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Solicitation No. - N° de l'invitation

W0142-15X007/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal127

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

CAL-3-36155

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DND - Food - Boxed Lunches and Sandwiches, Ralston, Alberta

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven 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 Security Requirements: includes specific requirements that must be addressed by offerors: and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Evaluation Methodology, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

2. Summary

A Regional Individual Standing Offer for the supply and delivery of fresh prepared box lunches and fresh prepared individual sandwiches, as required, to the Department of National Defence (DND), Canadian Forces Base (CFB), Suffield, located in Ralston, Alberta. The various delivery locations, referred to herein as Areas of Responsibility, are all located within the Base, and are identified at Annex "A", Requirement.

The Standing Offer is for a period of one year from date of issuance, with an option to extend for an additional, one (1) year period.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors should refer to the Canadian Industrial

Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) web site.

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).

This requirement is subject to a preference for Canadian goods and/or services.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirement, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: cent et quatre-vingts (180) days

1.1 SACC Manual Clauses

B4024T (2006-08-15), No Substitute Products
M0019T (2007-05-25), Firm Price and/or Rates

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.

In addition, a soft copy of the Basis of Payment (Excel file) is to be forwarded by E-mail, to the following address: **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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); **and** (1 soft copy) Excel file, by E-mail, to the following address: WST.CAL-Food@pwgsc-tpsgc.gc.ca

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information: An edible Sample of Lunches to be provided to CFB Suffield as detailed herein.

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

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 C, Basis of Payment and Working Documents. 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.

Section IV: Additional Information

1.1 Sample of Boxed Lunches

Potential offerors must provide minimum of three (3) sample box meals consisting of one (1) breakfast; one (1) Lunch; and one (1) vegetarian meal. Menus must be in accordance with Annex "C", Basis of Payment and Working Documents. The samples provided for evaluation are a representative of the meals which will be provided the entire standing offer (SO) period.

A sample of your boxed meals must to be provided to:

Department of National Defence,
Attn: B. Trommeshausen.
Canadian Forces Base Suffield, Bldg 322
Ralston, AB.
T0J 2N0

This is to be provided on the day of bid closing for the Request for Standing Offer. The sample you are providing must be an example of a box that will be offered in Annex "C".

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 The sample boxed lunches submitted will be evaluated on a mandatory and point rated criteria listed at Annex "B," Evaluation Methodology.

1.2 Financial Evaluation

1.2.1 M0220T (Evaluation of Price), 2013-04-25

1.2.2 Items listed at Annex "C" will be evaluated by multiplying the estimated usage indicated by the quoted price offered. The subtotals of all line items will be added together, including the option year totals, to arrive at a total aggregate offer price.

The estimated usage indicated at Annex "C" is for evaluation purposes only and will not form any part of any resulting Standing Offer.

2. Basis of Selection

2.1 Mandatory Technical Criteria Only

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) available from Employment and Social Development Canada-Labour's web site.

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

1.2.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offers, 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 - SECURITY REQUIREMENT

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) web site.

PART 7 - 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

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W0142-15X007

2.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

2.1.3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

2.1.4 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
- (b) Industrial Security Manual (Latest Edition).

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 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form of the part 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.

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

The data must be submitted on a quarterly basis to the Standing Offer Authority. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The 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 15 days calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance of Standing Offer to a period of one (1) year.

4.2 Extension of Standing Offer

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Jane Ray, Supply Officer
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Suite 1650, 635 - 8th Ave. SW
Calgary AB T2P 3M3

Telephone: 403-292-5318
Facsimile: 403-292-5786
E-mail address: jane.ray@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: TBA

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

5.3 Offeror's Representative (to be completed by Offeror)

General Enquiries:

Name: _____

Title: _____

Company Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

Delivery Follow-up (if different from General Enquiries):

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield, Ralston, Alberta.

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, etc. or electronic document.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (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 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-06-26), General Conditions - Goods (Medium Complexity) ;
- e) Annex A, Requirement;
- f) Annex B, Evaluation Methodology;
- g) Annex C, Basis of Payment and working documents;
- h) Annex D, Security Requirements Check List;
- i) Annex E, Standing Offer Usage Report;
- j) the Offeror's offer dated: _____.

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.

