

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

**Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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 Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Bottled Water	
<b>Solicitation No. - N° de l'invitation</b> EW479-150033/A	<b>Date</b> 2014-04-30
<b>Client Reference No. - N° de référence du client</b> DND-EW479-150033	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-019-10172
<b>File No. - N° de dossier</b> EDM-4-37007 (019)	<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 2014-05-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Woldeyesus, Yakob	<b>Buyer Id - Id de l'acheteur</b> edm019
<b>Telephone No. - N° de téléphone</b> (780)497-3783 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA TELUS PLAZA N.5TH FL. 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	
<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**

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

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## Request for Standing Offer for Bottled Water

### 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 and the Basis of Payment.

#### 2. Summary

Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of non-carbonated Bottled Water, to the Department of National Defence Edmonton Garrison at Edmonton Alberta, CFB Cold Lake at Cold Lake Alberta, and to CFB Wainwright at Denwood Alberta to locations specified within the Canadian Forces Base Edmonton Training Area, CFB Cold Lake, and CFB Wainwright Training area, on an "as required" basis for a period of three (3) years from the date of establishment of this RISO, In accordance with the terms and conditions set out herein.

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 Agreement on Internal Trade (AIT).

### **3. 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.

#### **1.1 SACC Manual Clauses**

M3060C Canadian Content Certification

### **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 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 question(s) 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 Alberta.

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: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: 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>). 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: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: 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 III: 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 two (2) 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 two 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**

Offerors must provide pricing as per unit and sizes requested. Failure to do so will render the offer non-responsive and no further consideration will be given.

### **1.2 Financial Evaluation**

**1.2.1** The **Firm Unit Prices** must be in Canadian dollars, F.O.B. destination, including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties, and excise tax included and the Goods and Services Tax or the Harmonized Sales Tax are excluded. Additional surcharges will not be acceptable.

**1.2.2** The total overall Offer price will be calculated as follows:

- (a) The firm unit price will be multiplied by their estimated usages to obtain a total extended line item price.
- (b) The total extended line item price for each item (per site, per year) will be added together to reach a total evaluated Offer price (per site) for each year.



(c) The total for each year will be added to give the total evaluated Offer price for each site.

**1.2.3** Each location will be evaluated separately, and up to three (3) Standing Offers might be issued.

## **2. Basis of Selection - Mandatory Technical Criteria Only**

**2.1** 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 and Certifications Required with the Offer**

#### **1.1 Certifications Required Precedent to Issuance of a Standing Offer**

##### **1.1.1 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.

### **1.1.2 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](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.

## **1.2 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications with their offer.

### **1.2.1 Canadian Content Certification**

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

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

## **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**

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 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, including those paid for by a Government of Canada Acquisition Card.

If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The report 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 7 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 for a period of three (3) years from the issuance of the Standing Offer (SO).

#### **5. Authorities**

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

The Standing Offer Authority is:

Name: Yakob Woldeyesus

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Western Region - Edmonton

Address: 8th Floor, 10025 Jasper Avenue, ATB Place North Tower, Edmonton, AB T5J 1S6

Telephone: 780-497-3783

Facsimile: 780-497-3510

E-mail address: yakob.woldeyesus2@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

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

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department of National Defence (DND), CFB Edmonton, Cold Lake & Wainwright.

### 7. 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.

### 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

### 9. 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 2010A (2014-03-01) General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 10. Certifications

### 10.1 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.

### 10.2 SACC Manual Clauses

M3060C      Canadian Content Certification      2008-05-12

## 11. 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 Alberta.

## 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

2010A (2014-03-01), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A General Conditions - Goods Medium Complexity (2014-03-01) will not apply to payments made by credit cards.

## **2.2 SACC Manual Clauses**

A9006C Defence Contract 2012-07-06

A9062C Canadian Forces Site Regulations 2011-05-16

## **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 See Annex "B" - Basis of Payment**

#### **4.1.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the contract for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **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 \_\_\_\_\_.

