

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

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

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

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 / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Milk, Skim Dry	
<b>Solicitation No. - N° de l'invitation</b> 21120-145104/A	<b>Date</b> 2014-12-04
<b>Client Reference No. - N° de référence du client</b> 21120-145104	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-615-6499
<b>File No. - N° de dossier</b> KIN-4-42017 (615)	<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 2015-01-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613)536-4995 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. OTTAWA Ontario K1A0P9 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

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## Milk, Skim, Dry

### 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, the Sites of Supply and Service, the Standing Offer Reporting Form, the Offeror's General Information, and PWGSC-TPSGC 942, Call-up Against a Standing Offer.

#### 2. Summary

The Correctional Service of Canada (CSC) has a requirement for the supply and delivery of blended skim milk powder on an "as and when requested" basis to sites across Canada. Please see Annex "A" – Requirement for further details. The sites for delivery are identified in Annex "C" – Sites of Supply and Service herein.

It is the intention of the Crown to issue one (1) Standing Offer for each of the following Regions: Atlantic Region, Quebec Region, Ontario Region, Prairies Region, and Pacific Region. Should one Offeror provide the lowest evaluated price for multiple Regions, PWGSC will issue one (1) Standing Offer to that Offeror including all applicable Regions.

The period for placing call-ups against the Standing Offer is from 2015-02-01 to 2016-01-31 inclusive.

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Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **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.

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## **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: ninety (90) days

### **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 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 questions 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

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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.



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## 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)  
Section II: Certifications (one (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: 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.

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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.

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## **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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1 Financial Evaluation**

##### **1.1.1 Mandatory Financial Criteria**

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

- a) The Offeror must complete and submit with its offer at least one fully completed Pricing Basis (Region) in Annex B - Basis of Payment. Pricing **must** be provided for **all** items listed in the Pricing Basis for an offer to be responsive to that Region. The Offeror must complete the Pricing Basis of each Region they are submitting an Offer for.
- b) Offers must not contain any alteration to the Pricing Basis (Bases), other than the addition of the Offeror's unit prices.
- c) Offers must not contain any condition or qualification placed upon the offer.
- d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

##### **1.1.2 Financial Evaluation Criteria**

Offers for each Region listed in Annex "B" will be evaluated individually. The extended price for each item in each Region will be calculated by multiplying the total Estimated Usage (EU) value by the Offeror's corresponding unit price. The evaluated price for a Region is the aggregate of the extended prices for all items for the Region.

### **2. Basis of Selection**

- 2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer for the corresponding Region.
- 2.2** It is the intention of the Crown to issue one (1) Standing Offer for each Region listed in Annex "B" to satisfy this requirement. Should one (1) Offeror provide the lowest evaluated price for multiple Regions, PWGSC will issue one (1) Standing Offer indicating all applicable Regions.

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## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation 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 contract, 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## 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 compile this data in accordance with the reporting requirements detailed in Annex "D". 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 periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

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

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

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

The period for making call-ups against the Standing Offer is from 01 February 2015 to 31 January 2016.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Andrew Denbeigh  
Title: Supply Officer

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
86 Clarence Street, 2nd Floor  
Kingston, Ontario K7L 1X3

Telephone: 613 536-4995  
Facsimile: 613 545-8067  
E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is 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 (See Annex E)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

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## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Correctional Service of Canada.

## 7. Call-up Procedures

The Offeror must acknowledge each order no later than the next working day from receipt of 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.

## 9. Limitation of Call-ups

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

## 10. Priority of Documents

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

- a) the 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, Sites of Supply and Service;
- h) Annex D, Standing Offer Reporting Requirements;
- i) Annex E, Offeror's General Information;
- j) Annex F, PWGSC-TPSGC 942, Call-up Against a Standing Offer; and
- k) the Offeror's offer dated \_\_\_\_\_.(Canada will insert information at time of issuance of the standing offer)

## 11. Certifications

### 11.1 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

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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.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.  
(Canada will insert the name of the province or territory as specified by the Offeror in its offer)



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## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010A (2014-09-25) 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.

