

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Fresh Produce	
<b>Solicitation No. - N° de l'invitation</b> W0113-14DH04/D	<b>Date</b> 2014-07-30
<b>Client Reference No. - N° de référence du client</b> W0113-14DJH04	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-031-6636
<b>File No. - N° de dossier</b> TOR-4-37012 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905)615-2058 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Borden 675 Dieppe Rd - Bldg P144 Borden Ontario L0M1C0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

W0113-14DH04/D

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37012

Buyer ID - Id de l'acheteur

tor031

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

W0113-14DJH04

CCC No./N° CCC - FMS No/ N° VME

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Buyer ID - Id de l'acheteur

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**TITLE: Fresh Produce****PART 1 - GENERAL INFORMATION****1. Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:   |
|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Requirement, the Basis of Payment, Quarterly Reporting Form, Financial Evaluation, and any other annexes.

**2. Summary**

- i. This standing offer is required by DND for the supply and delivery of dairy products.
- ii. The requirement is for the Department of National Defence, Canadian Forces Base (CFB) Borden
- iii. The period of the Standing Offer is from September 1, 2014 to September 30, 2014.
- iv. The estimated dollar value for a one year period is \$129,666.00 including GST/HST
- v. offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.
- vi. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- vii. Each Offeror must make an individual request to the Contracting Authority for Annex D in Excel format. It will be e-mailed directly to the requestor. Please note that in accordance with Part 3 – Offeror Preparation Instructions, that offers must be received in hard copy form.

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### 3. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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 Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

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

1. The Offeror must have a minimum 5 years in institutional food service supply chain experience within the last 15 years providing services similar to Annex A - Requirement.

The Offeror must provide documentation outlining their experience.\*

2. The Offeror must have a minimum annual sales record of \$500,000.00

The Offeror must provide documentation outlining their annual sales record.

**\*Offerors are not required to resubmit documentation if it was previously provided in W0113-14DH04/A or W0113-14DH04/B or W0113-14DH04/C and was deemed compliant.**

### 1.2 Financial Evaluation

- 1.2.1 The Offeror must submit pricing for all line items in accordance with Annex D, Evaluation and a percentage discount for Section B. Special Orders at Annex B, Basis of Payment. Section B. Special Orders will not be used in the Financial Evaluation.

- 1.2.2 If a line item is listed multiple times due to different pack sizes (example Item #1), the offeror only has to provide pricing for one of the pack sizes. If pricing is provided for more than 1 pack size,

the lowest prices Extended Price will be used for evaluation purposes. The Offeror must provide the pack size they provided pricing on when orders are made by the client.

**1.2.3** The price used in the evaluation will be the extended price calculated by multiplying the Estimated Usage by the Firm Case Price (Column A x Column B = Column C) in accordance with Annex D, Evaluation.

**1.2.4** SACC Manual Item A0220T (2007-05-25), Evaluation of Price

### **1.2.5 Pack Size**

The Offeror must submit pricing for the pack size outlined in Annex B, Basis of Payment. If a requested size is no longer available, it is up to the offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size.

Where changes to pack or unit sizes are proposed, the following must be met:

- a) the proposed change is necessary because the original pack size specified is unavailable in the industry; and
- b) The new proposed size reflects the next size up or down (from the original size specified) that is available in the industry; and/or
- c) There is less than a 15% difference between the original size specified and the proposed alternative size.

### **1.2.6 Mandatory Items**

If the Offeror is not able to provide a requested item, it is up to then Offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date and inform the Contracting Authority of the item(s) that cannot be offered. The item(s) will be reviewed and determined if it/they can be purchased by other means and removed from the list.

## **2. Basis of Selection – 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**

### **1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#) . The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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

## **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 Statement of Work at Annex A.

#### **2. Security Requirement**

There is no security requirement applicable to this Standing Offer.

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **3.1 General Conditions**

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[2005](#) (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The reporting periods are defined as follows:

1st quarter: September 1 to September 30;

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period

## **4. Term of Standing Offer**

### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from September 1, 2014 to September 30, 2014.

## **5. Authorities**

### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr, Suite 480C  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: jeff.schmidt@pwgsc.gc.ca

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

### **5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Rations and Quarters Support Services

b. Regional Cadet Service Unit

c. Cadet Training Center

d. Blackdown

e. FS Cadre

### 7. Call-up Procedures

The Identified User must create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 or Unitrak Purchase Order for the required goods.

