

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

## Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Cook Chill Bags + Clips	
<b>Solicitation No. - N° de l'invitation</b> 21120-148947/A	<b>Date</b> 2014-04-29
<b>Client Reference No. - N° de référence du client</b> 21120-14-8947	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-615-6328
<b>File No. - N° de dossier</b> KIN-3-40186 (615)	<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 2014-06-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613)536-4995 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA MULTIPLE LOCATIONS - SEE HEREIN	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Buyer ID - Id de l'acheteur

kin615

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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;   |
| 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, the Standing Offer Reporting Form, and PWGSC-TPSGC 942, Call-up Against a Standing Offer.

### 2. Summary

The Correctional Service of Canada (CSC) has a requirement for the supply and delivery of special cook-chill plastic bags, in various sizes, for pumping foodstuffs and for use in cooking kettles, as well as food-grade aluminum clips for sealing cook-chill bags, on an "as and when requested" basis. Please see Annex "A" - Requirement for further details.

PWGSC will issue one (1) Standing Offer to support kitchens in 5 Regions across Canada (Atlantic, Quebec, Ontario, Prairies, and Pacific).

The period for placing call-ups against the Standing Offer(s) is from issuance to three years later inclusive.

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Standing Offer and Resulting Contract Clauses.

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (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.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 (1 hard copy)  
Section II: Certifications (1 hard 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)

(<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 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.

#### 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 Financial Evaluation

**1.1.1** 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 as listed in Annex B- Basis of Payment.

**1.1.2** Offers are evaluated based on the prices detailed in Annex B - Basis of Payment.

**1.1.3** The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

**1.1.3.1** The Evaluated Price is the sum of all line items' Extended Prices.

**1.1.3.2** The Extended Price for line items in Pricing Basis A, B, C, D, and E is the Estimated Usage multiplied by the Firm Unit Price.

**1.1.3.3** The Extended Price for line items in Pricing Basis F is the Estimated Dollar Usage multiplied by the discount/markup, then added/subtracted against the Estimated Dollar Usage.

**1.1.4** The price of the offer will be evaluated in Canadian dollars, Delivered Duty Paid, applicable taxes excluded.

## 2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offers 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.

#### 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](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 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

On receipt of a standing Offer, the Supplier must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Supplier must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements. For CSC CPIC checks, the contact is: **(Information to be provided upon issuance of Standing Offer)**

Name:

Telephone:

Facsimilie:

Email Address:

Or the authorized representative(s) at each Institution's location.

### 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 Offers 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, Standing Offer Reporting Form. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;  
 3rd quarter: October 1 to December 31;  
 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 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 issuance to three (3) years later.  
*(Canada will insert dates upon issuance)*

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Andrew Denbeigh  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Acquisitions Kingston  
 86 Clarence Street, 2nd Floor  
 Kingston, Ontario K7L 1X3

Telephone : 613 536-4995  
 Facsimile: 613 545-8067  
 E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

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

##### **5.2 Project Authority**

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** *(Please fill out required information)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Telephone : \_\_\_\_\_  
 Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

## 6. Identified User

The Identified User authorized to make call-ups against the Standing Offer is the Correctional Service of 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".

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes 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) Annex C, Standing Offer Reporting Form;
- h) Annex D, PWGSC-TPSGC 942, Call-up Against a Standing Offer; and
- i) the Offeror's offer dated \_\_\_\_\_ (*Canada will insert information at time of award*)

## 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.

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## **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 \_\_\_\_\_.  
(Canada will insert information at time of issuance)

## 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 (2014-03-01), Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be made within 10 calendar days from receipt of a call-up against the Standing Offer.

##### 3.1.1 Shipping Instructions - Delivered Duty Paid

Incoterms 2000 "DDP Delivered Duty Paid" Correctional Service of Canada Institution

### 4. Payment

#### 4.1 Basis of Payment

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

4.1.2 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 - Basis of Payment, Applicable Taxes extra.

