

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet pouches of mashed potatoes	
Solicitation No. - N° de l'invitation W8486-15SP0B/A	Date 2014-05-29
Client Reference No. - N° de référence du client W8486-15SP0B	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-757-65172	
File No. - N° de dossier pr757.W8486-15SP0B	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-19	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Papineau (PR Div.), Alain	Buyer Id - Id de l'acheteur pr757
Telephone No. - N° de téléphone (819) 956-0389 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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	



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	Canadian Forces C/O Ropack Inc. 7800 Vauban St. Anjou (Montreal), Quebec H1J 2N1	I - I	National Defence Headquarters Mgen George R. Pearkes Building 101 Colonel By Drive Ottawa, ON K1A 0K2 Attn: DLP 3-4-5



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Pouches of mashed potatoes Sour Cream and Chives Mashed Patatoes Purée de pommes de terre - crème sure ciboulette 45g	D - 1	I - 1	50016	Each	\$	XXXXXXXXXXXX	See Herein	
2	Pouches of mashed potatoes Mashed Potatoes pouch / 45g • Purée de pommes de terre sachet 45g	D - 1	I - 1	70016	Each	\$	XXXXXXXXXXXX	See Herein	

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Buyer ID - Id de l'acheteur

pr757

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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List of Annexes:

Annex A, Requirement;
Annex B, Production and Verification Samples
Annex C, Verification Method
Annex D, Production Schedule
Annex E, Lot Number Listing Form
Annex F, Contract Deliverables
Annex G Technical Specifications
Annex H Technical Evaluation Plan
Annex I Evaluation Criteria
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PART 1 - GENERAL INFORMATION

1. Security Requirement

The Contractor must at all times during the performance of the contract ensure the security of the raw material, the finished food products and the reliability of the personnel.

1.1 Location(s) of Work Performance

There is a security requirement associated with this requirement that may imply work to be performed or documents safeguarding at the contractor's facility(ies).

2. Requirement

The Department of National Defence has a requirement for Food Rations as described in Annex A..

2.1 Delivery Requirement

The merchandise should be delivered between September 8th to September 12, 2014..

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

"The requirement is subject to the provisions of the Agreement of Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions. Manual issued by Public Works and Government Services Canada:

<https://buyandsell.gc.ca/policy-and-guidelines//standard-acquisition-clauses-and-conditions-manual/all>

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services -Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses

B4024T (2006-08-15), No Substitute Products

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

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

3.1 Note to Tender

A copy of the technical information referred to herein will be forwarded to you by the Director of Publishing and Graphics services, DSCO, National Defence Headquarters.

All questions regarding standards, specifications, and drawings shall be referred to the Contracting Authority.

3.2 CGSB Standards

A copy of the standards referred to in the bid solicitation are 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) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>

3.3 ASTM Methods and US Military Standards

Copies of ASTM methods and US Military Standards are obtainable from:

IHS Canada
Ottawa Office
1 Antares Drive, Suite 200

Ottawa, ON
K2E 8C4
Canada
Tel: (613) 237-4250 or 1-800-267-8220
Fax: (613) 237-4251
E-Mail: gic@ihscanada.ca
Website: <http://www.ihscanada.ca/>

3.4 AOAC Methods

Copies of AOAC methods are obtainable from:
AOAC International
481 N. Frederick Avenue
Suite 500
Gaithersburg, MD
20877 USA
Tel: (301) 924-7077
Fax: (301) 924-7089
Website: <http://www.aoac.org/>

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copy)

Section II: Financial Bid (1 hard copy)

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

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

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

Section I: Technical Bid

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

Contractor's Representative

The following information must be provided:

Name/Telephone _____

Plant Address/Postal Code: _____

E-Mail Address (for all appropriate personnel): _____

Payments

In their submission to the RFP, the bidders must indicate the company's mailing address where payment will be mailed should they be awarded a contract. This address must be included in the contract.

Invoice payments: Remit Payment to (complete address):

Section II: Financial Bid

Bidders must submit their financial under Line Items. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

1.1 SACC Manual Clauses

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited

to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Bidder must comply with all technical requirements and all terms and conditions specified in this bid solicitation.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Mandatory Technical Criteria

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

3. Contract Financial Security

1. If this bid is accepted, the Bidder may be required to provide contract financial security, after the bid closing date and within 10 calendar days from receipt of a written request from the Contracting Authority.

(a) a security deposit as defined in clause "Security Deposit Definition" in the amount of up to ten percent (10%) of the contract price.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may, at its discretion, accept another offer, issue a new bid solicitation, award a contract or reject all the bids.

4. Security Deposit Definition

1. "security deposit" means

- (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- (b) a Government guaranteed bond; or

- (c) an irrevocable standby letter of credit, or
- (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- (a) any corporation or institution that is a member of the Canadian Payments Association;
- (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
- (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
- (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory; or
- (e) the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

- (a) payable to bearer;
- (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the *Domestic Bonds of Canada Regulations*;
- (c) registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- (b) must state the face amount which may be drawn against it;
- (c) must state its expiry date;
- (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer

PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 . 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 - Bid Certification

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

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Required Precedent to Contract Award

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items in accordance with the Requirement at Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

Under Section 9 Warranty:

Delete: warranty period will be twelve (12) months

Insert: warranty period will be four (4) years

4. Term of Contract

4.1 Delivery Date

The merchandise should be delivered between **September 8th to September 12, 2014..**

4.2 Financial Security

1. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

2. Where Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a Contract to have the Work completed, the Contractor will:

- (i) be considered to have irrevocably abandoned the Work; and
- (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

3. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

4. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Papineau
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
6B3, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: (819) 956-0389
Facsimile: (819) 956-7356
E-mail address: alain.papineau@pwgsc.gc.ca

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

5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name:
Title: Procurement Officer
Department: DND
Address: 101 Colonel By, Ottawa, On, K1A 0K2
Telephone :
Email:

5.3 Technical Authority - DND

Name:

Telephone:

Email:

5.4 Contractor's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

6. Payment

6.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ (*to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Price

SACC Manual Clause C6000C (2007-05-25), Limitation of Price

6.3 Method of Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor (*if applicable*)

7. 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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

National Defence Headquarters
DLP
Attention:
101 Colonel By Drive
Ottawa, ON K1A OK2

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

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

9. Certifications

9.1 Compliance

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

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2014-03-01), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Production and Verification Samples
- (e) Annex C, Verification Method
- (f) Annex D, Production Schedule
- (g) Annex E, Lot Listing Form
- (h) Annex F, Contract Deliverables
- (i) the Contractor's bid dated *(to be completed at award of contract)*

11. SACC Manual clause

A3060C	2008-05-12	Canadian Content Certification
A9006C	2008-05-12	Defence Contract
D9002C	2007-11-30	Incomplete Assemblies
D6010C	2007-11-30	Palletization
G1005C	2008- 05-12	Insurance
D5510C	2010-01-11	Quality Assurance Authority (DND) - Canadian-based Contractor <i>(if applicable)</i>
D5515C	2010-01-11	Quality Assurance Authority (DND) - Foreign-based and United States Contractor <i>(if applicable)</i>
D5540C	2010-08-16	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)
D5604C	2008-12-12	Release Documents (DND) - Foreign-based Contractor <i>(if applicable)</i>
D5605C	2010-01-11	Release Documents (DND) - United States-based Contractor <i>(if applicable)</i>
D5606C	2007-11-30	Release Documents (DND) - Canadian-based Contractor <i>(if applicable)</i>

12. Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:
 - National Defence Headquarters
 - Mgen George R. Pearkes Building
 - 101 Colonel By Drive
 - Ottawa, ON K1A OK2
 - DLP :
 - Attention:
- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration
 National Defence Headquarters
 Mgen George R. Pearkes Building
 101 Colonel By Drive
 Ottawa, ON K1A OK2
 E-mail: ContractAdmin.DQA@forces.gc.ca.

13. Packing and Markings

13.1 The manufacturer's batch number, name of the product and number of units per shipping container are clearly identified on each shipping container and must be easily readable once shipping containers are palletized. Shipping containers must be sequentially palletized according to batch numbers

13.2 If possible, no more than two batch numbers must be on any one pallet.

13.3 Each shipment must include the Batch Number Listing Form properly completed which provides pallet number with corresponding product batch number, number of cases and total numbers of packets as per Annex D . An electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler (jack.vaters@ropack.com) when the shipment leaves the plant.

13.4 When more than one batch is delivered, the shipment must include the Batch Number Listing form properly completed which provides pallet number with corresponding product codes, number of cases for each code and total numbers of overwraps as per Annex E . When available, an electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler. The electronic version must be submitted by e-mail to the Assembler at Ropack (Jack.Vaters@ropack.com) when the shipment leaves the plant.

13.5 Shipping container must be as a minimum in accordance with CAN/CGSB 43.22-2001, Standard for Corrugated Fibreboard Products, dated Oct 2001, Class 1, Style 1, C6 and B Flute. The product must be delivered in good condition and must show no evidence of deterioration; and

13.6 Each shipping containers must have the same number of units.

13.7 Each shipping container and its contents must not exceed a mass of 11.3 Kg (25 lbs).

13.8 Unit loads must not exceed forty-six (46) inches high, excluding pallet height. If a supplier cannot meet this requirement an exemption must be requested during the tender period. The demand must include reasons for the exemption request. The PD/PM PMO NCRP will accept or reject the request.

14. Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP / FOB- Delivered Duty Paid to **Ropack, 7800 Vauban Street, Anjou, Qc, H1N 2N1**. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

14.1 All items are to be delivered by road transport and are to be transported in a temperature controlled environment between 7°C to 24°C (45°F to 75°F) to prevent freezing or overheating. If the shipment is not transported in a temperature-controlled environment when it is required, the shipment will be refused."

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pr757W8486-15SP0B

Buyer ID - Id de l'acheteur

pr757

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

W8486-15SP0B

CCC No./N° CCC - FMS No/ N° VME

**For all Annexes please
Refer to the attachment.**

Annex A Requirement

MASHED POTATOES FOR THE INDIVIDUAL MEAL PACKS (IMPs)

1. Objective

This document provides information on the Canadian Armed Forces' (CAF) need to purchase mashed potatoes for the IMPs.

2. Background

Each year, the National Combat Ration Program (NCRP) produces IMPs that are used for training exercises, deployed operations or in emergency situations when the situation does not permit the use of fresh rations. The IMP consists of various food and non-food items packaged in an overwrap bag.

The IMP components are shipped to the Assembler Contractor. Their task consists of inserting all the individual components inside the overwrap. The combat ration assembly process begins in the first days of each calendar year. All combat ration component contracts state a specific delivery period to ensure timely receipt and inspection of all components. It is the component contractor's responsibility to ensure there is sufficient product to sustain the first assembly period and maintain the assembly line.