The Identified User must fax or email the PWGSC-TPSGC 942 or Unitrak Purchase Order to the Standing Offer holder.

The Offeror must acknowledge receipt of the call-up within four (4) hours of receiving the call-up.

### 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or Unitrak Purchase Order.

### 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

### 10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$129,666.00 (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer,

whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. 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, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_.

## 12. Certifications

### 12.1 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.

## 13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described 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 [2010A](#) (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 Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 4.2 Limitation of Price

SACC Manual clause [C6000C](#) (2001-05-16) Limitation of Price

#### 4.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

#### 4.4 Payment by Credit Card

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

**OR**

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

### 5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub total, GST/HST and total.
- c. The invoice must identify the call-up number
- c. The invoice must identify the consignee address where the goods were delivered
- d. Each call-up and consignee point must be invoiced separately

e. Invoices must be colour printed

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

**6. Insurance**

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

**7. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
B7500C (2006-06-16) Excess Goods

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## **ANNEX A STATEMENT OF WORK**

### **1. Requirement**

To Supply and deliver fresh produce products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario on an "as and when requested" basis.

All goods supplied must be in accordance with the latest issue of the relevant specification Canadian General Standard Board 32-GP-184B.

### **2. Delivery**

- 2.1 Delivery must be made within two (2) calendar days from receipt of a Call-Up document;
- 2.2 Deliveries must be made directly to the location detailed in the Call-Up (ie. directly to the appropriate facility);
- 2.3 The Offer must make deliveries to all delivery locations listed at 3. Delivery Locations below and must deliver the goods to the building listed on the call-up;
- 2.4 Delivery days must be made on Monday, Wednesday or Friday between the hours of 07:00 and 09:00 hours;
- 2.5 The offeror must deliver the goods as per the case size (case description) outlined in Annex B - Basis of Payment;
- 2.6 The best before date must be a minimum of seven to ten (7-10) calendar days after the delivery date;
- 2.7 Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request;
- 2.8 Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up;
- 2.9 There is no minimum shipment due to limited storage areas;
- 2.10 The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;
- 2.11 The Offeror must replace any rejected item within twenty-four hrs of notification of rejection;
- 2.12 All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instruction;
- 2.13 Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror;

- 2.14 The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.

### 3. Delivery Locations

Facility Name	Civic Address	BLDG #
Junior Ranks Kitchen	18 Lancaster Street	A-153
All Ranks Kitchen #1	118 Rafah Crescent	S-164
Junior Ranks Kitchen	52 Korea Road	T-116
All Ranks Kitchen #2	179 Ortona Road	T-169
Officers Kitchen	32 Caem Circle	P-160
FS Cadre	25 Anson Road	S-149
400 Tactical Helicopter Sqn	60 Mitchell Street	
R(C)SU Centre, CTC Blackdown	25 Command Road	BP-81
25 Service Battalion	DND Denison Buildings, 1 Yukon Lane Toronto, ON	

Buildings may be added or deleted during the Standing Offer Period.

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## **ANNEX B BASIS OF PAYMENT**

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery and unloading costs. The total amount of Applicable Taxes is to be shown separately, if applicable.

### **A. Standard Inventory Products**

Prices stated in Annex B are firm for the period of the Standing Offer.

See Annex B - Appendix 1, Table 1: Standard Inventory Products

### **B. Special Orders**

Product(s) ordered by DND which are not included in Table 1 below will be charged in accordance with the Offeror's master price list, less a discount of \_\_\_\_%. The Offeror must provide the master price list at time of Standing Offer award.

The total limitation of expenditure for all Special Orders is \$24,000.00 (including GST/HST)

### **ANNEX B - Appendix 1**

**Note to Bidders:** Annex B will be developed based on inputs of the Offeror's Annex D, Evaluation from the winning bid. Annex B, Basis of Payment will then be provided with any resulting Contract.

