:**

- Do not sample open, broken or damaged products.
- Do not sample products that are past the "use by" date or the "best before" date.
- Collect samples so that they can be tested before the "use by" or "best before" date.
- Do not sample products which in any way appear to be damaged, rotten or adulterated.
- Do not sample the same product more than once at the same location within the same day
- Please send samples in their original packaging to the laboratory.
- Please clearly photograph each product with sample identification number attached. The picture(s) must plainly show:

- a. Manufacturer/company name
- b. Brand Name
- c. Product Type
- d. Ingredients
- e. Sample Number
- f. Country of Origin

- The picture filename must be identical to the sample number. Details of sample photos are specified as Appendix IV, Requirement of Sample Photos.
- A Sample Submission Form must be filled out for and accompany each sample (see 7.4). It is imperative that the country of origin/processing/packaging and/or the importer address be clearly identified on the sample form. Describe the sample brand/type/flavour in as much detail as possible. Include the lot number (stamped in ink on box, carton or can) and/or expiry date of the product if available.
- Please store sample submission forms and pictures electronically.
- Ship samples so that they arrive intact.
- Ship refrigerated items with ice packs and frozen samples with freezer packs.
- Do not sample from bulk bins unless specified.

**SAMPLE STORAGE AND SHIPPING INSTRUCTIONS**

Samples will be transported to the Testing laboratory in accordance with the following standards:

1. All samples must arrive and be tested (including re-test and confirmation test) before the expiry date on the product.
2. Samples that are perishable must be sent by overnight courier.
3. Samples that are shelf stable must be sent by ground unless noted otherwise.
4. Samples exceeding the maximum arrival temperature or if the integrity of the sample or its packaging has been compromised, must be re-sampled by the Contractor.

Storage and transportation of the laboratory samples must be carried out in conditions that help avoid any changes in the product. The instructions described below must be followed:

1. Deliver samples to the laboratory within 2 weeks for non-perishable samples.

- 
2. For perishable samples, cool samples rapidly at a temperature between 0 and 5 degree Celsius prior to shipping. If perishable samples are not shipped immediately, they should be stored in a refrigerator. Samples should be shipped promptly. They should not be kept stored for more than 24 hours prior to shipping.
  3. Perishable samples must be transported with suitable refrigerant capable of maintaining the samples at a temperature between 0 and 7 degree Celsius.
  4. Refrigerated samples must be transported in insulated shipping containers of rigid construction so that they will arrive at the laboratory in good condition.
  5. The size of the shipping container should be sufficient to hold the samples.
  6. Shipping containers, refrigerant and packing materials are to be clean, dry and sanitary.
  7. Samples should be packed tightly to prevent shifting within the shipping container but not too tightly as to compress or damage the samples during transport. Use scrunched up newspaper, shredded paper, Styrofoam nuggets, or other suitable material.
  8. Do not freeze refrigerated products.

Samples which require refrigeration must be kept between 0 and 5 degree Celsius. Sufficient ice packs must be used to keep the product cool. Care must be taken when packing with ice so as not to freeze the product. Ice packs should not be placed directly on the samples. A layer of packaging material can be used. Place samples in an insulated cardboard box or a ventilated molded polystyrene cooler or other insulating material.

If samples exceed the maximum arrival temperature or if the integrity of the sample or its packaging has been compromised, they will be rejected by the lab with approval of the Technical Authority. The product will be required to be resampled and resubmitted, at no additional cost to Canada.

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**Appendix III to Annex A**  
**Sample Submission Form**  
**( *attached* )**

## Appendix IV to Annex A

### Requirement for Sample Photos

At least 2 digital photos of every sample must be taken and forwarded to the Technical Authority before the sample is to proceed for analysis. Additional sample photo(s) will be requested when details of the sample are not captured. Photo size is between 1600 X 1200 ppi and maximum 2592 X 1944 ppi.