3. Acronyms

ANSI/ASQ – American National Standards Institute/American Society for Quality
CA – Contracting Authority
CAF – Canadian Armed Forces
CFIA – Canadian Food Inspection Agency
CoA – Certificate of Analysis
DND – Department of National Defence
IMP – Individual Meal Pack
NCRP – National Combat Rations Program
PA – Procurement Authority
PMO – Project Management Office
PWGSC – Public Works and Government Services Canada
PA – Procurement Authority
QAR – Quality Assurance Representative
RFP – Request for Proposal

4. Applicable Documents

The following documents are incorporated in this Statement of Work to the extent specified herein:

- 4.1 ANSI/ASQ Z1.4-2008
- 4.2 Canada's Food and Drugs Act and Regulations
- 4.3 Canadian Food Inspection Agency (CFIA) Acts and Regulations
- 4.4 Consumer Packaging and Labelling Act and Regulations
- 4.5 Canadian Food Inspection Agency Core Labelling Requirements
- 4.6 D-85-001-136/SF-001- Specification for Aluminum Foil Laminate
- 4.7 D-LM-008-036/SF-000 - Department of National Defence Minimum Requirements for Manufacturer's Standard Pack

5. Requirement

5.1 Scope of Work and Tasks

The contractor must provide mashed potatoes as per Technical Specifications (Annex G), including shipment to the Assembler Contractor according to the Delivery Schedule (Annex D) and replacement of all defective products (paragraph 6.5).

Quantities for IMP15

ITEM	QUANTITY
Sour Cream and Chives Mashed Potatoes Purée de pommes de terre - crème sure ciboulette Pouch / Sachet 45g	50 016
Mashed Potatoes Purée de pommes de terre Pouch / Sachet 45g	70 016

6. Constraints

6.1 Quality

Components, including mashed potatoes, are required for production of an IMP for CAF personnel serving overseas as well as in Canada. To ensure the best possible shelf life of 3 years, Contractors are required to subject items to the most rigorous quality control. The Contractor must ensure that the items are hermetically sealed and free from grease, dirt, stains, leakage, folds and foreign material. The Contractor must ensure that the items are manufactured during the year of scheduled delivery (2014). At all times, the Contractor is responsible to provide products that meet or exceed the approved Request for Proposal (RFP) (tender) sample.

6.2 Communication

The contractor must not contact the Assembler Contractor except to request pallets and to establish the delivery date of goods during the contract delivery period.

6.3 Production and Verification Samples

The contractor must provide production and verification samples in accordance with Annex B.

6.4 Assembler Contractor Verification Method

The Assembler Contractor will follow the verification method identified in Annex C.

6.5 Replacement of Defective Product

As a result of the verification conducted by DND and/or the Assembler Contractor, the Contractor must follow these replacement actions:

- 6.5.1 When shortfalls and/or packaging deficiencies are identified and reported to DND, the Procurement Authority (PA) and/or the Project Management Office (PMO) NCRP must base the request for replacement of non-conforming goods on an estimated average of missing goods. This measure is applied in order to avoid any delay in the assembly of IMPs. Using this replacement approach protects the Contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of ration packs.
- 6.5.2 When a problem is identified during Assembler Contractor verification of delivered goods, and that there is a need for additional verification which exceeds 2% of the shipment, the Contractor must be informed of the problem, and his input on additional inspection must be requested before additional verification/inspection begins at the Assembler Contractor's plant. DND must

obtain a cost estimate from the Assembler Contractor when more verification is required by the Assembler Contractor.

- 6.5.3 If Assembler Contractor is required to perform any additional verification at the Assembler Contractor's plant, the manpower cost for the increased workload must be at Contractor's expense.
- 6.5.4 Should any of the shipments/deliveries identified in Annex D be returned to the Contractor for inspection, the cost of transporting the product back and forth must be at the Contractor's expense.
- 6.5.5 Second and subsequent verification of shipments/deliveries to replace defective goods must be at Contractor's expense.
- 6.5.6 When a deficiency with beef jerky is identified after delivery to the Assembler Contractor or after the IMPs are assembled, whether the ration packs are at the Assembler Contractor's plant or have been distributed to Bases, the Contractor must be responsible to replace the defective products, and subject to the type of deficiency, may have to replace the entire quantity of related packages as the defective goods. In this instance, the Contractor must be responsible for all associated costs, such as labour costs for additional verification, unpacking/repackaging of meals, disposal of defective product as required, transportation cost to recall distributed defective packs as applicable, and materiel cost for overwrap pouches.
- 6.5.7 In support of the ration assembly operation, the Contractor must replace, based on the defective product rate obtained from the first assembly period, the extrapolated number of goods necessary to successfully conclude the assembly year. The contractor must ship replacement goods before the end of the second assembly period of meals containing the product. This date must be provided by the PMO NCRP.

6. Final Acceptance of Goods

In all instances, final approval and acceptance must rest with the PMO NCRP. In all instances where shipments deviate from the requirement of the contract, the PMO NCRP and PA are to be advised through the Contracting Authority (CA).

7. Number of Shipments

The Contractor must complete and deliver a Lot Number Listing, Annex E, for each and every delivery that is shipped from their plant. The Contractor must make every effort to minimize the number of shipments.

Annex B
PRODUCTION AND VERIFICATION SAMPLES
(After contract award)

1. Production Evaluation

As a minimum, at the beginning of the production, the Contractor must pull samples, compare them to the approved RFP (tender) samples submitted with the bid to ensure consistency, and keep meaningful records of the evaluation. Should the Contractor choose to disregard production sampling and/or record keeping, and continue the production, the Contractor must be responsible for any deficiencies, should any unacceptable deviations be identified by DND. During production, the Contractor is also responsible for determining the frequency of testing to ensure consistent production quality.