Solicitation No. - N° de l'invitation

W0113-14DH04/D

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

W0113-14DH04/D

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37012

Buyer ID - Id de l'acheteur

tor031

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX C**  
**QUARTERLY REPORTING FORM**

Standing Offer No.	Start Date of SO dd/mm/yyyy	End Date of SO dd/mm/yyyy
Total Value to Date \$	Total Value for Report Period \$	Start Date - End Date dd/mm/yyyy-dd/mm/yyyy
Invoice Number	Date of Call-up	Total Value of Call-Up

Solicitation No. - N° de l'invitation

W0113-14DH04/D

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37012

Buyer ID - Id de l'acheteur

tor031

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

W0113-14DH04/D

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX D FINANCIAL EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm case prices from Annex B - Basis of Payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

### **ANNEX D - Appendix 1 SEE ATTACHED**

ANNEX D - Appendix 1

Unitrak		Supplier	Product / Item Description		Case Description	Estimated Case	Firm Case Price		Extended
Item	Item Code	Code				Quantity	Column A	Column B	Price Column C (A + B)
1	5A002		Granny Smith Apples		1 x 113 ea	60		\$	\$
			OR						
1	5A002		Granny Smith Apples		1 x 125 ea	54.24		\$	\$
2	5A031		Golden Delicious Apples		1 x 113 ea	60		\$	\$
			OR						
2	5A031		Golden Delicious Apples		1 x 125 ea	54.24		\$	\$
3	5A033		Red Delicious Apples		1 x 88 ea	60		\$	\$
			OR						
3	5A033		Red Delicious Apples		1 x 125 ea	42.24		\$	\$
4	5A042		Royal Gala Apples		1 x 88 ea	60		\$	\$
			OR						
4	5A042		Royal Gala Apples		1 x 100 ea	52.8		\$	\$
			OR						
4	5A042		Royal Gala Apples		1 x 125 ea	42.24		\$	\$
			OR						
4	5A042		Royal Gala Apples		1 x 110 ea	48		\$	\$
5	5A001		Macintosh Apples		1 x 120 ea	60		\$	\$
			OR						
5	5A001		Macintosh Apples		1 x 125 ea	57.6			
6	5A003		Bananas - Max Stage 3		1 x 18 kg	75		\$	\$
7	5A004		Green Seedless Grapes		1 x 8 kg	30		\$	\$
8	5A036		Red Seedless Grapes		1 x 8 kg	30		\$	\$
9	5A007		Grapefruit		1 x 48 ea	25		\$	\$
			OR						
9	5A007		Grapefruit		1 x 55 ea	21.82		\$	\$
10	5A008		Oranges		1 X 113 ea	65		\$	\$
			OR						
10	5A008		Oranges		1 X 100 ea	73.45		\$	\$
11	5A009		Pears		1 x 100 ea	25		\$	\$
12	5A010		Honeydew Melow		1 x 8/9 ea	50		\$	\$
			OR						
12	5A010		Honeydew Melow		1 x 10 ea	45		\$	\$
13	5A011		Cantaloupe		1 x 15 ea	50		\$	\$

## Fruit

OR						
13	5A011	Cantaloupe	1 x 18 ea	41.67	\$	\$
14	5A012	Kiwis	41 avg	25	\$	\$
15	5A015	Plums	1 x 150 ea	25	\$	\$
16	5A016	Raspberries	12 x .5 pt	30	\$	\$
17	5A018	Strawberries	1 x 12 pt	100	\$	\$
OR						
17	5A018	Strawberries	2 x 4 lbs	100	\$	\$
OR						
17	5A018	Strawberries	8 x 1 lb clamshell	100	\$	\$
18	5A020	Lemons	1 X 140 ea	50	\$	\$
19	5A058	Limes	1 x 2 kg	30	\$	\$
OR						
19	5A058	Limes	1 x 18 kg	3.33	\$	\$
20	5A024	Blueberries	12 x 0.5 pt	60	\$	\$
OR						
20	5A024	Blueberries	1 x 12 pt	30	\$	\$
21	5A061	Blackberries	12 x 0.5 pt	60	\$	\$
OR						
21	5A061	Blackberries	1 x 12 pt	30	\$	\$
22	5A090	Seedless Watermelon	1 x 2	50	\$	\$
OR						
22	5A090	Seedless Watermelon	1x4	25	\$	\$
23	5A216	Golden Pineapple	1 x 6 ea	40	\$	\$
24	5A137	Fresh Cunks Pineapple	1 x 12 L	25	\$	\$
25	5A150	Fresh Sections Grapefruit	1 x 12 L	25	\$	\$
26	910366	Fresh Mixed Fruit Salad	1 x 11.4 L	35	\$	\$
27	897015	Fresh Chunks Cantaloupe	1 x 12 L	25	\$	\$
28	5D028	Figs	1 x 18-24 ct	15	\$	\$
29	5A086	Dragon Fruit	1 x 12 ea	10	\$	\$
30	32A027	Potatoes	1 x 22.68 kg	200	\$	\$
31	28A007	Peeled Potatoes	1 x 10 kg	50	\$	\$
32	28A010	Baby Red Potatoes	1x22.58 KG	75	\$	\$
33	32A012	Parisienne Potatoes	1 x 10 kg	25	\$	\$
34	28A040	Sweet Potatoes	1 x 10 lbs	20	\$	\$
35	32A160	Jumbo Yams	1 x 18 kg	20	\$	\$
36	32A001	Shredded Lettuce	1 x 2.27 kg	40	\$	\$