- 1 or more photo must be able to show the entire sample, including the packaging;
- 1 or more photos must be able to show sample number and Plan code (marked or labeled by the sampler) along with the sample package.
- 1 or more photos must be able to show clearly the product information printed on the product, i.e. Brand, lot number, expiry date, ingredient, manufacturer, and etc.
- All photos must be in jpg format. Photo files must be named with Sample Number in the beginning, followed by letter(s) at the end to identify the side of the package. In case of more than 1 photo are taken from one side, add number at the end. i.e. C2014ABCD12345\_F1.jpg
  - F for Front view
  - B for Back view
  - L for Left view
  - R for Right View
  - T for Top view
  - BM for Bottom view
- Boxed items may need up to seven pictures to capture all sides (Front, Back, Left, Right, Top, Bottom and entire box)
- Submitted sample photos are somewhat expected to be similar to the ones below. The quality of the photos must be good enough to get any required information including UPC and LOI if needed once zoomed in.
- Sticker, tape, or any other marking object must not block the prints on original package.

See below as an example of these photos (**attached**).

Photo #1: C2013ABCD01234\_F

Photo #2: C2012ABCD01234\_F1

Photo #3: C2012ABCD01234\_B

**ANNEX B****MANDATORY TECHNICAL CRITERIA**

Item	Description	Met	Not Met																																							
M1	<p>The bidder must provide evidence of three (3) similar projects completed recently. Recent is defined as being approximately within the last 5 years.</p> <p>Project need to include situation dealing with food samples for testing.</p>																																									
M2	<p>The bidder must demonstrate the ability to provide the sample collection services.</p> <p>To demonstrate, the bidder must provide:</p> <p>M2.1 A copy of its standard operating procedure (SOP) used for taking samples. SOP must include clear procedures for the collection, handling, storage, packing and shipping of samples.</p> <p>M2.2 The physical addresses and photos, of the storage facilities before shipping.</p> <table><tr><td><u>City</u> <u>(in ft³)</u></td><td><u>Address and location</u></td><td><u>Capacity</u> <sup>1</sup>  (a minimum</td></tr><tr><td>of 100 ft³)</td><td></td><td></td></tr><tr><td>Vancouver</td><td></td><td></td></tr><tr><td>Kelowna</td><td></td><td></td></tr><tr><td>Calgary</td><td></td><td></td></tr><tr><td>Saskatoon</td><td></td><td></td></tr><tr><td>Winnipeg</td><td></td><td></td></tr><tr><td>Toronto</td><td></td><td></td></tr><tr><td>Ottawa</td><td></td><td></td></tr><tr><td>Montreal</td><td></td><td></td></tr><tr><td>Quebec City</td><td></td><td></td></tr><tr><td>Halifax</td><td></td><td></td></tr><tr><td>Saint John, NB</td><td></td><td></td></tr></table>	<u>City</u> <u>(in ft³)</u>	<u>Address and location</u>	<u>Capacity</u> <sup>1</sup>  (a minimum	of 100 ft³)			Vancouver			Kelowna			Calgary			Saskatoon			Winnipeg			Toronto			Ottawa			Montreal			Quebec City			Halifax			Saint John, NB				
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<b>M3</b>	<p><b>The bidder must demonstrate that it is capable of providing proper storage for samples in the storage facilities in accordance with Appendix II.</b></p> <p><b>To meet the requirement: the bidder must provide a copy of recent temperature records of these storage facilities.</b></p>		
<b>M4</b>	<p><b>The bidder must provide a filled Sample Submission Form, using the template in Appendix III, along with photos as an example of sample collection. Any Canadian food product is acceptable.</b></p> <p><b>To meet the requirement: Sample submission form must be completely filled and the information verified against the photos. Photos must be taken in accordance with Appendix IV.</b></p>		

- 1. A minimum of 100 ft<sup>3</sup> of total capacity within one city is required. The total capacity is calculated by compiling the size of the ambient storage, refrigerator(s)/walk in fridge and the freezer (s) together.***

**ANNEX C****BASIS OF PAYMENT**

Applicable taxes is to be excluded of the prices quoted herein  
 Applicable taxes will be shown as a separate item on the invoice

**Contract Period from 1 December 2013 to 31 August 2014****(A) For Sample Collection Services**

***Firm all-inclusive unit prices per sample, inclusive of any costs associated with, but not limited to, sample storage, shipping and handling, packaging materials, deliverables, photos as appropriate.***

**Instructions**

The Bidder is to provide pricing for all locations listed below in which the Contractor can provide sample collection services. It is the intent of Canada to award multiple Contracts as per Part 1 Article 2(iv).