2. Changes from Approved RFP (Tender) Samples

If any changes from the approved RFP (tender) sample must be made (change of raw materiel, change of contractor of the raw materiel etc.), details of such change accompanied by proper substantiation and new RFP (tender) samples, must be submitted to the PMO NCRP through the CA at Public Works and Government Services Canada (PWGSC) for evaluation. Authorization must be obtained prior to commencement of production. If production is already under way, the production must cease and the PMO NCRP must be advised through the CA.

3. First Production Lot Samples

The cost of shipping first production lot samples is at the Contractor's expense. Upon receipt, samples must become DND property and must not be returned to the Contractor.

First production lot samples must be collected for each contracted item.

First production lot samples are for internal use only, and must not be misinterpreted as being the process for production verification.

4. The Contractor must:

- 4.1 Notify the local Quality Assurance Representative (QAR) five (5) working days in advance of the first day of production to arrange for quality assurance and selection of the first lot production samples.
- 4.2 Submit 15 first production lot samples selected from the first accepted production lot.
- 4.3 Ship the production samples to the following address, a maximum of three (3) days from first day of production:

National Defence Headquarters
DCOS(Mat)
Mat J4 Food Svcs (LSTL Building)
PMO NCRP Evaluation Centre
465 Industrial Avenue
Ottawa, ON
K1G 0Z1

C/O: To be indicated at contract award.

- 4.4 Provide quality control documents when requested by the PMO NCRP.
- 4.5 Provide with each delivery of first production lot samples, a certificate stating that the product is of the same quality (equal or better) and is fully comparable to the approved RFP (tender) samples. If there are differences between the RFP (tender) sample and the production, the Contractor must report them.

4.6 Email the following information to: **To be indicated at contract award.**

4.6.1 A bilingual list of ingredients.

4.6.2 Nutritional information for the following micro and macro nutrients (Nutritional testing must be performed by an accredited lab) for each item identified in paragraph 5 of Annex A:

Energy content	Calcium (mg)
Carbohydrate (g)	Sodium (mg)
Fat (g) (Trans Fat (g), Saturated Fat (g))	Iron (mg)
Protein (g)	Vitamin A (µg RAE)
Fiber (g)	Vitamin C (mg)

This information must be provided within one month of the first production lot.

Previous nutritional analysis reports will be acceptable provided that:

1. The reports are dated;
2. The recipe has not changed;
3. The reports are not older than five years.

5. Verification Samples

The cost of shipping verification samples is at the contractor's expense. Upon receipt, samples must become DND property and will not be returned to contractor. Verification samples are DND's tool used to spot-check the production being procured:

5.1 Sample Size

ITEM	SAMPLE SIZE (PACKAGES/LOT)
Sour Cream and Chives Mashed Potatoes Purée de pommes de terre - crème sure ciboulette	5
Mashed Potatoes Purée de pommes de terre	5

5.2 The contractor must:

5.2.1 Notify the local QAR five (5) working days in advance of the last day of production to arrange for quality assurance and selection of the verification samples. The QAR reserves the right to sample each day of production. Otherwise, the contractor is responsible for the selection of the verification samples.

5.2.2 Ship the verification samples to the following location accompanied by a letter, which must include the selected lot numbers:

National Defence Headquarters
DCOS(Mat)
Mat J4 Food Svcs (LSTL Building)
PMO NCRP Evaluation Centre
465 Industrial Avenue
Ottawa, ON
K1G 0Z1

C/O To be announced at contract award

5.3 Verification Samples Evaluation Method

This section describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of verification samples.

PMO NCRP personnel will evaluate verification samples by comparing the organoleptic qualities of the food to the approved RFP (tender) sample. The PMO NCRP will also perform drained weights on the products to ensure the component weights meet the specifications. Results must be registered and will form the basis for product acceptance. The QAR will be informed of the results and will be authorized to release product for shipment or withhold the shipment if product is unacceptable. If product is unacceptable, the appropriate course of action will be determined by the severity of the non-conformance.

6. Defective Product Evaluation Process

This section describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of an identified defective product. When PMO NCRP personnel identifies a lot and/or a product as failing or being borderline on any of the criteria of appearance, texture, aroma/flavour or any combination of the criteria, the PMO NCRP will initiate one or several of the following measures according to the severity of the defect:

- 6.1 The defective item may be quarantined; and/or
- 6.2 The offending lot may be rejected or investigated further; and/or
- 6.3 The Contractor could be asked to investigate adjacent lots until acceptable product is obtained. The PMO NCRP could ask for samples of Contractor's declared acceptable product for verification; and/or
- 6.4 The PMO NCRP could request samples from lots declared acceptable by the Contractor in order to conduct verification.
- 6.5 Two members from PMO NCRP may evaluate any defective lot/item and/or adjacent lots.

When the evaluation is performed as mentioned above and an inconsistency in quality among the production is observed, the entire produced quantity could be rejected and any investigation will be ceased. To determine if a lot is acceptable or not, the ANSI/ASQ Z1.4-2008 will be used. The inspection level and sample size used will depend on the type of defect.

- a. *Critical Defect:* A defect which would render the item uneatable in the field or one that could cause illness if consumed.
- b. *Minor Defect:* A defect that will not affect the usability of the item but varies from the approved RFP (tender) sample.

Defects will be evaluated using a single sampling plan with an S-3 inspection level and the acceptable quality level (AQL) will be 1.5 for critical defects and 4.0 for minor defects as per ANSI/ASQ Z1.4-2008.