##### **3.1.1 Shipping Instructions - Delivered Duty Paid**

Goods must be consigned and delivered to the destination specified in the call-up:

Incoterms 2000 "DDP Delivered Duty Paid" Correctional Service of Canada Site

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid a firm price, as stipulated in the call-up, calculated in accordance with Annex B – Basis of Payment. 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 Monthly Payment**

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

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#### 4.4 Price Adjustment – Skim Milk Powder

The prices detailed in the Contract are subject to upward or downward adjustment to allow for any increase or decrease in the support prices for Skim Milk Powder established by the Canadian Dairy Commission. A copy of the Contractor's notification of price increase or decrease from the Canadian Dairy Commission must be provided to the Contracting Authority.

The Contract will be amended to reflect the actual price of the increase or decrease at time of delivery. The Contractor must not invoice at prices other than those specified in the Contract.

#### 4.5 Payment by Credit Card *(Canada will insert information at time of issuance of the Standing Offer if Offeror has accepted payment by credit card(s), otherwise removed)*

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

OR

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

#### 5. Invoicing Instructions

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

Each call-up must be separately invoiced and, at a minimum, must include a signed delivery slip which must identify:

- the call-up number;
- the amount invoiced (exclusive of applicable taxes)
- the amount of tax;
- the date;
- the delivery destination; and
- Item number(s) & quantity.

The Project Authority may request 2 copies of an invoice.

A master invoice will be submitted with signed delivery slips for payment to the following address on a monthly basis:

Correctional Services of Canada  
Food Services Division  
340 Laurier Ave. W  
Ottawa, ON  
K1A 0P9

#### 6. Insurance

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

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**7. SACC Manual Clauses**

*SACC Manual* clause B7500C (2006-06-16) Excess Goods

*SACC Manual* clause D0018C (2007-11-30) Delivery and Unloading

*SACC Manual* clause D2001C (2007-11-30) Labelling

*SACC Manual* clause A9068C (2010-01-11) Government Site Regulations

**8. Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## **Annex "A" Requirement**

### **1. Requirement**

Correctional Services Canada (CSC), Food Service Division requires the supply and delivery of blended skim milk powder to sites across the country on an "as and when requested" basis during the period of this Standing Offer.

### **2. Standards**

All packaged foods must comply with the following Acts, Standards, and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts;
- c) Canadian General Standards Board; and
- d) Canadian Food Inspection Agency (CFIA) Inspection Standards.

### **3. Quality Assurance**

The Contractor must have a documented Quality Assurance or Food Safety plan in place. A copy of the plan must be provided to the Project Authority or Contracting Authority within 5 days of a request for a copy of the plan.

### **4. Milk Powder Specifications**

#### **Blended Milk Powder 50-50 Skim Milk Powder & Milk Solids:**

- skim milk powder and modified milk product blend
- Mix Ratio: Maximum 50% modified milk product to skim milk powder
- Vitamin A palmitate: 140.8 – 293 IU/100 ml
- Vitamin D3: 35.2 – 46.9 IU/100 ml
- Reconstitution rate: 1kg powder to 9L water
- the blended skim milk powder must be dissolvable in cold tap water
- the blended skim milk powder must have a shelf life of at least one year from date of delivery to the site and must not be manufactured more than 60 days prior to delivery

All skim milk, partly skim milk and whole milk powder must meet the Dairy Product Regulations (SOR/79-840) as set out in **Section 14** and applicable tables, meeting the Canada Table 1 specifications.

Please refer to the following web site for more information:

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-79-840/index.html>

When reconstituted and refrigerated, the product must have an appearance, colour and taste of fluid skim milk with a slight hue of yellow and sweetness due to the milk solid quantity. The nutritional properties of the product offered must be at a minimum as listed below:

Per 250 ml portion		
	Amount Teneur	% Daily Value % valeur quotidienne
<b>Calories / Calories</b>	90	
<b>Fat / Lipides</b>	0.1 g	1%
Saturated /Saturés	0.1 g	1%
+ Trans / Trans	0 g	
<b>Cholesterol / Cholestérol</b>	5 mg	
<b>Sodium / Sodium</b>	150 mg	6%
<b>Carbohydrate / Glucides</b>	15 g	5%
Fibre / Fibres	0 g	0%
Sugars / Sucres	16 g	
<b>Protein / Protéines</b>	5 g	
Vitamin A / Vitamine A		25%
Vitamin C / Vitamine C		1%
Calcium / Calcium		25%
Iron / Fer		0%
Vitamin D / Vitamine D		50%

## 5. Packaging

- 20L Aseptic bladder with cap and milk tube suitable for use in a refrigerated single or dual milk dispensing unit (suitable for SILVER KING dispensing refrigerator) with 2kg of blended skim milk powder in each aseptic bag. Complete with mixing instructions. Pack of 8 bladders (8 x 2kg).
- Bulk bag (12.5 kg). Packaged in food grade plastic bag inserted into multi-walled paper bag, sealed closed.

All packages are to be available for skid packing and shipping via truck unless otherwise specified.

Each container must be packed in such a manner that the shown surface identifies the contents, quantity, storage instructions and/or special instructions of the product contained in the package. All boxes/cartons must be clearly labeled to show the Contractor's name and address. The

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product must be delivered in good condition and show no evidence of deterioration. The Contractor must be prepared to split cases for the smaller institutions if required by Correctional Service of Canada. Credit must be made for leaking, damaged, or unsanitary packaging.

## **6. Delivery**

Delivery must be made on an "as and when requested" basis. Delivery must be made within 21 business days from receipt of call-up, unless additional time is granted by the Project Authority and stipulated in the call-up.

Delivery must be made Monday to Friday, 8:30 to 15:30 hours, unless prior arrangements have been made with the Project Authority and stipulated in the call-up.

Upon receipt of a call-up the Contractor must supply all items described within at the prices indicated. If the items requested cannot be supplied, the Contractor must obtain it from another source respecting the price and delivery deadlines, along with all other terms and conditions of the Standing Offer. If an item is not provided in accordance with the Standing Offer, CSC authorities may procure the item from another supplier and the additional costs incurred will be deducted from the Contractor's invoice with proof. The additional incurred costs represent the difference between the price paid from a third party and the price indicated within this Standing Offer.

## **7. Drivers:**

On receipt of a Standing Offer, the Contractor must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC security check before deliveries can be made to the various Sites.

The Contractor must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements. For CSC CPIC checks, the contact is:

Name: Donna Townsend  
Telephone: (613) 944-6263  
Facsimile: (613) 947-0513  
Email Address: donna.townsend@csc-scc.gc.ca

Or the authorized representative(s) at each Site.

## **8. Pick-Up Orders:**

The Contractor must be able to facilitate the pick-up of orders by Government of Canada vehicles at their premises, as required.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be Delivered Duty Paid destination(s) indicated, including all delivery, offloading and travel charges. All applicable taxes must not be included in pricing and will be shown as a separate item on invoices if applicable.

**Estimated Usage:**

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered. The estimated usage per year is the total (combined) estimated usage of the sites identified in the corresponding description.

**Sites:**

Each site identified herein must execute call-ups against the Standing Offer in accordance with their respective Item # and the applicable unit prices.

**Price Adjustment:**

The prices detailed in the Contract are subject to upward or downward adjustment to allow for any increase or decrease in the support prices for Skim Milk Powder established by the Canadian Dairy Commission. A copy of the Contractor's notification of price increase or decrease from the Canadian Dairy Commission must be provided to the Contracting Authority.

Example – The support price for Skim Milk Powder increases by \$.10/kg. As a result, the price for a 12.5 kg bulk package of Skim Milk Powder would be increased by \$1.25, and the price for the 8 x 2 kg case of Skim Milk Powder would be increased by \$1.60.

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**21120-145104/A**  
 Client Ref. No. - N° de réf. du client  
 21120-14-5104

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 KIN-4-42017

Buyer ID - Id de l'acheteur  
**kin615**  
 CCC No./N° CCC - FMS No./N° VME

## Pricing Basis "A" – Atlantic Region

Item #	Description/Packaging	Unit of Issue	Estimated Usage (EU) per Year	Unit Price, DDP
1	Case of 8 x 20L Aseptic bladder with 2kg of SMP	8 x 2kg Case	<b>Total: 1,607 cases</b>	\$ _____ / 8 x 2 kg case
			<b>Breakdown of EU:</b>	
			Springhill Institution 447 cases	
			Dorchester Penitentiary/Shepody Healing Center 493 cases	
			Westmorland Institution 360 cases	
			Nova Institution for Women 64 cases	
			Atlantic Institution 243 cases	
2	12.5 kg bulk pack of SMP	Bulk Pack	<b>Total: 1,372 packs</b>	\$ _____ /bulk pack
			<b>Breakdown of EU:</b>	
			Springhill Institution 382 packs	
			Dorchester Penitentiary/Shepody Healing Center 421 packs	
			Westmorland Institution 307 packs	
			Nova Institution for Women 55 packs	
			Atlantic Institution 207 packs	



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 kin615  
 CCC No./N° CCC - FMS No./N° VME

## Pricing Basis "B" – Quebec Region

Item #	Description/Packaging	Unit of Issue	Estimated Usage (EU) per Year	Unit Price, DDP
3	Case of 8 x 20L Aseptic bladder with 2kg of SMP	8 x 2kg Case	<b>Total: 3,803 Cases</b>	\$ _____ / 8 x 2 kg case
			<b>Breakdown of EU:</b>	
			Montée Saint-François Institution 244 cases	
			Federal Training Centre 442 cases	
			Donnacona Institution 324 cases	
			Joliette institution for Women 85 cases	
			Archambault Institution 483 cases	
			Sainte-Anne-des-Plaines Institution 257 cases	
			Regional Reception Centre 411 cases	
			Drummond Institution 447 cases	
			Cowansville Institution 567 cases	
			La Macaza Institution 306 cases	
			Port-Cartier Institution 237 cases	
4	12.5 kg bulk pack of SMP	Bulk Pack	<b>Total: 3,246 Packs</b>	\$ _____ /bulk pack
			<b>Breakdown of EU:</b>	
			Montée Saint-François Institution 208 packs	
			Federal Training Centre 377 packs	
			Donnacona Institution 276 packs	
			Joliette institution for Women 72 packs	
			Archambault Institution 412 packs	
			Sainte-Anne-des-Plaines Institution 220 packs	
			Regional Reception Centre 351 packs	
			Drummond Institution 382 packs	
			Cowansville Institution 484 packs	
			La Macaza Institution 262 packs	
			Port-Cartier Institution 202 packs	

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## Pricing Basis "C" – Ontario Region

Item #	Description/Packaging	Unit of Issue	Estimated Usage (EU) per Year	Unit Price, DDP
5	Case of 8 x 20L Aseptic bladder with 2kg of SMP	8 x 2kg Case	<b>Total: 3,316 Cases</b>	\$ _____ / 8 x 2 kg case
			<b>Breakdown of EU:</b>	
			Bath Institution 514 cases	
			Millhaven Institution 719 cases	
			Collins Bay Institution 549 cases	
			Frontenac Institution 220 cases	
			Warkworth Institution 719 cases	
			Joyceville Institution 591 cases	
			Grand Valley Institution for Woman 1 case	
			Fenbrook Institution 1 case	
			Beaver Creek Institution/ 1 case	
			Pittsburgh Institution 1 case	
6	12.5 kg bulk pack of SMP	Bulk Pack	<b>Total: 5,580 Packs</b>	\$ _____ /bulk pack
			<b>Breakdown of EU:</b>	
			Bath Institution 439 packs	
			Millhaven Institution 614 packs	
			Collins Bay Institution 468 packs	
			Frontenac Institution 188 packs	
			Warkworth Institution 614 packs	
			Joyceville Institution 504 packs	
			Grand Valley Institution for Woman 373 packs	
			Fenbrook Institution 1163 packs	
			Beaver Creek Institution/ 592 packs	
			Pittsburgh Institution 625 packs	

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## Pricing Basis "D" – Prairie Region

Item #	Description/Packaging	Unit of Issue	Estimated Usage (EU) per Year	Unit Price, DDP																												
7	Case of 8 x 20L Aseptic bladder with 2kg of SMP	8 x 2kg Case	<div>Total: 3,765 Cases</div> <div>Breakdown of EU:</div> <table><tr><td>Stony Mountain Institution</td><td>678 cases</td></tr><tr><td>Rockwood Institution</td><td>1 case</td></tr><tr><td>Saskatchewan Penitentiary</td><td>662 cases</td></tr><tr><td>Riverbend Institution</td><td>1 case</td></tr><tr><td>Okimaw Ohci</td><td>1 case</td></tr><tr><td>Willow Cree</td><td>1 case</td></tr><tr><td>Drumheller Institution and Annex</td><td>514 cases</td></tr><tr><td>Grande Cache Institution</td><td>375 cases</td></tr><tr><td>Pê Sâkâstêw Centre</td><td>1 case</td></tr><tr><td>Bowden Institution and Annex</td><td>668 cases</td></tr><tr><td>Edmonton Institution for Women</td><td>165 cases</td></tr><tr><td>Grierson Centre</td><td>1 case</td></tr><tr><td>Regional Psychiatric Centre</td><td>317 cases</td></tr><tr><td>Edmonton Institution</td><td>380 cases</td></tr></table>	Stony Mountain Institution	678 cases	Rockwood Institution	1 case	Saskatchewan Penitentiary	662 cases	Riverbend Institution	1 case	Okimaw Ohci	1 case	Willow Cree	1 case	Drumheller Institution and Annex	514 cases	Grande Cache Institution	375 cases	Pê Sâkâstêw Centre	1 case	Bowden Institution and Annex	668 cases	Edmonton Institution for Women	165 cases	Grierson Centre	1 case	Regional Psychiatric Centre	317 cases	Edmonton Institution	380 cases	\$ _____ / 8 x 2 kg case
Stony Mountain Institution	678 cases																															
Rockwood Institution	1 case																															
Saskatchewan Penitentiary	662 cases																															
Riverbend Institution	1 case																															
Okimaw Ohci	1 case																															
Willow Cree	1 case																															
Drumheller Institution and Annex	514 cases																															
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Pê Sâkâstêw Centre	1 case																															
Bowden Institution and Annex	668 cases																															
Edmonton Institution for Women	165 cases																															
Grierson Centre	1 case																															
Regional Psychiatric Centre	317 cases																															
Edmonton Institution	380 cases																															
8	12.5 kg bulk pack of SMP	Bulk Pack	<div>4,074 Packs</div> <div>Breakdown of EU:</div> <table><tr><td>Stony Mountain Institution</td><td>579 packs</td></tr><tr><td>Rockwood Institution</td><td>393 packs</td></tr><tr><td>Saskatchewan Penitentiary</td><td>565 packs</td></tr><tr><td>Riverbend Institution</td><td>438 packs</td></tr><tr><td>Okimaw Ohci</td><td>32 packs</td></tr><tr><td>Willow Cree</td><td>147 packs</td></tr><tr><td>Drumheller Institution and Annex</td><td>439 packs</td></tr><tr><td>Grande Cache Institution</td><td>320 packs</td></tr><tr><td>Pê Sâkâstêw Centre</td><td>123 packs</td></tr><tr><td>Bowden Institution and Annex</td><td>570 packs</td></tr><tr><td>Edmonton Institution for Women</td><td>141 packs</td></tr><tr><td>Grierson Centre</td><td>325 packs</td></tr><tr><td>Regional Psychiatric Centre</td><td>1 pack</td></tr><tr><td>Edmonton Institution</td><td>1 pack</td></tr></table>	Stony Mountain Institution	579 packs	Rockwood Institution	393 packs	Saskatchewan Penitentiary	565 packs	Riverbend Institution	438 packs	Okimaw Ohci	32 packs	Willow Cree	147 packs	Drumheller Institution and Annex	439 packs	Grande Cache Institution	320 packs	Pê Sâkâstêw Centre	123 packs	Bowden Institution and Annex	570 packs	Edmonton Institution for Women	141 packs	Grierson Centre	325 packs	Regional Psychiatric Centre	1 pack	Edmonton Institution	1 pack	\$ _____ /bulk pack
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Buyer ID - Id de l'acheteur  
**kin615**  
 CCC No./N° CCC - FMS No./N° VME

## Pricing Basis "E" – Pacific Region

Item #	Description/Packaging	Unit of Issue	Estimated Usage (EU) per Year	Unit Price, DDP																
7	Case of 8 x 20L Aseptic bladder with 2kg of SMP	8 x 2kg Case	<div>2,509 Cases</div> <div>Breakdown of EU:</div> <table><tr><td>William Head Institution/ Pacific Institution/Regional Treatment Centre</td><td>1 case</td></tr><tr><td>Matsqui Institution</td><td>616 cases</td></tr><tr><td>Mountain Institution</td><td>461 cases</td></tr><tr><td>Kent Institution</td><td>437 cases</td></tr><tr><td>Mission Institution</td><td>385 cases</td></tr><tr><td>Ferndale Institution</td><td>1 case</td></tr><tr><td>Kwikwëxwelhp</td><td>62 cases</td></tr><tr><td>Fraser Valley Institution for Women</td><td>546 cases</td></tr></table>	William Head Institution/ Pacific Institution/Regional Treatment Centre	1 case	Matsqui Institution	616 cases	Mountain Institution	461 cases	Kent Institution	437 cases	Mission Institution	385 cases	Ferndale Institution	1 case	Kwikwëxwelhp	62 cases	Fraser Valley Institution for Women	546 cases	\$ _____ / 8 x 2 kg case
William Head Institution/ Pacific Institution/Regional Treatment Centre	1 case																			
Matsqui Institution	616 cases																			
Mountain Institution	461 cases																			
Kent Institution	437 cases																			
Mission Institution	385 cases																			
Ferndale Institution	1 case																			
Kwikwëxwelhp	62 cases																			
Fraser Valley Institution for Women	546 cases																			
8	12.5 kg bulk pack of SMP	Bulk Pack	<div>2,928 Packs</div> <div>Breakdown of EU:</div> <table><tr><td>William Head Institution/ Pacific Institution/Regional Treatment Centre</td><td>434 packs</td></tr><tr><td>Matsqui Institution</td><td>526 packs</td></tr><tr><td>Mountain Institution</td><td>394 packs</td></tr><tr><td>Kent Institution</td><td>373 packs</td></tr><tr><td>Mission Institution</td><td>329 packs</td></tr><tr><td>Ferndale Institution</td><td>353 packs</td></tr><tr><td>Kwikwëxwelhp</td><td>53 packs</td></tr><tr><td>Fraser Valley Institution for Women</td><td>466 packs</td></tr></table>	William Head Institution/ Pacific Institution/Regional Treatment Centre	434 packs	Matsqui Institution	526 packs	Mountain Institution	394 packs	Kent Institution	373 packs	Mission Institution	329 packs	Ferndale Institution	353 packs	Kwikwëxwelhp	53 packs	Fraser Valley Institution for Women	466 packs	\$ _____ /bulk pack
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 kin615  
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## Annex "C" Sites of Supply and Service

### Atlantic Region:

Geographic Area	Site	Address
Renouse, N.B	Atlantic Institution	13175 Route 8 PO Box 102 Renouse, New Brunswick E9E 2E1
Dorchester, N.B	Dorchester Penitentiary/Shepody Healing Center/Westmorland Institution	4902 Main Street Dorchester, New Brunswick E4K 2Y9
Springhill, Nova Scotia	Springhill Institution	330 McGee Street PO Box 2140 Springhill, Nova Scotia B0M 1X0
Truro, Nova Scotia	Nova Institution for Women	180 James Street Truro, Nova Scotia B2N 6R8

### Québec Region:

Geographic Area	Site	Address
Donnacona	Donnacona Institution	1537 Highway 138 Donnacona, Québec G3M 1C9
Port-Cartier	Port-Cartier Institution	Chemin de l'Aéroport PO Box 7070 Port-Cartier, Québec G5B 2W2
Mirabel	Regional Reception Centre	246 Montée Gagnon Sainte-Anne-des-Plaines, Québec J0N 1H0
	Archambault Institution	242 Montée Gagnon Sainte-Anne-des-Plaines, Québec J0N 1H0
	Sainte-Anne-des-Plaines Institution	244 Montée Gagnon Sainte-Anne-des-Plaines, Québec J0N 1H0
Laval	Federal Training Centre	6099 Lévesque Boulevard East Laval, Québec H7C 1P1
	Montée Saint-François Institution	600 Montée Saint-François Laval, Québec H7C 1S5
La Macaza	La Macaza Institution	321 Chemin de l'Aéroport La Macaza, Québec J0T 1R0
Eastern Township	Cowansville Institution	400 Fordyce Avenue Cowansville, Québec J2K 3G6
	Drummond Institution	2025 Jean-de-Brébeuf Blvd. Drummondville, Québec J2B 7Z6
Lanaudière	Joliette institution for Women	400, rue Marsolais, Joliette Québec, J6E 8V4

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### Ontario Region:

Geographic Area	Site	Address
Kingston	Millhaven Institution	Highway 33 PO Box 280 Bath, Ontario K0H 1G0
	Collins Bay Institution	1455 Bath Road PO Box 190 Kingston, Ontario K7L 4V9
	Joyceville Institution/Pittsburgh Institution	3766 Highway 15 PO Box 880 Kingston, Ontario K7L 4X9
	Bath Institution	5775 Bath Rd. PO Box 1500 Bath, Ontario K0H 1G0
	Frontenac Institution	1455 Bath Road PO Box 7500 Kingston, Ontario K7L 5E6
Campbellford	Warkworth Institution	County Road #29 PO Box 760 Campbellford, Ontario K0K 3K0
Kitchener	Grand Valley Institution for Woman	1575 Homer Watson Blvd. Kitchener, Ontario N2P 2C5
Gravenhurst	Beaver Creek Institution/Fenbrook Institution	2000 Beaver Creek Drive Gravenhurst, Ontario P1P 1Y2

### Prairie Region:

Geographic Area	Site	Address
Edmonton	Edmonton Institution	21611 Meridian Street PO Box 2290 Edmonton, Alberta T5J 3H7
Southern Alberta	Drumheller Institution and Annex	Highway #9 PO Box 3000 Drumheller, Alberta T0J 0Y0
	Bowden Institution and Annex	Highway #2 PO Box 6000 Innisfail, Alberta T4G 1V1
Grand Cache	Grande Cache Institution	Hoppe Avenue Bag 4000 Grande Cache, Alberta T0E 0Y0
Prince Albert, Saskatchewan	Saskatchewan Penitentiary	15th Street West PO Box 160 Prince Albert, Saskatchewan S6V 5R6
Saskatoon	Regional Psychiatric Centre	2520 Central Avenue North PO Box 9243 Saskatoon, Saskatchewan

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		S7K 3X5
Winnipeg	Stony Mountain Institution	Highway #7 PO Box 4500 Winnipeg, Manitoba R3C 3W
Edmonton	Edmonton Institution for Women	11151-178th Street Edmonton, Alberta T5S 2H9
Prince Albert, Saskatchewan	Riverbend Institution	15th Street West PO Box 850 Prince Albert, SK T4G 1V1
Winnipeg, Manitoba	Rockwood Institution	Highway #7 PO Box 4500 Winnipeg, Manitoba R3C 3W8
Edmonton, Alberta	Grierson Centre	9530 – 101 st Avenue (Basement) Edmonton, Alberta T5H 0B3
Hobbama, Alberta	Pê Sâkâstêw Centre	Highway #2A P.O. Box 1500 Hobbama, Alberta T0C 1N0
Maple Creek, Saskatchewan	Okimaw Ohci (Healing Lodge)	PO Box 1929 Maple Creek, Saskatchewan S0N 1N0
Duck Lake, Saskatchewan	Willow Cree (Healing Centre)	PO Box 520 Duck Lake, Saskatchewan S0K 1J0

**Pacific Region:**

Geographic Area	Site	Address
Abbotsford	Matsqui Institution/ Pacific Institution/Regional Treatment Centre	33344 King Road PO Box 2500 Abbotsford, British Columbia V2S 4P3
Agassiz	Kent Institution	4732 Cemetery Road PO Box 1500 Agassiz, British Columbia V0M 1A0
	Mountain Institution	4732 Cemetery Road PO Box 1600 Agassiz, British Columbia V0M 1A0
Mission	Mission Institution	8751 Stave Lake Street PO Box 60 Mission, British Columbia V2V 4L8
Abbotsford	Fraser Valley Institution for Women	33344 King Road PO Box 3000 Abbotsford, British Columbia V2S 6J5
Mission	Ferndale Institution	33737 Dewdney Trunk Road PO Box 50 Mission, British Columbia V2V 4L8

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Buyer ID - Id de l'acheteur

kin615

CCC No./N° CCC - FMS No./N° VME

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Victoria	William Head Institution	6000 William Head Road Victoria, British Columbia V9C 0B5
Harrison Mills	Kwikwèxwelhp (Healing Village)	P. O. Box 110, Harrison Mills, British Columbia V0M 1L0



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**E6TOR-13RM03/A**  
Client Ref. No. - N° de réf. du client  
W4938-12-013S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42003

Buyer ID - Id de l'acheteur  
kin655  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**  
**Standing Offer Reporting Form**

Please send to the Standing Offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item# & Quantity)		Date of Order	Date of Delivery	Value of Order (not including HST)

Solicitation No. - N° de l'invitation  
**E6TOR-13RM03/A**  
Client Ref. No. - N° de réf. du client  
W4938-12-013S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42003

Buyer ID - Id de l'acheteur  
kin655  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E"**  
**Offeror's Information**

**1. Offeror's Contact for General Inquiries/Call-ups:**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
Cellular No. \_\_\_\_\_  
E-mail address \_\_\_\_\_

**2. Regional Contact (if applicable)**

Region:	Name:	Telephone #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. Procurement Business Number**

PBN: \_\_\_\_\_

Solicitation No. - N° de l'invitation

**E6TOR-13RM03/A**

Client Ref. No. - N° de réf. du client  
W4938-12-013S

Amd. No. - N° de la modif.

File No. - N° du dossier  
KIN-4-42003

Buyer ID - Id de l'acheteur

kin655

CCC No./N° CCC - FMS No./N° VME

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**Annex “F”**  
**PWGSC-TPSGC 942 – Call-up Against a Standing Offer**  
**(See Attached)**



## Call-up Against a Standing Offer Commande subséquente à une offre à commandes

Ship to - Expédier à

Supplier - Fournisseur

**To the supplier:** The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

**Au fournisseur:** L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

**Security: The call-up includes security provisions.**

**Sécurité : La demande comprend des exigences en matière de sécurité.**

☐ NO  
NON

☐ YES  
OUI

If YES, attach a SRCL to the call-up  
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

☐

The detailed instructions in the standing offer  
Les instructions détaillées dans l'offre à commandes

☐

The address shown in the "Ship to" block  
L'adresse indiquée dans la case « Expédier à »

☐

Special instructions below  
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes

Requisition No. - N° de demande  
Order. Off. - Bur. dem. YY - AA Serial No. - N° de série

Financial Code(s) - Code financier(s)  
Client Reference No. (optional)  
N° de référence du client (facultatif)

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.  
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No.  
N° de modification

Previous Value (\$)  
Valeur précédente (\$)

Value of increase or decrease (\$)  
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised  
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Telephone No. - N° de téléphone

Delivery required by - Livraison requise le  
(YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Approved for the Minister - Approuvé pour le Ministre

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.  
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)
Order. Off.	Bur. dem.	Serial No. - N° de série	

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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)