By providing pricing for a location, the Bidder certifies that it will have the capacity to provide sample quantities up to and including the estimated quantities listed herein.

**Estimated Quantities**

The estimated quantities listed herein are for evaluation purposes only and will not form part of any resulting Contract.

**Travel & Living Expenses**

Travel and living expenses incurred by the Contractor(s) between the Contractor's home territory / location and any other locations will not be reimbursed by Canada.

**Sample Costs**

The Contractor(s) will collect the samples as prescribed in the provided Sample Plan upon Contract Award. All purchases will be invoiced to CFIA at cost and detailed receipts must be included.

<b><u>Item</u></b>	<b><u>Location</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Firm Unit Price</u></b>
1.	Greater Vancouver Area	3,185	\$_____ Per Sample
2.	Kelowna	338	\$_____ Per Sample
3.	Metropolitan Area of Calgary	2,367	\$_____ Per Sample
4.	Metropolitan Area of Saskatoon	338	\$_____ Per Sample
5.	Metropolitan Area of Winnipeg	450	\$_____ Per Sample
6.	Greater Toronto Area	6,052	\$_____ Per Sample
7.	Metropolitan Area of Ottawa	2,407	\$_____ Per Sample
8.	Greater Montreal Area	3,887	\$_____ Per Sample
9.	Metropolitan Area of Quebec City	1,125	\$_____ Per Sample
10.	Metropolitan Area of Halifax	1,058	\$_____ Per Sample
11.	Metropolitan Area of Saint John, NB	338	\$_____ Per Sample

**(B) For Expert Testimony Services on an as and when requested basis, in accordance with Article 12.5 of the Statement of Work at Annex A**

**1. Labour**

**Firm all-inclusive daily rate: \$ \_\_\_\_\_**

Definition of a Day/Prorating: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked (Days worked, in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days worked} = \frac{\text{Hours worked}}{7.5 \text{ hours per day}}$$

**2. Travel and Living Expenses**

The Contractor will be reimbursed its travel and living expenses reasonably and properly incurred in the performance of the Work related to Expert Testimony, at cost, without any allowance for profit and /or administrative overhead , in accordance with meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> , and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

**ANNEX D****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

**Complete both A and B.****A. Check only one of the following:**

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

**B. Check only one of the following:**

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX E

### INSURANCE REQUIREMENTS

#### 1.0 Commercial General Liability Insurance

- 1.1 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.
- 1.2 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) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on

the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **2.0 Automobile Liability Insurance**

- 2.1 The Contractor must obtain Automobile 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.
- 2.2 The policy must include the following:
- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

39903-140202/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal125

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CFIA

CAL-3-36084

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**ANNEX "F"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**( attached )**