A lot that fails the ANSI/ASQ Z1.4-2008 inspection will result in either the rejection of the sampled lot or a 100% inspection/rework of the affected lot. When lots are rejected, new product replacements will be required and the Contractor will provide instructions on the disposal of the rejected lots.

Annex C

ASSEMBLER CONTRACTOR'S VERIFICATION METHOD

This document describes the verification method used at the Assembler Contractor's plant. While the Assembler Contractor will be responsible for the merchandise he receives, he is not responsible for the quality of the food inside the packages. Therefore, in addition to any verification performed before delivery and as indicated in the assembly contract, the Assembler Contractor will check all received goods. To ensure that delivered goods are satisfactory, the verification will include a physical count, as well as a visual inspection of the items received which will be performed as follows:

1. Custom Made/Packaged Food Items

For all products that are custom formulated and/or packaged the Assembler Contractor:

- 1.1 will randomly select cases from all incoming goods for inspection. Sample size must be at least 0.5% of the quantity received;
- 1.2 will open selected cases and remove contents. Selected samples must be inspected for the following:
 - 1.2.1 item's production code to verify that the product is of the newest production;
 - 1.2.2 that the number of items per case matches the quantity marked on the case;
 - 1.2.3 that packets are clean, do not leak nor have a defective seal; and

2. Verification Results

Verification results will be interpreted as follows:

- 2.1. if there are no non-conformance identified, and if the number of units per case is equal or greater than the quantity ordered there will be no further verification by the Assembler Contractor; and
- 2.2. if a non-conformance is detected and/or if the number of units per case is inferior to the quantity ordered, the sampling size for verification will increase to two percent (2%) in order to verify the extent of the problem. Any sampling greater than two percent (2%) will require approval by the PMO NCRP.

3. Corrective Measures

The correctives measures described in Annex A, paragraph 6.5 (Replacement of Defective Product) will apply.

Annex D

PRODUCTION SCHEDULE

PRODUCTION					PACKING/INSPECTION	
ITEM	QTY	DAYS	FROM	TO	FROM	TO

This schedule must be provided no later than 10 days after contract award to: ***To be announced at contract award***, and to the PA.

Delivery Schedule for IMP15:

Sour Cream and Chives Mashed Potatoes
 Purée de pommes de terre - crème sure ciboulette

September 8 – September 12, 2014

Mashed Potatoes
 Purée de pommes de terre

September 8 – September 12, 2014

The dates indicated above are the preferred dates. If the contractor cannot meet the delivery dates, the PMO NCRP will have to be notified. New delivery dates will be proposed by the contractor and submitted for authorization by the PMO NCRP.

Annex E

LOT NUMBER LISTING FORM

MENU#	N/A	QTY/CASE	
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[illegible]

This form must have an 8-1/2" x 11" format; lot numbers must be indicated by chronological order and must accompany each delivery.

Annex F
CONTRACT DELIVERABLES

	What	Details	When
1.	Production Schedule	- Production Schedule (Annex D)	10 (ten) days after contract award
2.	Label Proofs	- A proof of every label must be sent to the PMO NCRP for review and approval before printing the labels (PDF file) - Details in Technical Specifications (Annex G)	10 (ten) days after contract award
3.	First Production Samples (15)	- With certification stating same as RFP (tender) samples - With quality control documentation when requested by the PMO NCRP	Within 3 (three) days of start of the production
4.	List of Ingredients	- Must be bilingual - Must meet the Food and Drug Act and Regulations - Must be provided in accordance with the CFIA's Core Labelling Requirements.	Within 1 (one) month of 1 st Production
5.	Nutritional Information	- The nutritional information for the micro and macro nutrients listed in Annex B paragraph 4.6.2, performed by an accredited lab. - Previous nutritional analysis reports will be acceptable provided that: 1. the reports are dated; 2. the recipe has not changed; 3. the reports are not older than five years.	Within 1 (one) month of 1 st Production
6.	Verification Samples (5)	- With list of lots selected	Within 5 (five) days of completion of each production run
7.	Lot Number Listing	- Lot Number Listing Form (Annex E)	Shipped with each production delivery to Assembler Contractor
8.	Beef Jerky	- Must be delivered as per contractual standards (Appendix 6 to Annex A), quality, quantities (Annex A) and schedule (Annex D)	As per approved schedule
9.	Invoicing	- Invoices must be sent following deliveries to Assembler Contractor and must be accompanied by DND Quality Assurance Form (CF1280) (Contract Clause D5540C)	After delivery

