

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656**

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 Supply
and Services Operation
Petawawa Procurement
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet MEAT FISH AND POULTRY	
Solicitation No. - N° de l'invitation W0107-14WS14/A	Date 2014-10-30
Client Reference No. - N° de référence du client W0107-14WS1403	GETS Ref. No. - N° de réf. de SEAG PW-\$PET-903-1286
File No. - N° de dossier PET-4-41020 (903)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-12	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Harrington, Mary-Lou	Buyer Id - Id de l'acheteur pet903
Telephone No. - N° de téléphone (613)687-0789 ()	FAX No. - N° de FAX (613)687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence Normandy Court Kitchen Bldg G-104 Garrison Petawawa, Ontario K8H 2X3	
Security - Sécurité 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

W0107-14WS14/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet903

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

W0107-14WS1403

File No. - N° du dossier

PET-4-41020

CCC No./N° CCC - FMS No/ N° VME

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TABLE OF CONTENTS

Title: MEAT, FISH AND POULTRY – Garrison Petawawa

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings
4. Key Terms

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Priority of Documents
9. Certifications
10. Applicable Laws
11. SACC Manual Clauses

B. RESULTING CONTRACT CLAUSES

1. Statement of Requirement
2. Standard Clauses and Conditions

Solicitation No. - N° de l'invitation

W0107-14WS14/A

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

W0107-14WS14

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-4-41020

Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No./N° VME

3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

- Annex A - Statement of Requirement
- Annex B - Basis of Payment
- Annex C - Closing Date Schedule

Title: MEAT, FISH AND POULTRY – Garrison Petawawa

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; |
| 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 Statement of Requirement, the Basis of Payment and the Closing Date Schedule.

2. Summary

(i) To establish a Regional Individual Standing Offer for the Department of National Defence (DND) for the provision of Meat, Fish and Poultry items on an 'as and when' requested basis to Garrison Petawawa, Ontario.

(ii) Period of Standing Offer has been divided into the following four periods:

- | | |
|-----------|--|
| PERIOD A: | 1 December 2014 to 28 February 2015 (closing 20 November 2014) |
| PERIOD B: | 1 March 2015 to 31 May 2015 (closing 18 February 2015) |
| PERIOD C: | 1 June 2015 to 31 August 2015 (closing 13 May 2015) |
| PERIOD D: | 1 September 2015 to 30 November 2015 (Closing 12 August 2015) |

Note: Offers must be submitted for each period as per the schedule in Annex C, Closing date schedule. Offerors may present offers on any period of their choice.

(iii) This requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

- (iv) The requirement is subject to the preference of Canadian goods and/or services.
- (v) Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

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.

4. Key Terms

The word "bid" and the expression "bid solicitation" as they appear in this Request for Standing Offer (RFSO) have the same meaning as "offer" and "Request for Standing Offer" respectively.

The terms "Offerors(s)", "Bidder(s)", and "Contractor(s)" used herein shall be interpreted as "Offeror(s)".

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 \(2014-09-25\)](#) 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: one hundred twenty (20) days

1.1 SACC Manual Clauses

C9000T Pricing 2010-08-16

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.

Note: Page 1 of each Request for Standing Offers, as per the Closing Date Schedule, are included in Annex C with each individual closing dates.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (one (1) hard copy) and (one (1) soft copy) on Excel as an e-mail attachment.

Section II: Certifications (one (1) hard copy)

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

.1 Hard (Paper) Copy: One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

.2 Soft (Electronic) Copy: In addition to the hard copy, PWGSC is requesting suppliers send in an electronic copy of Excel file, by e-mail to the following address: **Kingston.procurement@pwgsc.gc.ca**

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

Annex B - WORKING DOCUMENTS (EXCEL FILE)

The working documents include the Schedule of Closing Dates as well as Closing Pages and List of Products for each period.

The Schedule of Closing Dates (Annex C) specifies the Closing Dates for each period. It is important to use the appropriate Closing page, matching the period for which the offer applies.

The offerers will complete the List of Products using the Excel file and ensure that it has been properly filled out and contains all required information.

That list, once printed, will be sent to the bid receiving unit with the other required documents, before being transmitted to the above mentioned e-mail address.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all line items as listed and a % amount for B. Special Orders.

Offers meeting the requirements of the Mandatory Financial Evaluation will be assessed to arrive at an Aggregate Value based on the estimated usage provided herein at Annex "B" and "FOB Destination", as indicated.

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usage's expected or any commitment on the part of the Crown.

Offers will be evaluated based on the prices detailed in Annex B - Basis of Payment.

Definition of Extended Price: The line item prices are multiplied by the estimate usage to arrive at an extended price.

Definition of Aggregate Value: The Aggregate Value is the sum of all the extended prices.

Definition of Lowest Aggregate Total: The Lowest Aggregate Total is the sum of the lowest of all of the Offerors' extended prices for each item.

Definition of Premium: The difference between the Offerors' Aggregate Value and the Lowest Aggregate Total divided by the Lowest Aggregate Total.

1.1.2 SACC Manual Clause

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

1.1.3 Pack or Unit Size

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.

Any changes to the product pack and or size will be made by the Contracting Authority through an amendment to the Request for Standing Offer document. The offeror cannot substitute sizes in their offer that have not been approved.

1.1.4 Mandatory Items

If the Offeror is not able to provide a requested item, it is up to the 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.

Any changes to the list will be made by the Contracting Authority through an amendment to the Request for Standing Offer document.

2. Basis of Selection

- 2.1 a) For each Standing Offer Period, should the premium be less than 5%, it is the intention of Canada to issue:

One Standing Offer to the compliant Offeror with the lowest aggregate value.