**5. Invoicing Instructions**

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.

**6. Insurance**

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

**7. SACC Manual Clauses**

SACC Manual Clause B7500C (2006-06-16) Excess Goods



## ANNEX "A"

### REQUIREMENT

Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of non-carbonated Bottled Water, to the Department of National Defence Edmonton Garrison at Edmonton Alberta, CFB Cold Lake at Cold Lake Alberta, and to CFB Wainwright at Denwood Alberta to locations specified within the Canadian Forces Base Edmonton Training Area, CFB Cold Lake, and CFB Wainwright Training area, on an "as required" basis for a period of three (3) years from the date of establishment of this RISO, In accordance with the terms and conditions set out herein.

#### **Quality Standard Requirements**

- (a) All products must adhere to the following Acts and their regulations:
- Agriculture & Agri-Foods Administrative Monetary Penalty Act;
  - Canada Agriculture Products Act;
  - Canadian Food Agency Inspection Act;
  - Consumer Packaging and Labelling Act (as it relates to food); and
  - Food and Drug Act (as it relates to food).
- (b) All products offered must be in accordance with the Canadian General Standards Board (CGSB) Standards current editions.

A complete collection of the Canadian General Standards Board standards and specifications are also available for viewing at Depository Libraries. For information on Depository Libraries in the Offeror's area, contact the Canadian General Standards Board Sales Unit at:

Canadian General Standards Board (CGSB)

CGSB Sales Unit

Ottawa, Ontario K1A 1G6

Telephone: (613) 941-8703 or 8704

Fax: (613) 941-8705

- (c) "Generic" or "No Name" products will not be accepted unless approved prior to shipping. Where a National Brand Name has been specified, offeror will provide the product and pack size as requested unless a substitute has been approved prior to shipping.
- (d) "Canada Choice" is the minimum acceptable grade for products falling under the grading guidelines.

**Packaging**

Products will be supplied in non-breakable containers. No substitutes on products and sizes will be accepted. The size of the container and products are required so that these items fit properly into boxed lunches that will be consumed in the field by military personnel.

No minimum orders will be accepted. All orders will be for full case lots only.

All items must be shipped to the specified delivery point on shrink or stretch wrapped pallets not higher than 180 cm in height.

The offeror must ensure all orders will be palletized and wrapped, ensuring that there are no conditions that would allow potential cross contamination, packaging remains intact, free from filth, spoilage, dents, swelling, leakage, and pest-infestation and transported within the temperature guidelines as set forth in both the Food Safety Code of Practice booklet and in accordance with CFIA guidelines.

All packaging must include a "date of pack" or "best before date" clearly visible on each outer box or individual item, marked on one end, with the month and year of packaging in letters a minimum of one half to one inch in height.

Pallets are to be loaded in such a way as to allow easy access for off-loading with forklifts. The Offeror agrees not to load pallets in a cinder box fashion. The Offeror is responsible for offloading all food items.

Returnable pallets or shipping containers will be picked up by the Offeror when empty.

**DND Ordering Responsibilities**

All orders will be placed a minimum of five (5) working days prior to the expected delivery date by telephone, fax, e-mail or hard copy. The Offeror must provide delivery within five (5) calendar days from receipt of an order. Notification will be provided to the Offeror one (1) working day prior to the delivery of an order if minor changes to the original order are required.

**Order Confirmation of Availability**

Potential shortfalls of any requested item shall be immediately brought to the attention of the designated Food Services representative.

**Rejects and Shortfalls**

Any products not meeting quality standards will be returned (opened or unopened). Delivery costs to replace all rejected and shorted items will be at the Offeror's expense.

Three or more shipments of products that fail to meet any requirement forming part of Annex "A" Requirement may result in no further orders being placed and the Standing Offer may be set aside.

**Discrepancies and Substitutions**

Substitutions will not be accepted without the written approval of the Food Services Representative.