11. SACC Manual Clause

M3060C (Canadian Content Certification), 2008-05-12

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (2014-06-26), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010 A (2014-06-26), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment - Firm Prices

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 Annex "C", Basis of Payment and Working documents, as per the call-up. 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 Single Payment

SACC Manual Clause H1000C (2008-05-12), Single Payment.

4.3 Payment by Credit Card

The following credit cards are accepted: TBD and TBD.

5. Invoicing Instructions

5.1 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.

Each invoice must be supported by:

- a. A bill of lading and a computerized purchase invoice in three (3) copies;
- b. DND's Purchase Order Number (Call up number);
- c. Suppliers Invoice Control Number; and
- d. Delivery Date.

Each Invoice must be addressed as follows:

Attn: Building Number (delivered to)

Attn: Base Commander

Canadian Forces Base Suffield
ATTN G1 Finance, Invoice Section
PO Box 6000 Station Main,
Medicine Hat, AB T1A 8K8
Canada

5.2 Invoices must be distributed as follows:

- a. The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

The consignee's delivery representative will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier.

6. Insurance

SACC Manual Clause G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
B7500C (2006-06-16), Excess Goods
D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen Products
D0018C (2007-11-30), Delivery and Unloading
D5328C (2007-11-30), Inspection and Acceptance

ANNEX "A" REQUIREMENT

1.0 SCOPE

1.1 A Regional Individual Standing Offer for the supply and delivery of fresh prepared box lunches and fresh prepared individual sandwiches, as required, to the Department of National Defence (DND), Canadian Forces Base (CFB), Suffield, located in Ralston, Alberta. The various delivery locations, referred to herein as Areas of Responsibility, are all located within the Base, and are identified below.

Period of Standing Offer: One (1) calendar year with one additional, one (1) year option period.

1.2 The Offeror must at all times perform and complete the work described in the Standing Offer with care, skill, diligence, and efficiency.

1.3 In the case where the Offeror is not the sandwich manufacturer, the Offeror must advise the Standing Offer Authority at Public Works and Government Services Canada (PWGSC) the name of the company which will be providing the sandwiches for the box lunches as this company must be certified, and security cleared, as indicated herein in Annex "A", throughout the period of the Standing Offer.

2.0 REQUIREMENT

2.1 Food List

2.1.1 All items listed at Annex "C", Basis of Payment and Working Documents, must be available for regular purchase. At all times, the Contractor must ensure that 90% off all the food items listed there are available for regular purchase.

2.1.2 All box lunches must be exactly as specified in each menu. The weight, dimension and quantity of the all products must be in accordance with the enclosed menu. Menu choices to be submitted in the attached example menu format. DND requires list of options of three (3) Breakfast, eight (8) Lunch / Supper and three (3) Vegetarian menus for a rotational cycle menu pattern. Menus must use a variety of sandwiches, desserts, fruits, salads and beverage choices, however some items may be duplicated throughout the cycle of the menu's.

The In-Transit Meals – "Box Lunches" must be securely closed with packing tape and **MUST** be delivered in disposable **cardboard boxes ONLY** (approximately 25 cm long, 18 cm wide, 9 cm high). **Samples provided by offeror must demonstrate this criteria.**

All BOX LUNCHES must indicate, in both official languages of Canada, English and French, the following information: **Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues./ Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix.**

2.1.3 All Sandwiches stated at Annex "C" must be provided as specified. The weight, choice and quality of all products must be in accordance with this attachment.

For all sandwiches, the content and best before date **MUST** be indicated on all sandwiches.

Fresh sandwiches must be packaged in normal retail and commercial packaging, labelling and marking manners which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

2.1.4 The Standing Offer Agreement (SOA) Holder can accept or decline call-up items which are not listed at Annex "C". Non-listed items will be priced in accordance with food items on the list in Annex "C".

2.2 Mandatory Requirements

2.2.1 The Canadian Government Standards Boards (CGSB) specifications will be used as reference for quality control. All food items must be in accordance with "CF Food Quality Specifications FQS-34 Bread Cereal and Baked Products" (reference available upon request), and meet the Canadian Food Inspection Agency (CFIA) standards of preparation.

2.2.2 Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.