#### 4.2 Limitation of Price

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

#### 4.3 Single Payment

*SACC Manual* clause H1000C (2008-05-12) Single Payment

#### 4.4 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

*(Canada will insert information at time of award, or delete Article 4.4)*

## **5. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Each call-up must be separately invoiced and, at a minimum, must include a signed delivery slip which must identify:

- the call-up number;
- the amount invoiced (exclusive of HST)
- the amount of HST;
- the date;
- the delivery destination;and
- Item number(s).

Invoices cannot be submitted until all work identified in the invoice is completed.

The Project Authority may request 2 copies of an invoice.

A master invoice will be submitted with signed delivery slips for payment to the following address on a monthly basis:

Correctional Services of Canada  
Food Services Division  
340 Laurier Ave. W  
Ottawa, ON  
K1A 0P9  
ATTN: Donna Townsend R.D.

## **6. Insurance**

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

## **7. SACC Manual Clauses**

*SACC Manual* clause B7500C (2006-06-16) Excess Goods  
*SACC Manual* clause D2001C (2007-11-30) Labelling

## Annex "A" Requirement

### 1. General

The Offeror must provide cook-chill bags of various sizes, for pumping foodstuffs and for use in cooking kettles, as stipulated herein, including aluminum clips for sealing cook-chill bags. The bags and clips must be Delivered Duty Paid to the Correctional Service of Canada locations of delivery identified herein, on an "as and when requested" basis during the period of the Standing Offer.

### 2. Applicable Standards and Legislation

All products must comply to and be in accordance with:

- A) The Food and Drug Acts and Regulations (FDA) Code of Federal Regulations (CFR), Title 21 or Canadian Equivalent;
- B) Canada Agriculture Products Standards Acts; and
- C) Canadian Food Inspection Agency (CFIA) Inspection Standards.

### 3. Locations of Delivery

The Correctional Service of Canada Institutions Sites for delivery are:

Sites:	Bath Institution	Matsqui Complex	Westmorland Institution	Saint-Anne-des-Plaines Institution	Bowden Institution
Address:	5775 Bath Road, PO Box 1500, Bath, Ontario K0H 1G0	33344 King Road, PO Box 2500, Abbotsford, British Columbia V2S 4P3	4902 A Main Street, Dorchester, New Brunswick E4K 2Y9	244 Montée Gagnon, Sainte-Anne-de s-Plaines, Quebec J0N 1H0	Highway #2, PO Box 6000, Innisfail, Alberta T4G 1V1

#### 4. Specifications

##### All sizes of cook-chill bags must:

- be angle seal or handle seal
- be able to withstand temperatures of 0 Fahrenheit to 212 Fahrenheit (-18 Celsius to 100 celsius)
- have multi-ply, tear-resistant composition
- not contain Bisphenol
- be food-grade
- have an oxygen transfer rate (OTR) of <100cc/m<sup>2</sup>/24hours

##### 20" x 24" & 12" x 24" cook-chill bags must:

- be minimum 3 Mil thickness

##### 10" x 24" & 10" x 30" cook-chill bags must:

- be minimum 4.5 Mil thickness

##### All aluminum clips must:

- be food-grade
- be size Z411

#### 5. Packaging

Cook-chill bags and aluminum clips must be shipped to Institutions in CFIA or FDA approved packaging.

Cook-chill bags must come in boxes containing a minimum of 100 bags per box to a maximum of 500 bags per box.

Aluminum clips must come in boxes containing a minimum of 20,000 clips per box to a maximum of 30,000 clips per box.

#### 6. Published Price List

Published Price List of all products must be made available and provided to all Kitchen Managers and Ordering Clerks, upon request.

#### 7. Letter of Guarantee

The Offeror must provide a Letter of Guarantee certifying that the bags are food grade, low Oxygen Transfer Rate (<100cc/m<sup>2</sup>/24 hours), and capable of withstanding temperatures used in the cook-chill process (0 Fahrenheit to 212 Fahrenheit). This Letter of Guarantee must be provided with every order.