# APPENDIX I TO ANNEX A

## SAMPLE PLAN TEMPLATE (TO BE CHANGED WITH APPROPRIATE SAMPLE PLANS)

Submitter Sample Number	REGION	City	DATE Planned	PLAN CODE	DOM IMP	Commodity	ProductType	Sample Type	Origin	LabCode	PickUp Contractor	PROGRAM	SAMPLE SIZE (min)	Analyte	Date Sampled	Date Recd/Date Analyze	Comment
B20130MMI00025	ON	OTTAWA	08-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00026	ON	OTTAWA	15-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00027	ON	OTTAWA	22-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00028	ON	OTTAWA	29-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00029	ON	OTTAWA	08-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00030	ON	OTTAWA	15-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00031	ON	OTTAWA	22-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00032	ON	OTTAWA	29-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00033	WEST	KELOWNA	15-Apr-13	2013_SB303	IMPORT	FRESH	Leafy Greens (pre- Imported Organic Leafy Greens						150G				BACTERIOLOGY
B20130MMI00068	ON	OTTAWA	08-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00069	ON	OTTAWA	15-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00070	ON	OTTAWA	22-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00071	ON	OTTAWA	29-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00072	ON	OTTAWA	08-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00073	ON	OTTAWA	22-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00077	WEST	KELOWNA	08-Apr-13	2013_SB305	IMPORT	FRESH	Leafy Herbs LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00103	ON	OTTAWA	08-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00104	ON	OTTAWA	15-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00105	ON	OTTAWA	22-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00106	ON	OTTAWA	29-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00107	ON	OTTAWA	08-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00108	ON	OTTAWA	15-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00114	WEST	KELOWNA	22-Apr-13	2013_SB317	IMPORT	FRESH	Fresh Leafy Herbs FRESH LEAFY HERBS - IMPORT						150G				BACTERIOLOGY
B20130MMI00186	ON	OTTAWA	08-Apr-13	2013_SB364	OR IMPORT	FRESH	SPROUTED SEEDS						150G				BACTERIOLOGY
B20130MMI00187	ON	OTTAWA	15-Apr-13	2013_SB364	OR IMPORT	FRESH	SPROUTED SEEDS						150G				BACTERIOLOGY

**Appendix III to Annex A**

**Sample Submission Form**



Canadian Food  
Inspection Agency

Agence canadienne  
d'inspection des aliments

**FOOD SAFETY ACTION PLAN (FSAP) SAMPLE GATHERING INFORMATION**

**2013-2014 Targeted Surveys. SAMPLE PLAN: 2013\_AB123**

<b>IMPORT CHEM</b>	<b>IMPORT MICRO</b>	<b>DOMESTIC CHEM</b>	<b>DOMESTIC MICRO</b>
Date Sampled: July 01, 2013		Sample # (please enter the full ID): C2013ABCD01234	
Pick Up Lab: Canadian Food Inspection Agency (CFIA)			
Contractor Lab: XXXXX LABORATORY SERVICES LTD.			
Retail Location: (Complete Name and Address) XXXXX GROCERY STORE 1234 MAIN STREET, OTTAWA, ON A1B 2C3			
Product Description & Universal Product Code (UPC) (if applicable): ORANGE JUICE			
Product Name: ANY CANNED JUICE			
Brand Name: XXXXX			
Country of Origin: CANADA		Shipment Tracing Number 1234567890	
LOT #: 012345678		Best Before Date: 31 JL 2013	
Unit size: 250 ML		Container type: PLASTIC BOTTLE	
Grower / Imported By / Packed By / Distributed By address: xxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Sampled By: <u>                JOHN DOE                </u>		Phone#: <u>                613-XXX-XXXX                </u>	
Lab Sample Tracking System (LSTS) system #			
Date Received:		Temperature on receipt:	

