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Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

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CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and any other annexes.

2. Summary

(i) Requirement

Request for Regional Individual Standing Offer (RISO) for the supply of a full beverages line on an as and when required basis, supply new and unuse dispensing machine, provide maintenance and servicing of equipment, in accordance with the attached Annex "A".

(ii) Client Department

The users of the resulting RISO will be CFB Trenton, Trenton Ontario, Canada.

(iii) The period for placing call-ups against the Standing Offer shall be from 01 April 2014 - 31 March 2015 with 1 (one) option year.

(iv) Estimated dollar value for the peroid of the Standing Offer is is \$45,000.00

(v). Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

(vi) The requirement is subject to the Agreement on Internal Trade.

(vii) "The requirement is subject to a preference for Canadian goods and/or services."

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

4. Canadian General Standards Board - Standards

A copy of the Specifications is available and may be purchased from:

Canadian General Standards Board Sales Centre

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

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

Fax: (819) 956-5740

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

CGSB Website: [Canadian General Standards Board](#)

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer one (1) hard copy and one (1) soft copy, Excel file, by e-mail to **kingston.procurement@pwgsc.gc.ca**

Section II: Certifications (one (1) hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Annex B-1 - Basis of Payment (Excel File)

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

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

2. Soft (Electronic) Copy: In addition to the hard copy, PWGSC is requesting offerors send in an electronic copy of Excel file, by e-mail at the following address: **kingston.procurement@pwgsc.gc.ca**

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

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

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment.

The evaluated price will be calculated as follows:

The extended price is the unit price multiplied by the total usage. The extended prices for all items will be added together to arrive at the evaluated price.

Pricing instructions: All prices must be quoted as per the units of issue as stated herein. The costs of supplying the mixing and dispensing equipment, the preventative maintenance program, and all servicing/repairs are to be included in the unit cost of the products listed. The units of issue, quality, and the pricing Basis for all items as stated in this document are not to be altered in any way or your proposal will be considered non-compliant.

1.2.2 SACC Manual Clause

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirements

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offer Reporting

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

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

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

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 April 2014 - 31 March 2015 with a one (1) year option.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Chris Emmons
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence St., 2nd Floor
Kingston, Ontario
K7L 1X3

Telephone: 613-545-8083
Facsimile: 613-545-8067
E-mail address: chris.emmons@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

5.3 Offeror's Representative - Offeror to complete with bid.

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

CFB Trenton, Trenton Ontario, Canada.

7. Call-up Procedures

The Supplier must acknowledge each order no later than the next working day from receipt of the call-up.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2014-03-01), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex B-1, Working Document (Excel File);
- h) the Offeror's offer dated _____ (to be completed by PWGSC at time of issuance)

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer..

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2014-03-01), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 will not apply to payments made by credit cards.

2.2 SACC Manual Clauses

D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
B7500C (2006-06-16) Excess Goods

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

1. The Basis of payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B".

4.2 Limitation of Price

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

4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub total, GST/HST and total.
- b. The invoice must identify the call-up number
- c. The invoice must identify the consignee address where the goods were delivered

d. Each call-up and consignee point must be invoiced separately

e. Invoices must be colour printed

2. Invoices must be distributed as follows:

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

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

6. Insurance

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

SOFT DRINKS
Annex A
Wing Food Services
CFB TRENTON, ASTRA, ONTARIO

Requirement:

For the supply of Post Mix Soft Drink Beverages as detailed herein to the Department of National Defence at CFB Trenton, Astra Ontario on an "as and when ordered" basis during the period from 01 April 2014 to 31 March 2015 with an option for a further one (1) year period.

The terms of the Canadian Content Policy & Certification, as detailed in Appendix "A" attached hereto, apply to the procurement.

Should the Standing Offer be authorized for use beyond the initial period, the Offeror hereby offers to provide the goods/services herein for an additional 1 year period from 01 April 2015 to 31 March

2016 under the same conditions and at the rates/prices specified herein or at the rates/prices calculated in accordance with the formula specified herein.

Equipment and Services Required:

1. The Contractor shall supply three (3) fountain machines for dispensing of beverage, **having ice dispensing capabilities**. These machines shall be new and unused and installed by the Contractor. One of these machines shall be installed in the Yukon Galley Kitchen, Food Court and the other two in the Cadet Dining Hall of the Yukon Galley Kitchen 75 Yukon St.

2. The soft drink dispensers shall have 5 taps and a separate tap water dispenser.

3. The Contractor shall be responsible for all maintenance and servicing of equipment. The Consignee's staff shall provide cleaning of machines, as required.
4. Servicing shall be provided within 6 hours after the Contractor has been notified of a problem.
5. The Contractor shall provide a maintenance schedule with his bid.
6. Should equipment require replacing, replacement equipment shall be received and installed within 24 hours of notice.
7. The Contractor shall provide a written report to the Yukon Galley Manager, after each visit for servicing and/or maintenance.
8. Initial installation and/or replacement of equipment shall be scheduled with the Yukon Galley Manager in such a manner as to cause the least amount of downtime to the kitchen.
9. The Contractor shall provide a trained company representative to instruct and demonstrate the proper maintenance and cleaning of all machines to supervisors and staff. This training should be completed two (2) times per year, at the discretion of the Yukon Galley Manager, to accommodate new and returning staff.
10. The Consignee acknowledges financial responsibility for loss or damage to equipment with the exception of those items normally covered under warranty and/or due to normal wear and tear.

Ordering Procedures:

1. All orders shall be confirmed as to availability, by the Contractor to the ordering office, no later than 2 hours after transmission of a fax request.
2. No backorders will be accepted unless arranged in advance with the ordering clerk.
3. Deliveries shall be made direct to Yukon Galley Kitchen 75 Yukon St. Astra, Ont.
4. There shall be no additional delivery charge.
4. Deliveries shall be made from Monday to Friday between the hours of 0730 and 1400.
5. Deliveries shall be made no later than 3 days after receipt of order.

ANNEX "B" PRICING BASIS CFB Trenton**1 APRIL 2014 TO 31 MARCH 2015**

<i>Item Number</i>	<i>Item Description</i>	<i>Size</i>	<i>Estimated Qty (per yr)</i>	<i>Reconstituted Ratio</i>	<i>Cost per Case</i>	<i>Reconstituted Cost per Litre (end yield)</i>
1	Pepsi or Coke	20 L	180 CS	5/1		
2	Diet Pepsi or Diet Coke	20 L	120 CS	5/1		
3	7-Up or Sprite	20 L	75 CS	5/1		
4	Root Beer	20 L	75 CS	5/1		
5	Iced Tea	20 L	80 CS	5/1		
6	CO2 Tanks	20 lb	120 EA			

CFB Trenton**OPTION YEAR – 1 APRIL 2015 TO 31 MARCH 2016**

<i>Item Number</i>	<i>Item Description</i>	<i>Size</i>	<i>Estimated Qty (per yr)</i>	<i>Reconstituted Ratio</i>	<i>Cost per Case</i>	<i>Reconstituted Cost per Litre (end yield)</i>
1	Pepsi or Coke	20 L	180 CS	5/1		
2	Diet Pepsi or Diet Coke	20 L	120 CS	5/1		

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File No. - N° du dossier

KIN-3-40202

CCC No./N° CCC - FMS No/ N° VME

3	7-Up or Sprite	20 L	75 CS	5/1		
4	Root Beer	20 L	75 CS	5/1		
5	Iced Tea	20 L	80 CS	5/1		
6	CO2 Tanks	20 lb	120 EA			