

**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**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**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> Dairy Products		
<b>Solicitation No. - N° de l'invitation</b> W0113-14DH05/B		<b>Date</b> 2014-11-03
<b>Client Reference No. - N° de référence du client</b> W0113-14DJH05		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> TOR-4-37008 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-031-6691		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2014-11-03
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-11-19</b>		<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<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>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation

W0113-14DH05/B

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

tor031

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

W0113-14DJH05

File No. - N° du dossier

TOR-4-37008

CCC No./N° CCC - FMS No/ N° VME

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.1.3 BASIS OF SELECTION.....	8
<b>PART 5 - CERTIFICATIONS.....</b>	<b>9</b>
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER .....	9
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER .....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS .....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER .....	11
7.5. AUTHORITIES .....	11
7.6 IDENTIFIED USERS.....	12
7.7 CALL-UP PROCEDURES .....	12
7.8 CALL-UP INSTRUMENT .....	12
7.9 LIMITATION OF CALL-UPS .....	13
7.10 FINANCIAL LIMITATION.....	13
7.11 PRIORITY OF DOCUMENTS .....	13
7.12 CERTIFICATIONS .....	13
7.13 APPLICABLE LAWS.....	13
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>
7.1 REQUIREMENT .....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	14
7.3 TERM OF CONTRACT .....	14
7.4 PAYMENT .....	14
7.6 INVOICING INSTRUCTIONS .....	14
7.7 INSURANCE .....	15
7.8 SACC <i>MANUAL</i> CLAUSES .....	15
<b>ANNEX A .....</b>	<b>16</b>
REQUIREMENT .....	16
<b>ANNEX B .....</b>	<b>18</b>

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

---

BASIS OF PAYMENT .....	18
<b>ANNEX C QUARTERLY USAGE REPORTING FORM .....</b>	<b>19</b>
<b>ANNEX D .....</b>	<b>20</b>
FINANCIAL EVALUATION .....	20

## **PART 1 - GENERAL INFORMATION**

### **1.1 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:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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.

### **1.2 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 December 1, 2014 to May 31, 2015.
- iv. The estimated dollar value for a one year period is \$400,000.00 including GST/HST
- v. As per the Integrity Provisions under section 01 of Standard Instructions 2006, offerors must provide a list of all owners and/or Directors, or other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
- vi. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **1.3 Debriefings**

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

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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**

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## 2.1 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: 60 days  
Insert: 90 days

## 2.2 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.

## 2.3 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.

## 2.4 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**

### **3.1. 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 D, Evaluation. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 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 \$1,000,000.00

The Offeror must provide documentation outlining their annual sales record

#### **4.1.2 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 The price used in the evaluation will be the extended price calculated by multiplying the Estimated Usage by the Firm Case Price in accordance with Annex D, Evaluation.

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

##### **1.2.4 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

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c) There is less than a 15% difference between the original size specified and the proposed alternative size.

#### **1.2.5 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.

#### **4.1.3 Basis of Selection**

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.

### 5.1 Certifications Precedent to Issuance of a Standing Offer

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

#### 5.1.1 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.

#### 5.1.2 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.

#### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

##### 5.1.3.1 Board of Directors

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

#### **5.1.3.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "X".

#### 7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

#### 7.3 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.

##### 7.3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 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:

1<sup>st</sup> quarter: December 1, 2014 to February 28, 2015;  
2<sup>nd</sup> quarter: March 1 to May 31, 2015.

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

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from December 1, 2014 to May 31, 2015.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

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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.

### 7.5.2 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.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Identified Users

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

- a. Rations and Quarters Support Services
- b. Regional Cadet Service Unit
- c. Cadet Training Center
- d. Blackdown
- e. FS Cadre

### 7.7 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.

### 7.8 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.

## **7.9 Limitation of Call-ups**

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

## **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$400,000.00 (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 five (5) days 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.

## **7.11 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 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-09-25), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Usage Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_.

## **7.12 Certifications**

### **7.12.1 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.

## **7.13 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.

### **7.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010A](#) (2014-09-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm 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.

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Single Payment**

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

### **7.6 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



Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

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- c. The invoice must identify the consignee address where the goods were delivered
  - d. Each call-up and consignee point must be invoiced separately

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

#### **7.7 Insurance**

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

#### **7.8 SACC Manual Clauses**

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

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## ANNEX A

### REQUIREMENT

#### 1. Requirement

To Supply and deliver dairy 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 06:30 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.

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

### 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 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.

Pricing updates/revisions will only be reviewed when minimum wholesale prices for milk established by Provincial Legislation change.

Any and all requests for pricing updates/revisions must be forwarded to the Contracting Authority for review and approval. The request must include a copy of the regulatory action taken by the Provincial Legislation. A request does not guarantee the pricing will be approved and changed.

Updates will require a minimum of two weeks notice to allow consideration for any changes and the changes to be implemented.