Annex G TECHNICAL SPECIFICATIONS

Table 1 – Technical Specifications for Sour Cream and Chives Mashed Potatoes

GENERAL		
PRODUCT	Sour Cream and Chives Mashed Potatoes	
APPLICABLE PUBLICATIONS	1. D-85-001-136/SF-001	Specification for Aluminum Foil Laminate
	2. D-LM-008-036/SF-000	Department of National Defence Minimum Requirements for Manufacturer's Standard Pack
	3. Canada's Food and Drugs Act and Regulations	
	4. Consumer Packaging and Labelling Act and Regulations	
	5. Canadian Food Inspection Agency Core Labelling Requirements	
REQUIREMENTS		
DESCRIPTION	<ul style="list-style-type: none">- must consist of dehydrated, cooked, mashed potato granules, not flakes, that can be rehydrated by the addition of hot water- must contain milk solids.- when prepared with the quantity of hot water indicated by the water level line on the packet, the rehydrated product must be white, fluffy, free from lumps, and must have a pleasant taste of sour cream and chives mashed potatoes as commonly prepared from the fresh vegetable.	
MINIMUM NET WEIGHT	45g of dry product	
SHELF LIFE	3 years	
MOISTURE CONTENT	≤ 6.3%	
PACKAGING		
DIMENSIONS	- Inside dimensions (excluding seal's width) of the pouch must be 20 cm long x 10 cm wide	
SEALS	<ul style="list-style-type: none">- Heat seals on the back of the pouch are not acceptable.- Seals must be a minimum of 5mm wide- Packet must have smooth continuous seal on all four edges or a min of three edges if one edge is folded- Heat seal must not discolour the packaging	
MATERIAL	<ul style="list-style-type: none">- Made according to publication #1- The sealed pouch must not rupture or otherwise suffer a loss of integrity	
COLOUR OF PACKAGING	Tan (Pantone No. 7501 U or C)	
PRINTING COLOUR	Black (Pantone No. Black U or Black C)	
NOTCHES	'V' or 'U' shaped tear notches which do not affect the integrity of the perimeter seal must appear on both sides of the pouch below the closure seal.	
PUNCTURE RESISTANCE	≥3lbs	
TOTAL BULK VOLUME	Thickness of final product must not exceed 1.0 cm	
LABELLING		
LAYOUT	<ul style="list-style-type: none">- All required information and placement is shown in Figure 1, please note that the drawing is not to scale, it is up to the Bidder to determine exact font sizes, etc.- The information must be displayed in the exact order as shown in Figure 1.- CAF Production code printed or embossed on the seal (details herein).	
WATER LEVEL INDICATOR (DOTTED LINE)	- A dotted water level line must be printed across the width of the pouch to indicate the water level for rehydration of the potato mix. The water level must be determined by the supplier.	
INGREDIENT LIST AND NUTRITION INFORMATION	- Must be provided in accordance with applicable publication #3, #4 and #5	
CAF PRODUCTION CODE	<ul style="list-style-type: none">- If embossed, it must be located on the package's seal only.- Is to be composed in the following manner:<ul style="list-style-type: none">- the first two digits represents the year of production- the next three digits represents the date of packaging with the Julian date- the last digit represents the lot number- if commercial product is submitted, a code interpretation must also be provided.	


<p>SOUR CREAM AND CHIVES MASHED POTATOES</p> <p></p> <p>PURÉE DE POMMES DE TERRE - CRÈME SURE CIBOULETTE</p> <hr/> <p>Add hot water to the line and mix well. Ajouter de l'eau chaude jusqu'à la ligne pointillée et bien mélanger.</p> <p>Company Name 45g</p>	<p>Ingredients:</p> <p>Ingrédients:</p> <table border="1"><tr><td colspan="2">Nutrition Facts Valeur nutritive</td></tr><tr><td colspan="2">Per 125 mL (87 g) / par 125 mL (87 g)</td></tr><tr><td>Amount Teneur</td><td>% Daily Value % valeur quotidienne</td></tr><tr><td colspan="2">Calories / Calories 80</td></tr><tr><td>Fat / Lipides 0.5 g</td><td>1 %</td></tr><tr><td>Saturated / saturés 0 g + Trans / trans 0 g</td><td>0 %</td></tr><tr><td>Cholesterol / Cholestérol 0 mg</td><td></td></tr><tr><td>Sodium / Sodium 0 mg</td><td>0 %</td></tr><tr><td>Carbohydrate / Glucides 18 g</td><td>6 %</td></tr><tr><td>Fibre / Fibres 2 g</td><td>8 %</td></tr><tr><td>Sugars / Sucres 2 g</td><td></td></tr><tr><td>Protein / Protéines 3 g</td><td></td></tr><tr><td>Vitamin A / Vitamine A</td><td>2 %</td></tr><tr><td>Vitamin C / Vitamine C</td><td>10 %</td></tr><tr><td>Calcium / Calcium</td><td>0 %</td></tr><tr><td>Iron / Fer</td><td>2 %</td></tr></table>	Nutrition Facts Valeur nutritive		Per 125 mL (87 g) / par 125 mL (87 g)		Amount Teneur	% Daily Value % valeur quotidienne	Calories / Calories 80		Fat / Lipides 0.5 g	1 %	Saturated / saturés 0 g + Trans / trans 0 g	0 %	Cholesterol / Cholestérol 0 mg		Sodium / Sodium 0 mg	0 %	Carbohydrate / Glucides 18 g	6 %	Fibre / Fibres 2 g	8 %	Sugars / Sucres 2 g		Protein / Protéines 3 g		Vitamin A / Vitamine A	2 %	Vitamin C / Vitamine C	10 %	Calcium / Calcium	0 %	Iron / Fer	2 %
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Figure 1 – Package layout for sour cream and chives mashed potatoes. Not to scale.