2.2.3 All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.

2.2.4 All facilities entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified.

2.2.5 DND reserves the right to inspect the Contractor's facility during the contract for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

2.3 Quality Assurance

2.3.1 All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

All fresh items must arrive in good order with a best before date of a minimum of 72 Hours to expiry at time of delivery.

The menu number & title, the enclosed entrée(s) name and the lunches' expiry date must be included on the label and placed on top of each box

All products must comply with the following:

2.3.1.1 Every food products included in the containers, except the fresh fruit, must be sealed individually under vacuum seal, depending on the product.

2.3.1.2 Bread, buns, and tortilla must have a 'light' spread of regular margarine. Salad filling sandwiches require a light spread of margarine as indicated in each menu.

2.3.1.3 All granola bars, cereal bars, desserts, cookies, cheese sticks, vegetables, salads and other individual meal items must be individually wrapped.

2.3.1.4 Types of cheese must be provided as indicated in each menu. Entrees requiring cheese slice(s); the cheese slice must be in full form and not cut into pieces. Note: Cheese spreads are not acceptable.

2.3.1.5 Juice beverages must be PURE 100% juice not juice drink

2.3.1.6. The vegetables/salads must always be fresh and the best before/expiry date must be visible.

2.3.2 Final inspection and acceptance of the food product will rest solely with the Technical Authority or his or her representatives at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Technical Authority or his or her representative will have the right to reject products at the time of delivery and the supplier must remove unacceptable products immediately.

2.4 Availability and Substitutions

2.4.1 Potential shortfalls in providing the identified food items in a call-up shall be immediately brought to the attention of the Technical Authority and Call-up Authority.

2.4.2 **EMERGENCY DELIVERIES** due to a natural disaster, for Search and Rescue Teams, etc... (Not due to human error)

An emergency delivery for Box Lunches must be delivered within 24 hours notice including Saturdays, Sundays & Statutory Holidays. DND will be prepared to accept delivery 24 hours per day for an emergency delivery.

2.4.3 Substitutions will not be accepted without the prior approval of Technical Authority and Call-up Authority, who is the only approving authority for substitutions and call-up amendments.

2.4.4 Any additional cost incurred to substitute a food item rests fully at the Contractor's expense. Substitute food items will be invoiced at the same price as the item it is substituting, as per Annex "C", Basis of Payment.

2.5 Rejects and Shortfalls

2.5.1 The Contractor agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Contractor's expense.

2.6 Call-up and Order Confirmation

2.6.1 When groceries are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the SOA Holder. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays.

2.6.2 The Contractor must respond within 2 to 4 hours of receipt of a Purchase Order and/or Call-up Against a Standing Offer to confirm receipt, via return fax.

2.6.3 DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

2.7 Food Deliveries

2.7.1 Food deliveries are to be made directly within the geography of the Canadian Forces Base Suffield areas of responsibilities identified herein. The delivery locations will be identified on each individual call-up.

2.7.1.1 The following delivery locations will be included in the areas of responsibility:

- Ration Commissary- CFB Suffield, Ralston Alberta, Building 207
- Combined Mess- CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen- CFB Suffield, Ralston Alberta, Building 241

2.7.2 Deliveries must be made between the hours of 0730 hr and 1200 hr., including weekends and statutory holidays.

2.7.3 The Technical Authority or his or her representative will meet the Contractor to receive the food order at the delivery locations identified on the individual call-up.

2.8 Type of Transport

2.8.1 Delivery of chilled food commodities will be made in climate controlled transport unless the Call-up Authority instructs otherwise. Refrigerated and freezer transport must have the following acceptable temperatures:

2.8.1.1 Refrigerated transport must have a temperature of four degrees Celsius (4° C), plus or minus two degrees Celsius ($\pm 2^\circ$ C).

2.8.1.2 Freezer transport must have a temperature below negative eighteen degrees Celsius (-18° C).

2.8.2 The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

2.8.3 The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of CFIA.

2.8.4 The vehicle must be a dedicated food transport vehicle.

ANNEX B

Evaluation Methodology

Offerors must provide minimum of three (3) sample box meals consisting of one (1) breakfast one (1) Lunch and one (1) vegetarian meal, menus in accordance with Annex "C", Basis of Payment and Working Documents. The samples provided for evaluation are a representative of the meals which will be provided the entire standing offer (SO) period.