37	32A002	Iceburg Lettuce - Head	1 x 24 ea	40	\$	\$
38	32A003	Leaf Lettuce	1 X 24 ea	40	\$	\$
39	32A004	Romain Lettuce	1 X 24 ea	75	\$	\$
40	32B009	Romain Lettuce - Chopped	6 x 908 g	50	\$	\$
41	32B020	Spring Mix Lettuce	1 x 1.4 kg	75	\$	\$
42	32B027	Iceburg Lettuce - Chopped	4 x 2.27 kg	40	\$	\$
43	32A124	Boston Lettuce	1 x 24 ea	20	\$	\$
44	32A099	Shiitake Mushrooms	1 x 3 lbs	20	\$	\$
45	32A005	White Button Mushrooms	1 x 2.3 kg	75	\$	\$
46	32A007	Portobello Mushrooms	1 x 1.4 kg	20	\$	\$
OR						
46	32A007	Portobello Mushrooms	1 x 2.27 kg	12.33	\$	\$
47	32A006	Café (Cremini) Mushrooms	1 x 5 lbs	20	\$	\$
48	32A259	Oyster Mushrooms	1 x 2 lbs	20	\$	\$
49	32A008	Large Yellow Onions	1 x 22.68	100	\$	\$
50	32A011	Red Onions	1 x 25 lbs	100	\$	\$
51	32A009	Spanish Onions	1x22.58 KG	50	\$	\$
52	32A010	Green Onions	1x48	62.5	\$	\$
OR						
52	32A010	Green Onions	1x60	50	\$	\$
53	32A015	Parsnips	1 X 10 LBS	25	\$	\$
54	32A016	Yellow Peppers	1 x 5 kg	75	\$	\$
55	32A017	Green Peppers	1 x 11.34 kg	75	\$	\$
56	32A018	Red Peppers	1 x 5 kg	75	\$	\$
57	32A130	Orange Peppers	1 x 5 kg	75	\$	\$
58	32A024	Tomatoes	1 x 11.4 kg	75	\$	\$
59	32A026	Turnips	1 x 22.68 kg	50	\$	\$
60	32A027	Green Zucchini	1 x 8.2 kg	50	\$	\$
61	32A031	Bean Sprouts - Fresh	1 x 4.54 kg	25	\$	\$
62	32A038	Green Cabbage	1 x 12 ea	25	\$	\$
63	32A039	Green Cabbage - Shredded	1x2.27kg	100	\$	\$
64	32A040	Red Cabbage	1 x 22.68 kg	20	\$	\$
65	32A041	Carrots	1 x 50 lb	100	\$	\$
66	32A044	Cauliflower	1 x 12 ea	75	\$	\$
67	32A045	Celery	1 X 24 ea	75	\$	\$
68	32A047	Corn on the cob	1 x 60 ea	20	\$	\$
OR						
68	32A047	Corn on the cob	1 x 48 ea	25	\$	\$
69	32A049	English Cucumber	1 X 12 ea	50	\$	\$
70	32A050	Eggplant	1 x 10 lb	20	\$	\$
OR						

Vege-  
tables



101	32A080	Fresh Green Beans	1 x 25 lb	2	\$
<b>TOTAL EVALUATED PRICE \$</b>					\$