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Juice and Coffee with Dispensers, CFB Trenton

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Solicitation No. - N° de l'invitation

W0125-145087/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin900

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

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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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 juice and coffee on an as and when required basis, supply new dispensing machine, provide maintenance and servicing of equipment, in accordance with the attached Annex "A". There is a \$10,000.00 call -up limitation.

(ii) Client Department

The user 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 15 May 2014 - 14 2015 with 1 (one) option year.

(iv) Estimated dollar value for the period of the Standing Offer is \$169,500.00

(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.

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 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.

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.

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

a The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all line items and a % amount for miscellaneous items not listed, including all option periods.

b 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. Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer

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.

1.2 Financial Evaluation

1.2.1 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 documentation 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, if any certification is found to be untrue whether 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 with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will 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 will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A", 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 15 May 2014 - 14 May 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from 15 May 2015 - 14 May 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 60 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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 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.

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

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

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

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, Requirement;
- f) Annex B, Basis of Payment;
- g) 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.

ANNEX "A"

REQUIREMENT

BEVERAGE PROGRAM Wing Food Services CFB TRENTON, ASTRA, ONTARIO

Requirement:

For the supply, on an "as and when ordered" basis, of all roasted ground coffees and 100% pure fruit juices from dispensing equipment to be supplied and maintained by the successful contractor.

Deliverables:

- 1) A Preventive Maintenance & Repair Program for all equipment required under the proposed Standing Offer with details of all work to be done.
- 2) A complete list of coffee and frozen juice products available from your company, as well as literature on products available and information on the machines used to dispense them.

Ordering Procedures for Coffee/Juice:

1. All orders must be confirmed as to availability, by the Contractor to the ordering office no later than 2 hours after receipt of call-up document.
2. All orders must be delivered within two (2) calendar days maximum from receipt of a call-up document.
3. No backorders will be accepted unless arranged in advance with the Project Authority.
4. Deliveries shall be made direct to Yukon Galley Kitchen , 75 Yukon St. CFB Trenton and other locations as deemed necessary. Delivery location will be provided on the call up document.

Equipment and Servicing Program:

1. Contractor shall provide all the equipment required for this program to the Yukon Galley, Warrant Officers and Sergeants Kitchen, and Officers Kitchen and Cadets dining hall regardless of size or volume generated on location.
2. Equipment supplied shall be new.
3. All equipment shall have an automatic shut-off system to ensure an easy daily cleaning.
4. Repair/Service of equipment shall be provided with 8 hours of a call at no additional costs regardless of the location from which the repair services are provided. Response time measurements for repair/service of equipment does not include Saturdays, Sundays or Statutory holidays. Response time is calculated from the time the Contractor has been notified by the Project Authority to the time of arrival on site by the Contractor/Technician.
5. If it is determined that the Contractor cannot repair the defective equipment/system within two (2) working hours the contractor shall provide a replacement unit, similarly equipped as the ones provided under the Standing Offer, at no charge, within one (1) day (24 hours) of such determination by the Contractor's maintenance personnel.
6. A written report shall be provided to the Project Authority or his representative each time a technician services any of the equipment. Report to include the work completed, the location and the serial number of the equipment if applicable.
7. Initial installation and/or replacement of equipment shall be scheduled with the Project Authority in such a manner as to cause the least amount of downtime to the kitchen.
8. The Department of National Defence 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.

Equipment/Machines Required:
Yukon Galley Kitchen

Ground Regular

Ground Regular

- 4 Direct to Thermal Server Coffee Brewers
example - CWTF35 Bunn Coffee Brewers
- 13 Regular Coffee Thermal Servers
- 2 Designated Decaffeinated Coffee Thermal Servers
- 5 Two Tiered Coffee Stands for Thermal Servers
- 2 Single Tiered Coffee Stands For Thermal Servers

Concentrated Juices (Frozen)

- 1 Four Port Refrigerated Fruit Juice Dispensing Machine with self cleaning inside control system.
- Must be a disposable container. Bag in a box is not acceptable.
- Equipment for mixing & dispensing must be mechanically driven. Manual mixing & filling of dispensers is not acceptable.

Equipment/Machines Required Cadet Dining Hall

Regular Grind Coffee/Concentrated Juices

Regular Grind Coffee

- Single Unit coffee brewer with a 150-200 cup capacity and hot water spigot for tea etc. *Example* - Bunn Model SRU.

Concentrated Juices (Frozen)

- 2 Four Port Refrigerated Fruit Juice Dispensing Machine with self cleaning inside control system.
- Must be a disposable container. Bag in a box is not acceptable.
- Equipment for mixing & dispensing must be mechanically driven. Manual mixing & filling of dispensers is not acceptable.

Equipment/Machines Required Wo's & Sgts Mess Kitchen

Regular Grind Coffee

- Single Unit coffee brewer with a 150-200 cup capacity and a hot water spigot for tea etc. *Example* - Bunn Model

SRU.

Equipment/Machines Required Officers Mess Kitchen

Regular Grind Coffee

- Single Unit coffee brewer with a 150-200 cup capacity and a hot water spigot for tea etc. *Example* - Bunn Model

SRU.

Annex "B"**Basis of Payment**

Firm Unit Prices all inclusive as follows, HST extra. Estimated quantities are per year.

YEAR 1 - 15 May 2014 to 14 May 2015

Item	Description	Uof I	Est. Qty.	Unit Price FOB Destination
001	A selection of highest quality blend of ground coffee, 71 gram Pkg.		1415 kg	\$_____/kg
002	A selection of one regular coffee, 300-500 g Pkg. Regular blend		181 kg	\$_____/kg
003	A selection of decaffeinated ground coffee, 2.5 oz Pkg.		181kg	\$_____/kg
004	A selection of 100% pure concentrated Frozen juices. Mix ratio 5 to1			
	A) Orange 11.8% brix		2373ltrs	\$_____/litre
	B) Cranberry		1365ltrs	\$_____/litre
	C) Fruit Punch 11.8% brix		2184ltrs	\$_____/litre
	D) Apple 12% brix		2184ltrs	\$_____/litre
005	A selection of Flavoured Teas Ind Wrapped Packed 20/Box			
	Asst Flavoured Teas		110 Boxes	\$_____/box

Option Year - 15 May 2015 to 14 May 2016

Item	Description	Uofl	Est. Qty.	Unit Price
006	A selection of highest quality blend of ground coffee, 71 gram Pkg.		1415 kg	\$_____/kg
007	A selection of one regular coffee, 300-500 g Pkg. Regular blend		181 kg	\$_____/kg
008	A selection of decaffeinated ground coffee, 2.5 oz Pkg.		181kg	\$_____/kg
009	A selection of 100% pure concentrated Frozen juices. Mix ratio 5 to1			
	A) Orange 11.8% brix	2373ltrs		\$_____/litre
	B) Cranberry	1365ltrs		\$_____/litre
	C) Fruit Punch 11.8% brix	2184ltrs		\$_____/litre
	D) Apple 12% brix	2184ltrs		\$_____/litre
010	A selection of Flavoured Teas Individually Packed 20/Box			
	Assorted Flavoured Teas	110 boxes		\$_____/box

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ANNEX “C”**Standing Offer Reporting Form**

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Item Qty	Date of Order	Date of Delivery	Value of Order (not including GST)