\*\*\*Please print clearly\*\*\*

Photo #1

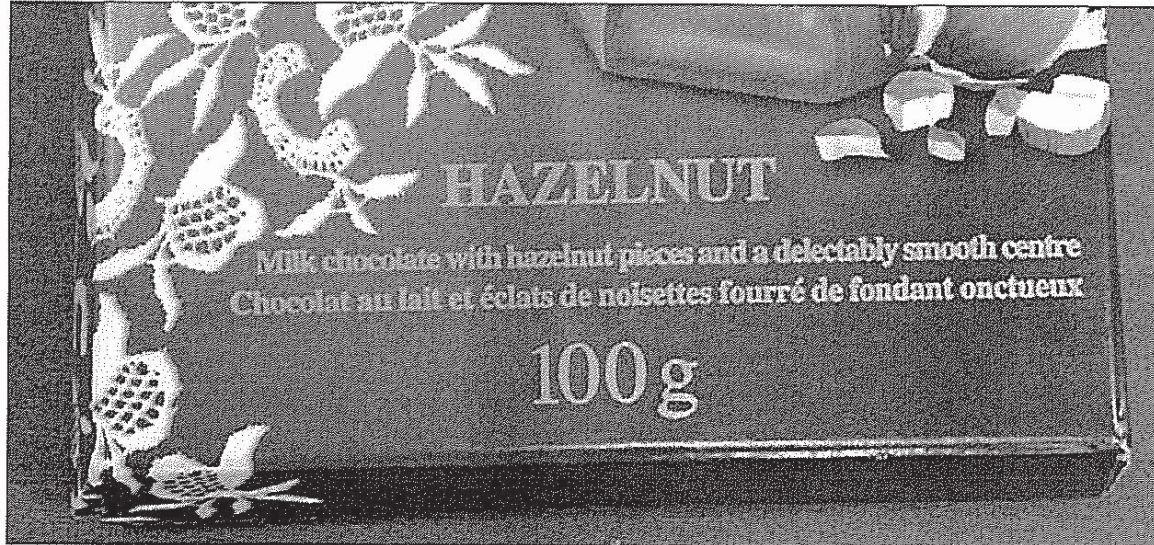


Photo #2



# **Nutrition Facts** **Valeur nutritive**

Per 6 squares (33 g) / Pour 6 carrés (33 g)

Amount Teneur	% Daily Value % valeur quotidienne
<b>Calories / Calories</b> 200	
<b>Fat / Lipides</b> 15 g	24 %
Saturated / saturés 11g	53 %
+ Trans / trans 0.1g	
<b>Cholesterol / Cholestérol</b> 5 mg	
<b>Sodium / Sodium</b> 40 mg	2 %
<b>Carbohydrate / Glucides</b> 14 g	5 %
Fibre / Fibres 1 g	3 %
Sugars / Sucres 11 g	
<b>Protein / Protéines</b> 2 g	
<b>Vitamin A / Vitamine A</b>	0 %
<b>Vitamin C / Vitamine C</b>	0 %
<b>Calcium / Calcium</b>	6 %
<b>Iron / Fer</b>	6 %

INGREDIENTS:  
SUGAR, COCOA  
BUTTER, MILK  
INGREDIENTS,  
COCONUT OIL, COCOA  
MASS, HAZEL NUTS,  
PALM KERNEL OIL,  
LACTOSE, PALM OIL,  
SOYA LECITHIN,  
BARLEY MALT  
EXTRACT, ARTIFICIAL  
FLAVOUR. MAY  
CONTAIN TRACES OF  
PEANUTS AND  
ALMONDS.

INGRÉDIENTS:  
SUCRE, BEURRE DE  
CACAO, SUBSTANCES  
LAITIÈRES, HUILE DE  
COCO, PÂTE DE  
CACAO, NOISETTES,  
HUILE DE PALMISTE,  
LACTOSE, HUILE DE  
PALME, LÉCITHINE DE  
SOJA, EXTRAIT DE  
MALT D'ORGE, ARÔME  
ARTIFICIEL.  
PEUT CONTENIR DES  
TRACES  
D'ARACHIDES ET  
D'AMANDES.

www.lindt.com

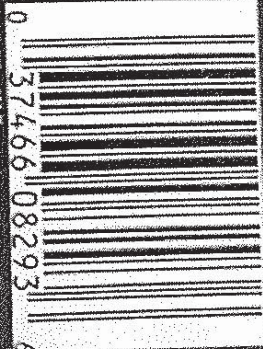
**QUALITY GUARANTEE**  
Chocolatfabriken Lindt & Sprüngli AG  
Kilchberg / Switzerland / Suisse  
**GARANTIE DE QUALITÉ**

STORE IN A COOL AND DRY PLACE  
A CONSERVER AU FRAIS ET AU SEC

18 squares / 18 carrés

Manufactured by / Fabriqué par:  
Lindt & Sprüngli AG (Switzerland / Suisse)  
Imported by / Importé par:  
Lindt & Sprüngli (Canada), Inc.,  
Toronto, ON M5H 3M7

30 06 2013  
L5742



C2013ABCD01234  
2013\_SBS67



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date