**Quality Assurance**

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly stated at the time of ordering.

The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.

Final inspection and acceptance of delivery will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, dirt, or damage by rodents or insects. The Consignee shall have the right to reject products at the time of delivery and the Offeror will remove unacceptable products immediately.

### **Delivery Points**

#### **CFB Cold Lake, CFB/ASU Edmonton Garrison & CFB Wainwright**

Deliveries are to be made directly to a specified location within the geographical boundaries of the Department of National Defence, CFB Cold Lake, Cold Lake Alberta; Edmonton Garrison, Edmonton Alberta; & CFB Wainwright, Denwood, Alberta as per the call up documents. Deliveries can be made between 0700 hrs and 1200 hrs. Primary delivery days will be Monday through Friday. Due to operational requirements, deliveries may, on occasion be required on Saturdays. Arrangements for these deliveries will be mutually agreed upon by the Offeror and the designated Foods Services Representatives.

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**ANNEX "B"****BASIS OF PAYMENT**

Period of Standing Offer: This RISO is for 3 years from the date the establishment of this SO.

**Firm Unit Prices** must be in Canadian dollars, F.O.B. destination, including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties, and excise tax included and the Goods and Services Tax or the Harmonized Sales Tax are excluded. Additional surcharges will not be acceptable.

Estimated usages are estimates and for evaluation purposes; actual usage may vary from these amounts.

GST/HST and ecology/deposits will be shown as a separate line item on any resulting invoices.

Prices will remain firm for the period of the Standing Offer.

**Instructions to Bidders:**

- All line items must be addressed for each location that the bidder is submitting a bid for.
- Bidders must complete the "Offered Format" (i.e. number of bottles per case), "Price per bottle", "Deposit", "Container Recycling Fee", and "Total Firm Unit Price" columns.
- Bidders must clearly state which location they are bidding for. Bidders must fill in the table for each location that they are submitting a bid for.
- If there are any concerns, bidders must address these in detail in writing to the Contracting Authority before bid closing.
- Only bottle sizes with no more than 10% deviation from indicated sizes for each line item will be accepted. Bottle sizes must be clearly identified and marked with the offer submission on the Basis of Payment.
- Firm Unit Prices will be used for evaluation purposes. No pro-rating will be done for alternate bottle sizes.

**Bidders must check off at least one location.**

The following bid is for:

- a. ( ) CFB/ASU Edmonton
- b. ( ) CFB Cold Lake
- c. ( ) CFB/ASU Wainwright

**CFB/ASU Edmonton - Bottled Water****Year 1**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
2	Bottled Water	_____x330ml	60,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 1</b>								

**Year 2**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
2	Bottled Water	_____x330ml	60,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 2</b>								

**Year 3**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
2	Bottled Water	_____x330ml	60,000 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 3</b>								

**Total offer price for Edmonton (Year 1 + Year 2 + Year 3):**

## Special Offers

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

### CFB Cold Lake - Bottled Water Year 1

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	218,736 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 1</b>								

### Year 2

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	218,736 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 2</b>								

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**Year 3**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	218,736 bottles	bottle	\$_____	\$_____/bottle	\$_____/bottle	\$_____/bottle
<b>Total for Year 3</b>								

**Total offer price for Cold Lake (Year 1 + Year 2 + Year 3):****Special Offers**

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

**CFB/ASU Wainwright - Bottled Water****Year 1**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____ _	\$_____ _/bottle	\$_____ _/bottle	\$_____ _/bottle
<b>Total for Year 1</b>								

**Year 2**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____ _	\$_____ _/bottle	\$_____ _/bottle	\$_____ _/bottle
<b>Total for Year 2</b>								

**Year 3**

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	198,000 bottles	bottle	\$_____ _	\$_____ _/bottle	\$_____ _/bottle	\$_____ _/bottle
<b>Total for Year 3</b>								

**Total offer price for Wainwright (Year 1 + Year 2 + Year 3):****Special Offers**

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.



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