Table 2 – Technical Specifications for Mashed Potatoes

GENERAL		
PRODUCT	Mashed Potatoes	
APPLICABLE PUBLICATIONS	1. D-85-001-136/SF-001	Specification for Aluminum Foil Laminate
	2. D-LM-008-036/SF-000	Department of National Defence Minimum Requirements for Manufacturer's Standard Pack
	3. Canada's Food and Drugs Act and Regulations	
	4. Consumer Packaging and Labelling Act and Regulations	
	5. Canadian Food Inspection Agency Core Labelling Requirements	
REQUIREMENTS		
DESCRIPTION	<ul style="list-style-type: none">- must consist of dehydrated, cooked, mashed potato granules, not flakes, that can be rehydrated by the addition of hot water- must contain milk solids.- when prepared with the quantity of hot water indicated by the water level line on the packet, the rehydrated product must be white, fluffy, free from lumps, and must have a pleasant taste of mashed potatoes as commonly prepared from the fresh vegetable.	
MINIMUM NET WEIGHT	45g of dry product	
SHELF LIFE	3 years	
MOISTURE CONTENT	≤ 6.3%	
PACKAGING		
DIMENSIONS	<ul style="list-style-type: none">- Inside dimensions (excluding seal's width) of the pouch must be 20 cm long x 10 cm wide	
SEALS	<ul style="list-style-type: none">- Heat seals on the back of the pouch are not acceptable.- Seals must be a minimum of 5mm wide- Packet must have smooth continuous seal on all four edges or a min of three edges if one edge is folded- Heat seal must not discolour the packaging	
MATERIAL	<ul style="list-style-type: none">- Made according to publication #1- The sealed pouch must not rupture or otherwise suffer a loss of integrity	
COLOUR OF PACKAGING	Tan (Pantone No. 7501 U or C)	
PRINTING COLOUR	Black (Pantone No. Black U or Black C)	
NOTCHES	'V' or 'U' shaped tear notches which do not affect the integrity of the perimeter seal must appear on both sides of the pouch below the closure seal.	
PUNCTURE RESISTANCE	≥3lbs	
TOTAL BULK VOLUME	Thickness of final product must not exceed 1.0 cm	
LABELLING		
LAYOUT	<ul style="list-style-type: none">- All required information and placement is shown in Figure 2, please note that the drawing is not to scale, it is up to the Bidder to determine exact font sizes, etc.- The information must be displayed in the exact order as shown in Figure 2.- CAF Production code printed or embossed on the seal (details herein).	
WATER LEVEL INDICATOR (DOTTED LINE)	<ul style="list-style-type: none">- A dotted water level line must be printed across the width of the pouch to indicate the water level for rehydration of the potato mix. The water level must be determined by the supplier.	
INGREDIENT LIST AND NUTRITION INFORMATION	<ul style="list-style-type: none">- Must be provided in accordance with applicable publication #3, #4 and #5	
CAF PRODUCTION CODE	<ul style="list-style-type: none">- If embossed, it must be located on the package's seal only.- Is to be composed in the following manner:<ul style="list-style-type: none">- the first two digits represents the year of production- the next three digits represents the date of packaging with the Julian date- the last digit represents the lot number- if commercial product is submitted, a code interpretation must also be provided.	


<p style="text-align: center; font-size: 1.2em; font-weight: bold;">MASHED POTATOES</p> <p style="text-align: center;">  </p> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">PURÉE DE POMMES DE TERRE</p> <hr style="border-top: 1px dotted black;"/> <p style="padding-top: 20px;">Add hot water to the line and mix well. Ajouter de l'eau chaude jusqu'à la ligne pointillée et bien mélanger.</p> <p style="text-align: center; padding-top: 40px;">Company Name 45g</p>	<p>Ingredients:</p> <p>Ingrédients:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Nutrition Facts Valeur nutritive</p> <p>Per 125 mL (87 g) / par 125 mL (87 g)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Amount Teneur</th> <th style="text-align: right;">% Daily Value % valeur quotidienne</th> </tr> </thead> <tbody> <tr> <td>Calories / Calories 80</td> <td></td> </tr> <tr> <td>Fat / Lipides 0.5 g</td> <td style="text-align: right;">1 %</td> </tr> <tr> <td>Saturated / saturés 0 g + Trans / trans 0 g</td> <td style="text-align: right;">0 %</td> </tr> <tr> <td>Cholesterol / Cholestérol 0 mg</td> <td></td> </tr> <tr> <td>Sodium / Sodium 0 mg</td> <td style="text-align: right;">0 %</td> </tr> <tr> <td>Carbohydrate / Glucides 18 g</td> <td style="text-align: right;">6 %</td> </tr> <tr> <td>Fibre / Fibres 2 g</td> <td style="text-align: right;">8 %</td> </tr> <tr> <td>Sugars / Sucres 2 g</td> <td></td> </tr> <tr> <td>Protein / Protéines 3 g</td> <td></td> </tr> <tr> <td>Vitamin A / Vitamine A</td> <td style="text-align: right;">2 %</td> </tr> <tr> <td>Vitamin C / Vitamine C</td> <td style="text-align: right;">10 %</td> </tr> <tr> <td>Calcium / Calcium</td> <td style="text-align: right;">0 %</td> </tr> <tr> <td>Iron / Fer</td> <td style="text-align: right;">2 %</td> </tr> </tbody> </table> </div>	Amount Teneur	% Daily Value % valeur quotidienne	Calories / Calories 80		Fat / Lipides 0.5 g	1 %	Saturated / saturés 0 g + Trans / trans 0 g	0 %	Cholesterol / Cholestérol 0 mg		Sodium / Sodium 0 mg	0 %	Carbohydrate / Glucides 18 g	6 %	Fibre / Fibres 2 g	8 %	Sugars / Sucres 2 g		Protein / Protéines 3 g		Vitamin A / Vitamine A	2 %	Vitamin C / Vitamine C	10 %	Calcium / Calcium	0 %	Iron / Fer	2 %
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Figure 2 – Package layout for mashed potatoes. Not to scale.

Annex H

TECHNICAL EVALUATION PLAN

The cost of shipping samples is at the Bidder's expense. Upon receipt, samples will become DND property and will not be returned to the Bidder.