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**ANNEX "B"**

**BASIS OF PAYMENT**

1. All pricing submitted must be firm for the applicable period, (Delivered Duty Paid) with Canadian Customs Duties and Excise Taxes as applicable included, and Harmonized Sales Tax (HST) extra. Applicable tax is not to be included in the Unit Pricing but is to be shown as a separate item on all invoices.
2. **The quantities as stated herein reflects the expected usage for each year and is an estimate only of the requirement made in good faith. The Standing Offer will be limited to the actual supplies and services ordered and performed.**

Periods of the Standing Offer

Year 1: Issuance of Standing Offer to 1 Year Later *(Dates to be inserted at time of issuance)*;  
Year 2: *(Dates to be inserted at time of issuance)*;  
Year 3: *(Dates to be inserted at time of issuance)*.

**Pricing Basis “A” - Bath Institution (DDP):**

<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>	<u>U/I</u>	<u>Estimated Usage per Year</u>	<u>Year 1, DDP, HST extra:</u>	<u>Year 2,DDP, HST extra:</u>	<u>Year 3,DDP, HST extra:</u>
1.	20" x 24" cook-chill bag	each	5,200	\$ _____/bag	\$ _____/bag	\$ _____/bag
2.	12" x 24" cook-chill bag	each	7,800	\$ _____/bag	\$ _____/bag	\$ _____/bag
3.	10" x 24" cook-chill bag	each	10,400	\$ _____/bag	\$ _____/bag	\$ _____/bag
4.	10" x 30" cook-chill bag	each	10,400	\$ _____/bag	\$ _____/bag	\$ _____/bag
5.	Z411 Clip	each	50,000	\$ _____/clip	\$ _____/clip	\$ _____/clip

**Pricing Basis “B” - Matsqui Institution (DDP):**

<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>	<u>U/I</u>	<u>Estimated Usage per Year</u>	<u>Year 1,DDP, HST extra:</u>	<u>Year 2,DDP, HST extra:</u>	<u>Year 3,DDP, HST extra:</u>
6.	20" x 24" cook-chill bag	each	3,900	\$ _____/bag	\$ _____/bag	\$ _____/bag
7.	12" x 24" cook-chill bag	each	5,200	\$ _____/bag	\$ _____/bag	\$ _____/bag
8.	10" x 24" cook-chill bag	each	7,800	\$ _____/bag	\$ _____/bag	\$ _____/bag
9.	10" x 30" cook-chill bag	each	7,800	\$ _____/bag	\$ _____/bag	\$ _____/bag
10.	Z411 Clip	each	50,000	\$ _____/clip	\$ _____/clip	\$ _____/clip

**Pricing Basis “C” - Westmorland Institution (DDP):**

<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>	<u>U/I</u>	<u>Estimated Usage per Year</u>	<u>Year 1,DDP, HST extra:</u>	<u>Year 2,DDP, HST extra:</u>	<u>Year 3,DDP, HST extra:</u>
11.	20" x 24" cook-chill bag	each	2,080	\$ _____/bag	\$ _____/bag	\$ _____/bag
12.	12" x 24" cook-chill bag	each	3,900	\$ _____/bag	\$ _____/bag	\$ _____/bag
13.	10" x 24" cook-chill bag	each	5,200	\$ _____/bag	\$ _____/bag	\$ _____/bag
14.	10" x 30" cook-chill bag	each	5,200	\$ _____/bag	\$ _____/bag	\$ _____/bag
15.	Z411 Clip	each	50,000	\$ _____/clip	\$ _____/clip	\$ _____/clip

Pricing Basis “D” - Saint-Anne-des-Plaines Institution (DDP):