If the premium is equal to or greater than 5%, Canada will select two Offerors for issuance of the Standing Offer for the items in the pricing basis that have the combined lowest premium. Should two Standing Offers be issued, each Offeror will only issued a Standing Offer for the items which they had the lowest unit price among the Offerors issued Standing Offers.

- b) The compliant Offeror(s) selected for issuance will be given written notification to provide the information required in 5-2 entitled "Certifications Precedent to Issuance of the Standing Offer" by a specified date and time, unless the information has already been provided in the RFSO submission. Should the Offeror(s) fail to provide all the information required by the date and time specified, the bid will be considered non-compliant and given no further consideration. The compliant Offeror with the next lowest Aggregate

Solicitation No. - N° de l'invitation

W0107-14WS14/A

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

W0107-14WS14

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-4-41020

Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No./N° VME

Value will be notified. This process will be repeated until the Certifications Precedent to Issuance of Standing Offer have been met.

- c) Upon Compliance with 5 entitled "Certifications Precedent to Issuance of the Standing Offer", the Standing Offer(s) will be issued to the compliant Offeror(s) selected 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) 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.

2. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.1 Canadian Content Certification:

This procurement is conditionally limited to Canadian goods.

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

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

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

The Offeror certifies that:

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

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2014-09-25) 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 quarterly reporting period is defined as follows:

1st quarter:	Issuance of Standing Offer to 30 September;
2nd quarter:	1 October to 31 December;
3rd quarter:	1 January to 31 March;
4th quarter:	1 April to 30 June

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

W0107-14WS14/A	Period A: 1 December 2014 to 28 February 2015
W0107-14WS14/B	Period B: 1 March 2015 to 31 May 2015
W0107-14WS14/C	Period C: 1 June 2015 to 31 August 2015
W0107-14WS14/D	Period D: 1 September 2015 to 30 November 2015

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mary Lou Harrington
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: Bldg S-111, Room C-114
Garrison Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789
Facsimile: 613-687-6656
E-mail address: marylou.harrington@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 and telephone number of the person responsible for: ***To be completed by the supplier***

General Enquiries:

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery follow-up:

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail Address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Garrison Petawawa, Petawawa, Ontario.

7. Call-up Procedures

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

8. Limitation of Call-ups

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

9. Priority of Documents

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

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 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-09-25); General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Closing Date Schedule;
- h) the Offeror's offer dated _____ (*insert date of offer*),.

10. Certifications

10.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

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

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 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 (2014-09-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2014-09-25), 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

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 B for a cost of \$(insert at time of 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 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

4.3 Single Payment

SACC Manual clause [H1000C](#) (2088-05-12) Single Payment

4.4 Payment by Credit Card (if applicable)

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

(The following credit card is accepted: _____).

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.

2. Invoices must be distributed as follows:

- i. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- ii. 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
B2005C (2007-05-25) Fish - Quality Stamping
B3003C (2007-05-25) Grades of Meat
B7500C (2006-06-16) Excess Goods
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
D3007C (2007-11-30) Inspection and Stamping
D5311C (2007-11-30) Right of Access and Inspection of Meat

ANNEX "A"

STATEMENT OF REQUIREMENT

1. Requirement

To supply and deliver Meat, Fish and Poultry as specified in Annex B to the Department of National Defence (DND), Garrison Petawawa, Petawawa, Ontario, on an as and when requested basis, during the period of the Standing Offer.

All goods supplied must be in accordance with the DND Food Quality Specifications located in the Buy and Sell (<https://buyand sell.gc.ca>)

Beef – E6TOR-13RM06

Lamb – E6TOR-13RM27

Pork – E6TOR-13RM32

Poultry – E6TOR-13RM33

Veal – E6TOR-13RM37

Fish & Seafood – E6TOR-13RM18

2. Delivery

Delivery must be made within twenty four hours (24) from receipt of a Call-Up document.

Regular delivery must be made between the hours of 06:00 and 08:00 hrs, Monday to Friday.

The production date on fresh products must be a minimum of four to seven (4-7) calendar days prior to the delivery date.

Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request. Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up.

Notification of product shortages must be provided within twenty-four (24) hours from the time DND places their order.

There is no minimum shipment due to limited storage areas.

The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.

The Offeror must replace any rejected item within twenty-four hours of notification of rejection. 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 instructions.

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

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.

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

3. Palletization

All food items MUST be shipped to the specified delivery point on shrunk or stretch wrapped pallets and not higher than 180 CM in height.

Orders MUST be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least two (2) sides.

Food Items MUST be palletized in segregated commodities of:

Chilled

Frozen

Food items MUST be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

Pallets MUST be loaded in such a way as to allow easy access for off loading with forklifts.

The Supplier MUST not load pallets in a cinder block fashion.

The Supplier is responsible for the off loading of all food items.

4. Invoices

All Invoices must quote original call-up number.

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

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 Goods and Services Tax (GST) or Harmonized Sales Tax (HST) 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.

ANNEX B SEE ATTACHED

Solicitation No. - N° de l'invitation
W0107-14WS14/A
Client Ref. No. - N° de réf. du client
W0107-14WS14

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41020

Buyer ID - Id de l'acheteur
pet903
CCC No./N° CCC - FMS No./N° VME

ANNEX C

CLOSING DATE SCHEDULE

W0107-14WS14/01/A	Period A: 1 December 2014 to 28 February 2015 (closing date 20 Nov 2014)
W0107-14WS14/02/A	Period B: 1 March 2015 to 31 May 2015, (closing date February 18, 2015)
W0107-14WS14/03/A	Period C: 01 June 2015 to 31 August 2015, (closing date May 13, 2015)
W0107-14WS14/04/A	Period D: 1 September 2015 to 30 November 2015, (closing date Aug 12, 2015)