Mandatory Specifications for the Lunch Boxes:

The samples will be evaluated as follows:

ALL SAMPLES MUST MEET OR EXCEED THE FOLLOWING CRITERIA:

		BOX 1	BOX 2	BOX 3
1	For all box meals; the remaining shelf life for ALL items enclosed must be of at least a minimum of 7 days upon delivery at CFB Suffield, guaranteed by microbiological control, to cover the period for which the meals were ordered (This will be validated by the expiry date compared to date received)			
2	For all sandwiches, the content and best before date MUST be indicated on all sandwiches in both official languages of Canada: English and French			
3	The menu number & title, the enclosed entrée(s) name and the lunches' expiry date must be included on the label and placed on top of each box in English and French.			
4	Every food product included in the containers, except the fresh fruit, must be sealed individually under vacuum seal.			
5	All sandwich breads, buns require a light coating of Margarine.			
6	All granola bars, cereal bars, desserts, cookies, cheese sticks, Vegetables, salads and other individual meal items must be individually wrapped			
7	The In-Transit Meals - "Box Lunches" must be securely closed with packing tape and must be delivered in disposable cardboard boxes only (approximately 25cm long, 18 cm wide, 9 cm delivered in disposable cardboard boxes ONLY (approximately 25cm long, 18 cm wide, 9 cm)			
8	All boxes must indicate, in both official languages of Canada, English and French, the following information: Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues./ Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix.			
9	Juice beverages must be PURE 100% juice not juice drink.			
10	Types of cheese must be provided as indicated in each menu. Entrees requiring cheese slice(s); the cheese slice MUST be in full form and not cut into pieces. Note: Cheese spreads are not acceptable			

11	All wraps MUST be folded at both ends and the wrap MUST be cut in half.			
12	The meat in all subs must be layered and well displayed so the meat is visible without opening the sub bun			

		Points	Pass Mark	Score
13	Taste	1-3 Pts: Inedible/unflavourful 4-5 Pts: Average 6-7 Pts: Very Good 8-10 Pts: Excellent taste/ Fresh	6/10	
14	Appearance	1-4 Pts: Not appealing/ unorganized/flimsy container 5-7 Pts: Average 8-10 Pts: Layout very well structured/Easy access/ sturdy container.	6/10	
*Offerors must obtain a minimum pass mark of 6/ 10 for items 13 & 14 to pass the mandatory specification.				

Only those offerors meeting ALL the mandatories above (1-14) will be considered responsive.

Solicitation No. - N° de l'invitation

W0142-15X007/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-3-36155

Buyer ID - Id de l'acheteur

cal127

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

DND

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

BASIS OF PAYMENT and Working Documents

The sample boxed meals provided to CFB Suffield on the date of closing will be evaluated on the criteria identified in Annex "B".

****PLEASE SEE ATTACHED EXCEL DOCUMENT****

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W0142-15X007/A

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File No. - N° du dossier

CAL-3-36155

Buyer ID - Id de l'acheteur

cal127

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

DND

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

- See attached PDF Document: Security Requirement Checklist -

Solicitation No. - N° de l'invitation

W0142-15X007/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal127

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

CAL-3-36155

ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

Facsimile: (403) 292-5786

E-mail: **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**

SUPPLIER:

STANDING OFFER NO:

W0142-15X007/A

DEPARTMENT OR AGENCY:

Department of National Defence, CFB Suffield

REPORTING PERIOD: [] April 1 to June 30; [] July 1 to September 30;

[]: October 1 to December 31; []: January 1 to March 31.

Call-up No.	Description	Value of call-up (applicable taxes included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Dollar Value Call-ups for this reporting period:		

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 40142-15007
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND, CFB SUFFIELD		G4 Foods Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Food Services support, contractor will deliver food commodities (prepared box lunches) throughout the week and are requested to be available everyday of the week. This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area.			
6. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to Unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion: <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN: <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion: <input type="checkbox"/>	
Not releasable / À ne pas diffuser: <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	GOSMIC TOP SECRET / GOSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis :

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux: This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET		
							NATO DISSEMINATION RESTRICTED	NATO CONFIDENTIAL	A		B	C						
Information / Assets / Fonctionnements / Biens / Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI / IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).