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 \$40,000.00 (including GST/HST)

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

**Note to Offerors:** Annex B will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B, Basis of Payment will then be provided with any resulting Standing Offer.

Solicitation No. - N° de l'invitation  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
CCC No./N° CCC - FMS No./N° VME

## ANNEX C

### QUARTERLY USAGE REPORTING FORM

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

The reporting periods are defined as follows:

1<sup>st</sup> quarter: December 1, 2014 to February 28, 2015;  
2<sup>nd</sup> quarter: March 1 to May 31, 2015.

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

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  
W0113-14DH05/B  
Client Ref. No. - N° de réf. du client  
W0113-14DH05/B

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37008

Buyer ID - Id de l'acheteur  
tor31  
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**

Item #	Product / Item Description	Case Description	Estimated Usage	Firm Case Price	Extended Price
1	2% White Milk	24 x 250 ml	379	\$	\$
		OR			
1	2% White Milk	48 x 250 ml	189.5	\$	\$
		OR			
1	2% White Milk	50 x 250 ml	181.92	\$	\$
		OR			
1	2% White Milk	24 x 237 ml	399.79	\$	\$
		OR			
1	2% White Milk	48 x 237 ml	199.89	\$	\$
		OR			
1	2% White Milk	50 x 237 ml	191.90	\$	\$
2	2% White Milk, 10L	1 x 10L	1	\$	\$
3	2% White Milk, 20L	1 x 20 L	422	\$	\$
4	Skim White Milk	1 x 20 L	217	\$	\$
5	1% Chocolate Milk	24 x 250 ml	336	\$	\$
		OR			
5	1% Chocolate Milk	48 x 250 ml	168	\$	\$
		OR			
5	1% Chocolate Milk	50 x 250 ml	161.28	\$	\$
		OR			
5	1% Chocolate Milk	24 x 237 ml	354.43	\$	\$
		OR			
5	1% Chocolate Milk	48 x 237 ml	177.22	\$	\$
		OR			
5	1% Chocolate Milk	50 x 237 ml	340.25	\$	\$
6	2% Chocolate Milk, 20L	1 x 20 L	422	\$	\$
7	10% MF Cream	12 x 1 L	56	\$	\$
		OR			
7	10% MF Cream	16 x 1 L	42	\$	\$
8	10% MF Cream, Individual	160 x 14 g	44	\$	\$
		OR			
8	10% MF Cream, Individual	3 x 160 x 14 g	14.67	\$	\$
		OR			
8	10% MF Cream, Individual	4 x 160 x 14 g	11	\$	\$
		OR			
8	10% MF Cream, Individual	160 x 9 ml	68.44	\$	\$
9	35% MF Cream	12 x 1 L	59	\$	\$
		OR			
9	35% MF Cream	16 x 1 L	44.25	\$	\$
10	French Vanilla Cream	12 x 473 ml	10	\$	\$
		OR			
10	French Vanilla Cream	12 x 425 ml	11.13	\$	\$
11	Hazelnut Cream	12 x 473 ml	10	\$	\$
		OR			
11	Hazelnut Cream	12 x 425 ml	11.13	\$	\$
12	Irish Cream Cream	12 X 473 ml	10	\$	\$
		OR			
12	Irish Cream Cream	12 x 425 ml	11.13	\$	\$
13	Strawberry Yogurt - Individuals	12 x 150 ml	83	\$	\$

		OR			
13	Strawberry Yogurt - Individuals	12 x 175 g	71.14	\$	\$
14	Peach Yogurt- Individuals	12 x 150 g	90	\$	\$
15	Assorted Flavours Yogurt - Individuals	16 x 100 g	975	\$	\$
		OR			
15	Assorted Flavours Yogurt - Individuals	3 x 16 x 100 g	325	\$	\$
16	Plain Fat Free Yogurt	1 x 650 g	11.53	\$	\$
		OR			
16	Plain Fat Free Yogurt	1 x 750 g	10	\$	\$
17	1% Cottage Cheese	1 x 500 g	1296	\$	\$
		OR			
17	1% Cottage Cheese	1 x 2 kg	324	\$	\$
18	Sour Cream	1 x 3.5 L	101.71	\$	\$
		OR			
18	Sour Cream	1 x 4 L	89	\$	\$
19	Chocolate Soya Beverage	6 x 1.89 L	43	\$	\$
20	Vanilla Soya Beverage	6 x 1.89 L	43	\$	\$
21	1% White Lactose Free Milk	12 x 1 L	35	\$	\$
		OR			
21	1% White Lactose Free Milk	16 x 1 L	26.25	\$	\$
22	Butter Milk	12 x 1 L	15	\$	\$
		OR			
22	Butter Milk	16 x 1 L	11.25	\$	\$

**TOTAL EVALUATED COST \$ \_\_\_\_\_**