ITEM	DESCRIPTION OF ITEM	U/I	Estimated Usage per Year	Year 1,DDP, HST extra:	Year 2,DDP, HST extra:	Year 3,DDP, HST extra:
16.	20" x 24" cook-chill bag	each	5,200	\$ /bag	\$ /bag	\$ /bag
17.	12" x 24" cook-chill bag	each	7,800	\$ /bag	\$ /bag	\$ /bag
18.	10" x 24" cook-chill bag	each	10,400	\$ /bag	\$ /bag	\$ /bag
19.	10" x 30" cook-chill bag	each	10,400	\$ /bag	\$ /bag	\$ /bag
20.	Z411 Clip	each	50,000	\$ /clip	\$ /clip	\$ /clip

Pricing Basis “E” - Bowden Institution (DDP):

ITEM	DESCRIPTION OF ITEM	U/I	Estimated Usage per Year	Year 1,DDP, HST extra:	Year 2,DDP, HST extra:	Year 3,DDP, HST extra:
21.	20" x 24" cook-chill bag	each	2,600	\$ /bag	\$ /bag	\$ /bag
22.	12" x 24" cook-chill bag	each	3,900	\$ /bag	\$ /bag	\$ /bag
23.	10" x 24" cook-chill bag	each	5,200	\$ /bag	\$ /bag	\$ /bag
24.	10" x 30" cook-chill bag	each	5,200	\$ /bag	\$ /bag	\$ /bag
25.	Z411 Clip	each	50,000	\$ /clip	\$ /clip	\$ /clip

Pricing Basis “F” - All Institutions (DDP) - Miscellaneous Items:

Miscellaneous items not listed above and not available through any other Standing Offer will be supplied and charged in accordance with the supplier's current published Wholesale Price List in effect at time of ordering, Delivered Duty Paid, less(plus) a discount(markup) of:

Item 26:	Year 1:	- %	OR	+ %	The Estimated Dollar usage for miscellaneous products is \$5,000.00 per year.
Item 27:	Year 2:	- %	OR	+ %	The Estimated Dollar usage for miscellaneous products is \$5,000.00 per year.
Item 28:	Year 3:	- %	OR	+ %	The Estimated Dollar usage for miscellaneous products is \$5,000.00 per year.

**ANNEX "C"****Standing Offer Reporting Form**

Please send to the Standing Offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

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	Date of Order	Date of Delivery	Value of Order (not including HST)

Solicitation No. - N° de l'invitation

W0114-11G703/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin615

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

W0114-11-G107103

File No. - N° du dossier

KIN-1-36386

CCC No./N° CCC - FMS No/ N° VME

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**Annex "D"**

**PWGSC-TPSGC 942 - Call-up Against a Standing Offer**

See Electronic Attachment



## Call-up Against a Standing Offer Commande subséquente à une offre à commandes

Ship to - Expédier à

Supplier - Fournisseur

**To the supplier:** The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

**Au fournisseur:** L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

**Security: The call-up includes security provisions.**

**Sécurité : La demande comprend des exigences en matière de sécurité.**

☐ NO  
NON

☐ YES  
OUI

If YES, attach a SRCL to the call-up  
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

☐

The detailed instructions in the standing offer  
Les instructions détaillées dans l'offre à commandes

☐

The address shown in the "Ship to" block  
L'adresse indiquée dans la case « Expédier à »

☐

Special instructions below  
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes

Requisition No. - N° de demande  
Order. Off. - Bur. dem. YY - AA Serial No. - N° de série

Financial Code(s) - Code financier(s)  
Client Reference No. (optional)  
N° de référence du client (facultatif)

**The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.**  
**Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.**

Amendment No.  
N° de modification

Previous Value (\$)  
Valeur précédente (\$)

Value of increase or decrease (\$)  
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised  
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Telephone No. - N° de téléphone

Delivery required by - Livraison requise le  
(YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Approved for the Minister - Approuvé pour le Ministre

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.  
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)



Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)