1. Required at Bid Closing:

- 1.1 Thirty (30) tender samples must be submitted. The samples must be selected from the same lot number. The samples must meet the technical requirements indicated on the technical specification sheet (Annex G) provided in this requirement.
- 1.2 A valid certificate from the packaging material supplier indicating that the packaging material has a minimum puncture resistance of 10 pounds. The Bidder must indicate on the certificate, the name of the item that the certificate applies to.
- 1.3 The packaging material specification sheet. If there hasn't been a packaging material change or a change in suppliers, the same certificate is valid for five (5) years.

2. Required before contract award, no later than 10 days after bid closing

2.1 A statement from the bidder indicating:

- 2.1.1 That the samples meet all the specifications indicated in the technical specification sheet (Annex G).
- 2.1.2 The net weight (g) and the quantity of packet per shipping container (at time of production).
- 2.1.3 The production code interpretation.
- 2.1.4 The Bidder's representative and the alternate representative.

3. Note to bidders:

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-compliant if the required certifications and related documentation are not completed and submitted as requested.

4. Tender Samples Evaluation Method

4.1 Part I:

The bid proposals will be evaluated on the basis of mandatory criteria only. To be considered compliant, a bid must meet all the mandatory requirements. Bids not meeting all the mandatory requirements will be given no further consideration.

Mandatory requirements are evaluated on simple pass/fail basis. The treatment of mandatory requirements is stringent. The Bidder's proposal must address the mandatory requirements specified in Appendix 2. Proposals not meeting all the mandatory requirements will be given no further consideration.

4.2 Part II:

If the bid complies with all the Part I mandatory evaluation criteria indicated in Annex J, a sensory evaluation session will be conducted.

4.2.1 Organoleptic Evaluation Session

Each year the PMO NCRP requests military volunteers to participate in the sensory evaluation of RFP (tender) samples. Panelists are therefore staff members working at the Louis St Laurent Building, where the Evaluation Centre is located.

4.2.2 Choice of Test Methodology and Required Score

The purpose of the test is to establish the acceptance of RFP (tender) samples for the IMPs by the users. Therefore, the methodology used for this evaluation is a consumer panel where there is no requirement to choose a preferred sample but where each panelist indicates the degree of liking of a sample. To collect the necessary information a questionnaire is used, which includes a nine point Hedonic scale ranging from 1 to 9. The average is computed, and the passing score is 6 for each criterion: appearance, texture aroma/flavour and global acceptance. Samples which do not receive a passing score of 6 will fail the evaluation. The winning bid will be determined from the samples that receive a passing score.

4.2.3 Conduct of Taste Panels/Retention of RFP (Tender) Samples

A minimum of three volunteers are asked to evaluate up to ten products per sitting. At the beginning, the evaluators are given a short briefing explaining the goal and procedures of the evaluation session. The evaluators are not informed of the name of the bidders. RFP (tender) samples are evaluated for their appearance/aroma, texture, flavour and global acceptance. A scale and descriptors are used to assist the panelist in their evaluation. Participants can also provide general comments on their evaluation form. Once a Contract is awarded, approved RFP (tender) samples are retained and distributed to appropriate personnel who are responsible to conduct the comparison between the approved RFP (tender) sample and the production end product.

5. Contractor Selection Methodology

The winning Bidder must be selected as **lowest compliant bidder**.

Annex I

MANDATORY EVALUATION CRITERIA

PART 1: Mandatory Criteria

Mandatory Criteria at Bid Closing				
	Criteria	Comments	Pass	Fail
	The Bidder must provide the following:			
1.	Thirty (30) RFP (tender) samples.	Shipping fees are at contractor's expense; samples will become DND's property and will not be returned.		
2.	Minimum puncture resistance of 10 pounds.	A valid certificate from the packaging material supplier indicating the puncture resistance and the name of the item must be provided.		
3.	Packaging material specification sheet.	Packaging material specification sheet from the packaging supplier must be provided.		
Required No Later Than 10 Days After Bid Closing				
1.	A statement indicating that samples meet all the specifications indicated in the technical specification sheet.	Technical Specification sheet found in Annex G		
2.	A statement indicating the minimum net weight of the product.	Minimum net weight must be indicated in grams (g).		
3.	A statement indicating the number of packets per shipping container.	Should indicate number of packets/shipping container at time of production.		
4.	A statement indicating the production code interpretation.	Only applicable if the CAF production code is not used.		
5.	The Bidder's representative and alternate representative.	Include contact information for the representative and alternate.		

PART II: Sensory Evaluation

CRITERIA	AVERAGE	PASS	FAIL
Appearance			
Texture			
Flavour			
Overall			

The Bidder is: compliant non-compliant.

The Bidder is non-compliant for the following reason(s):

Annex J
SENSORY EVALUATION: HEDONIC SCALES
RFP (TENDER) SAMPLE PRODUCT TASTING QUESTIONNAIRE

For evaluation accuracy, please do not communicate with other tasters prior to completing tasting.

Product: _____ Name: _____

Your opinion is important and has a bearing on whether or not this product will be included in Individual Meal Packs.

Please taste this sample and circle the appropriate rating number

Predisposition / Prédiposition:

If you are allergic to this product, please check the following square: ☐

If you don't usually eat this product (dislike this product or a component), please check the following square: ☐

If you have checked either one of these squares, please do not continue this evaluation.

Si vous souffrez d'une allergie à ce produit, veuillez cocher la case suivante : ☐

Si vous ne consommez pas normalement ce produit (aversion à ce produit ou à une composante), cochez la case suivante : ☐

Si vous avez coché l'une ou l'autre des deux cases précédentes, veuillez ne pas continuer l'évaluation.

Appearance: / Apparence:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Texture: / Texture:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Flavour: (taste and aroma) / Saveur: (goût et arôme)

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Overall/Globale:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires: