



Solicitation No. - N° de l'invitation

W0105-15F011/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

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## 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:

- |           |  |
|-----------|--|
| Annex A - | Requirement  |
| Annex B - | Basis of Payment – List of Products and Products' Mandatory Specifications |

### 1.2 Summary

Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Kitchen Accessories, Cleaning Supplies and Cleaning Chemicals** to Department of National Defence, the 5th Canadian Division Support Base Gagetown located in Oromocto, New Brunswick on an as and when requested basis for the period from **01 April, 2015 to 31 March, 2016 with the option to renew for one additional one year period.**

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

*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).*

### 1.3 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 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: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25
M1004T	Condition of Material	2011/05/16

### 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.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

## 2.3 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held **at Building/Kitchen H33 on Oak Street, at 5 CDSB Gagetown in Oromcoto, New Brunswick on Thursday February 5th, 2015**. The site visit will begin at **10:30 AST, in the Main Dining Room**.

Bidders must communicate with the Contracting Authority **no later than February 3, 2015** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.4 Enquiries - Request for Standing Offers

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

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

## 2.5 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 **New Brunswick**.

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-on-green-procurement) ([http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-on-green-procurement)

[procurement/politique-policy-eng.html](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-on-green-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.

##### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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

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

## Section II: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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.

### Prices - Items

Offeror **must submit firm prices for ALL items listed at Annex B.**

#### 4.1.2 Financial Evaluation

##### 4.1.2.1

SACC Reference	Section	Date
M0220T	Evaluation of Price	2013/04/25

### 4.2 Basis of Selection

#### Basis of Selection

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 on an aggregate basis 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](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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

## **5.2 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.1 Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within three days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

- 6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" and "B".

## **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to this Standing Offer.

## **6.3 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.

### **6.3.1 General Conditions**

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

### **6.3.2 Standing Offers Reporting**

#### **Periodic Usage Reports - Standing Offer**

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 below. 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 for the period of the standing offer to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 60 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from **01 April, 2015 to 31 March, 2016** inclusive.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, from **01 April, 2016 to 31 March, 2017** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## **6.5. Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

**Charlotte Drisdelle**  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch and Compensation Services  
1045 Main Street, 3rd Floor  
Moncton, New Brunswick

E1C 1H1

**Telephone: 506-851-6948**  
**Facsimile: 506-851-6759**  
**E-mail address: charlotte.drisdelle@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.

### **6.5.2 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.

### **6.5.3 Offeror's Representative (offeror please complete and submit with the offer)**

#### **Placing Orders:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

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**Delivery follow-up:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**General Enquiries:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**6.6 Identified Users**

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

**Department of National Defence  
5<sup>th</sup> Canadian Division Support Gagetown  
Food Services  
PO Box 17000, Station Forces  
Oromocto, New Brunswick  
E2V 4J5**

**6.7 Call-up Procedures**

As per Annex A

**6.8 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, etc.*) or an electronic version.

**6.9 Limitation of Call-ups**

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

## 6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$415,000.00** (Applicable Taxes excluded) 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 two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.11 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 (2014/11/27)**, General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment – List of Products and Products' Mandatory Specifications
- g) the Offeror's offer dated \_\_\_\_\_

## 6.12 Certifications

### 6.12.1 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.

## 6.13 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 **New Brunswick**.

## **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.

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

**2010A (2014/11/27)**, General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of **2010A (2014/11/27)** will not apply to payments made by credit cards.

#### **6.2.2 SACC Manual Clauses**

##### **6.2.2.1 Delivery and Unloading**

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

##### **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in **Annex B the Basis of Payment**. Customs duties are included and Applicable Taxes are extra.

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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.

#### 6.4.2 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

#### 6.4.3 Payment by Credit Card

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

**OR**

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

#### 6.5 Invoicing Instructions

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

#### 6.6 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2014/06/26
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

#### 6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) **Oromocto, New Brunswick** Incoterms 2000 for shipments from a commercial contractor.

# **Kitchen and Cleaning Supplies**

## ***“REQUIREMENT”***

***5<sup>th</sup> Canadian Division Support Base  
Gagetown***

### **3 AREA SUPPORT GROUP**

#### ***Period of Standing Offer***

**01 April 2015 to 31 March 2016**

**With the option to renew for one additional one year period**



## **REQUIREMENT**

Standing Offer to supply and deliver ***KITCHEN ACCESSORIES, CLEANING SUPPLIES AND CLEANING CHEMICALS WHICH INCLUDES THE PROVISION OF ALL DISPENSING UNITS & RELATED EQUIPMENT*** to specified locations in the Gagetown Training Area.

Suppliers **MUST be able to supply 100% of all the items** listed at Annex "B".

Suppliers **MUST** ensure **100 %** compliance with all items listed in the attached «**List of Products**» at **Annex "B"**. Any deviations from the Product List such as Brand, Product Type, Packaging, Item's Dimensions etc... **MUST be approved** by the Standing Offer Authority at Public Works and Government Services Canada (PWGSC), **in writing, PRIOR to bid closing**.

**All products MUST be «Ready to Use»**. Dilution required for immediate use of product is acceptable. Dilution and storage required for subsequent use of product is unacceptable and will render your bid non compliant and it will be rejected! Evaluation will be based on the actual volume offered.

## **SCOPE OF SERVICES**

To provide kitchen accessories, cleaning supplies and cleaning chemicals, dispensing units & related equipment at specified times to meet the particulars of the requirement.

All Dispensing Units **MUST be supplied and provided** to DND by the supplier. All Dispensing Units and related equipment **MUST** be maintained on a regular and timely manner, with the cost of any repairs resting solely on the supplier.

This standing offer for all kitchen & cleaning supplies and cleaning chemicals and the provision of all dispensing units encompasses the following commodities:

***Kitchen Supplies***  
***Chemical Supplies***  
***Paper Products***  
***Cleaning Chemicals***

**NOTE:** The period of the proposed standing offer will overlap that of the existing contract for (2) weeks, **from 17 to 31 March 2015**. This overlap will permit the removal of existing dispensers and related equipment, and installation of new equipment, in the event that the standing offer is not awarded to the incumbent supplier. This period should also be used to replace, substitute or add equipment if required or requested by DND.

## **PRICING**

**All shipping charges must be included in the quoted prices**. If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

## **DELIVERIES**

Deliveries are to be made direct to a specified location, and **MUST be between the hours of 0700 hr and 1100 hrs only**, Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. The supplier shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit.

## **DELIVERY SERVICE LEVELS**

All orders will be placed a **minimum of three business days prior to the expected day of delivery**, by phone, fax or Email.

A window time of 48 Hours before delivery is required to make **MINOR** amendments to the original order.

Deliveries **MUST** be provided as requested

Deliveries are to be made direct to a specified location as indicated.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

## **ORDER CONFIRMATION OF AVAILABILITY**

Potential shortfalls in providing the specified products shall be immediately brought to the attention of the designated Food Services representative **at time of ordering or within 2 hours maximum**, who in turn is the only approving authority for substitutions.

## **DISCREPANCIES AND SUBSTITUTIONS**

Substitutions will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no product be changed after award of the standing offer **UNLESS** the change derives from the manufacturer. The supplier must therefore notify the Standing Offer Authority at PWGSC and the Food Services Representative at 5 CDSB Gagetown of the change. Changes will only take effect when the Standing Offer Authority has accepted the change, with the Food Services Representative approval.

## **REJECTS AND SHORTFALLS**

The supplier agrees, upon notification of rejects or shortage of chemical products, to replace any and all shorted item within 24 hours, **(delivery costs occurred to replace all rejected items or shortfalls rest fully at the supplier's expense).**

## **REQUIREMENTS PERTAINING TO INVOICING**

A bill of lading and a computerized purchase invoice in three (3) copies “***One original and two copies***” must be provided to the consignee at the time of each delivery, “***Hand written invoices will not accepted***”

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

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and supplier agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

**Invoices must contain the following information:**

**Attn:**    ***Name of Requesting Kitchen***  
             ***Kitchens Complete Mailing address***  
             ***Invoice control number***  
             ***Delivery Date***

## **INVOICE PAYMENT**

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the cleaning supply delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the supplier shall communicate this information as soon as possible to the receiving Units Comptroller.

## **TYPE OF TRANSPORT**

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

The construction, maintenance, and sanitation standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial retailer.

**MAINTENANCE SERVICE:**

The supplier MUST perform monthly maintenance service to all dispensing units and related equipment including refilling of dispensers if required. This maintenance service MUST be done on the **first Tuesday of each month** to several of the DND buildings as listed below:

**Building/Kitchen H33**  
**Building/Kitchen in Camp Petersville**

The supplier will be responsible for all repairs and service to the dispensing units and related equipment.

**Emergency Maintenance Service** will be required ***within twenty four (24) hours*** of a service requirement being placed.

***Offeror please provide the contact person's information to place emergency service calls with:***

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

**Cell Phone &/or Pager:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**QUALITY ASSURANCE**

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

Final inspection and acceptance of the products will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

DND representatives may perform quality assurance inspections at the supplier facilities as required.

**Vendor's Performance**

The vendor's performance will be monitored by the Food Services Representative or his designated representative.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to immediately COMMUNICATE unavailability of products ordered at time of ordering (or within 2 hours maximum);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

**WARNING TO SUPPLIER:**

Failure to provide the level of quality of goods and services as defined herein OR non compliance with Annex B - the «List of Products» more than six (6) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, quality products or correct product size etc....
2. Additional incidents will result in a written notification requesting corrective action; and
3. For a sixth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

**PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO THE ABOVE MENTIONED MANDATORY REQUIREMENTS**

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**(Signature of Authorized Representative)**

## PRICING SHEET

**Solicitation # W0105-15F011/A Annex "B"**

**Title: Kitchen & Cleaning Supplies & Cleaning Chemicals**

**Vendor Name:**

**Period: 2015-04-01 to 2016-03-31 with the option to renew for one (1) additional one (1) year period**

Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>1</b>	60	Brown Towel (dispensers provided must meet HACCP regulations) No Substitute	24 x 205 ft rolls						per case
<b>2</b>	250	Kimberly Clarke Wypall X60 No Substitute	12 x 130 ft rolls						per case
<b>3</b>	250	Comet Brand Cleanser only No Substitute	400 g can						per each
<b>4</b>	600	Black Garbage Bags, MUST be Super Strong, 2ml thick, 35" W x 50" L No substitute	75 per case						per case
<b>5</b>	50	Dust Mop Marino Code #SW7594-50 No Substitute	each						per each

Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
6	50	20" SWEP Mophead Marino Product Code #SW7581 No Substitute	each						per each
7	30	SWEP Duo Microtech Mop Refill Marino Code #SW121645 No Substitute	each						per each
8	30	SWEP Duo Mop Frame Marino Code #SW111390 No Substitute	each						per each
9	3	Tool Bracket Marino Code #TL105 No Substitute	each						per each
10	40	SWEP Microfiber Mop Marino Code #SW8357-50 No Substitute	each						per each
11	40	SWEP Duo Frame Marino Code #SW16866 No Substitute	each						per each
12	500	Flat Wet Mophead, 16oz No Substitute Marino Code MP4PS16 or equivalent brand is also acceptable	16 oz each						per each

Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
13	5	Prolite Mop Handle, Vinyl, 54" No Substitute	54" each						per each
14	5	Bucket/Wringer Sideward No substitute	each						per each
15	20	Heavy Duty Corn Broom 3 String No Substitute in product, Marino Code CB107C or equivalent brand	each						per each
16	5	Broom Handle, Wood Threaded Handle, 54" No Substitute	54" each						per each
17	3	Plastic Muss Floor Squeegee, minimum 22" to a maximum of 24" No Substitute	each minimum 22" - 24" maximum						per each
18	6	Dust Pan, Plastic No Substitute in product, Marino Code MA614 or equivalent brand	each						per each
19	1000	Stainless Steel Scrubber #84 (Curly Cakes) by 3M No Substitute	each						per each



Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>20</b>	600	each	each						per each
<b>21</b>	10	case	500's- 5000's						per case
<b>22</b>	10	case	500's- 5000's						per case
<b>23</b>	5	case	144 per case						per case
<b>24</b>	20	case	100-144 per case						per case
<b>25</b>	80	case	1000 per case						per case
<b>26</b>	3	case	5000- 10,000						per case
<b>27</b>	100	case	3's x 11"- 12" x 2000'						per case
<b>28</b>	80	case	3's x 17" - 18" x 2000'						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
29	8	roll	Stretch Wrap (Pallet Wrap) 80 gage no substitute	1475 - 1500 feet roll						per roll
30	15	case	Parchment Paper, must be SHEETS only, approx. 16-3/8" x 24-3/8", Kosher approved, No Substitute	1000's sheets per case						per case
31	50	each with box	Tin Foil, with Tear Box , 11" to 12" / 30.5cm = 12" Morfoils Brand only No Substitute	1 x 11" - 12" x 660'						each with per box
32	80	each with box	Tin Foil, with Tear Box, 17" to 18" / 45.7cm = 17.99"m Morfoils Brand only No Substitute	1 x 17" - 18" x 333'						each with per box
33	50	roll	Kraft Waxed Paper 18" Must be Kraft brand No Substitute	1 x 18" x 1400'						per roll
34	80	case	Plastic Aprons 2 mil, Stay-Dry Code #APL2PE2 No Substitute	5 x 100 per case						per case
35	5	case	Toothpicks	1000 to 19,200						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
36	40	case	Paper Bowls, 12 oz bowls No Substitute in product, Bridge-Gate Code #BGW-12W-B or equivalent brand	1000 per case						per case
37	15	case	Paper Trays, 9" x 12", Natural Molded Fiber No Substitute	250 per case						per case
38	15	case	Paper Trays, 14" x 18", Natural Molded Fiber No Substitute	100 - 125 per case						per case
39	30	case	Chinet Bowls, 12 oz bowls Must be Chinet No Substitute	1000's						per case
40	150	case	Dispenser Napkins SCA DX 9000 No Substitute (dispensers must be provided)	9000 - 10,000's						per case
41	25	case	Chinet Side Plates, 6-3/4" Chinet Code CKF22007 No Substitute	1000's						per case
42	100	case	Chinet Plates, 8-3/4" Chinet Code CDF22009 No Substitute	500's						per case
43	350	case	Food Service Kit, 6 piece set (KFS) No Substitute	500's						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
44	20	case	White Knives, Plastic No Substitute	1000's						per case
45	20	case	White Forks, Plastic No Substitute	1000's						per case
46	20	case	White Teaspoon, Plastic No Substitute	1000's						per case
47	10	roll	Meat Twine 1 lb roll maximum No Substitute	1 Lb roll maximum						per roll
48	25	pair	Rubber Gloves (Dish) size Small No Substitute	each pair						per pair
49	25	pair	Rubber Gloves (Dish) size Medium No Substitute	each pair						per pair
50	25	pair	Rubber Gloves (Dish) size Large No Substitute	each pair						per pair
51	25	pair	Rubber Gloves (Dish) size X-Large No Substitute	each pair						per pair
52	150	box	Nytril Powder Free Gloves, Blue, size Small No Substitute	100 gloves per box						per box

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017		
										per	box
53	300	box	Nytril Powder Free Gloves, Blue, size Medium No Substitute	100 gloves per box							
54	200	box	Nytril Powder Free Gloves, Blue, size Large No Substitute	100 gloves per box							
55	100	box	Nytril Powder Free Gloves, Blue, size X-Large No Substitute	100 gloves per box							
56	5	pair	Leather Work Gloves, size Small No substitute	each pair						per	pair
57	10	pair	Leather Work Gloves, size Medium No substitute	each pair						per	pair
58	15	pair	Leather Work Gloves, size Large No substitute	each pair						per	pair
59	15	pair	Leather Work Gloves, size X-Large No substitute	each pair						per	pair
60	25	case	FST 3 Way Compartment Paper Trays, Hinged Bridge-Gate ECO-8-3HW No Substitute	200's per case						per	case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>61</b>	15	each	Gel Sanitizer for Hands by Purell or equivalent brand. Must be a minimum of 62% alcohol, must be Pump Form and Ready to Use (RTU) with no dilution required No Substitute	400ml to 1000ml maximum						per each
<b>62</b>	30	each	GOJO Provon Medicated Lotion Soap with Triclosan, Ready to Use (RTU) with no dilution required No Substitute in product and brand. (regular dispensers are currently required, however could be changed to automatic touchless dispensers later during the standing offer period)	1 x 1000ml no substitute						per each
<b>63</b>	50	case	Safe Blend Pot Soap ECP Certified CCD 146-147. This Concentrated Product <b>must be Ready to Use (RTU)</b> for the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute (A wall dispenser must be provided for this product)	4 x 4 Litres						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>64</b>	364	each	Safe Blend Pot Soap ECP Certified CCD 146-147. This Concentrated Product <b>must be Ready to Use (RTU)</b> for the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute (A wall dispenser must be provided for this product)	20 Litres						per each
<b>65</b>	20	case	Descalyer. This Concentrated Product <b>Must be Ready to Use (RTU)</b> for the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute	4 x 4 Litres						per case
<b>66</b>	50	pail	Auto Dishwasher Rinse Agent. This Concentrated Product <b>Must be Ready to Use (RTU)</b> for the employee once it goes through the dilution system which must be provided by the successful bidder. (pails only) No Substitute	20 Litre pails only						per pail

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015-2016	Price year 2016-2017	
67	60	pail	Dishwasher Soap Must be Liquid Form in 20 Litre Pails only. This Concentrated Product <b>Must be Ready to Use (RTU)</b> for the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute	1 x 20 L pail only						per pail
68	25	case	Spray Sanitiser for Food Preparation Tables and Equipment, must be Quat based and <b>must be Ready to Use (RTU)</b> with no dilution required No substitute	Must be 750ml to 950ml maximum						per case
69	10	case	Safe Blend Window Cleaner - <b>Must be Ready to Use (RTU)</b> with no dilution required Must be ECP 146-147 Certified No Substitute	4 x 4 L						per case



Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
70	20	Safe Blend Floor Soap PH 7, Must be ECP Certified CCD 146-147. This Concentrated Product <b>Must be Ready to Use (RTU)</b> by the employee once it goes through the dilution system which must be provided by the successful bidder. Must be suitable for floor scrubbers or bucket use. No Substitute	4 x 4 L						per case
71	55	Safe Blend Degreaser, Must be ECP 146-147 Certified. This Concentrated Product <b>Must be Ready to Use (RTU)</b> by the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute	4 x 4 L						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
72	50	case	Safe Blend Heavy Duty Degreaser - Cleaner. Must be ECP Certified CCP 146-147. This Concentrated Product <b>Must be Ready to Use (RTU)</b> by the employee once it goes through the dilution system which must be provided by the successful bidder. No Substitute	4 x 4 L						per case
73	15	each	Push Brooms, medium sweeping bristles, minimum 16" to 18" maximum no substitute	minimum 16" to 18" maximum						per each
74	15	each	Push Brooms, medium sweeping bristles, 24" No substitute	24"						per each
75	40	case	Scotch Brite 3M #H82 Grill Cleaning Pads, 4.5" x 5.5" No Substitute	10 pads per pkg / 4 pkg per case						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>76</b>	40	case	Purell Hand Sanitizer Refill Packs or equivalent brand. Must be a minimum of 62% alcohol and Ready to Use. Both TOUCHLESS Freestanding Dispensing Units with Drip Trays & Wall Mounted Units are required and must be provided by the successful bidder, including all the Batteries, at no extra cost to DND. No Substitute in type of product or type of dispensing unit.	4 x 1.2 litre or 4 x 40.5oz						per case
<b>77</b>	25	each	Safe Blend Oven Cleaner, Must be Liquid form with trigger, must be ECP Certified CCD 146-147. <b>Must be Ready to Use (RTU)</b> with no dilution required No Substitute	1 x 950 ml RTU						each
<b>78</b>	10	each	Fryer Brush, Marino Code #6504 No Substitute	each						per each
<b>79</b>	10	case	Poly Bags 12 x 15, 2 ml No Substitute	100 per pkg / 10 pkg per case = 1000						per each

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
<b>80</b>	8	case	Ziplock Bag, 5 x 8, 2 ml No Substitute	100 per pkg / 10 pkg per case = 1000						per case
<b>81</b>	4	each	Safety Wrap, 18" by Sanjamar Code # SJ1218 D No Substitute	each						per case
<b>82</b>	2	case	4 to 6 Hour Wick, 24 per case by Buffet Magic Code # 129440 No Substitute	24 per case						per each
<b>83</b>	8	case	Cleaning Tablets by Rational Code # RT5600210 No Substitute	100 per case						per each
<b>84</b>	10	case	Rince Tablets by Rational Code # RT5600211 No Substitute	50 per case						per case
<b>85</b>	52	each	Safeblend Tangerine Multi Purpose Cleaner, Must be ECP Certified CCD 146-147 <b>Must be Ready to Use (RTU)</b> with no dilution required No Substitute	1 x 950 ml RTU						per case

Item	Estimated Yearly Quantity		Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
86	15	each	Spray Nozzle, Pistol Grip, Mibro Code # 7620052 No Substitute	each						per each
87	1	%	Miscellaneous additional other items not listed herein at wholesale price less a _____ % discount or at cost price plus a _____ % markup.							
			All products MUST be "Ready to Use". Dilution required for immediate use of product is acceptable. Dilution and storage required for subsequent use of product is unacceptable and will render your bid non compliant and it will be rejected. Evaluation will be based on the actual volume offered.							

Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
		<b>The offeror must ensure 100% compliance to this Annex "B".</b> Any deviations from this List of Products <b>MUST be approved</b> by the Standing Offer Authority at PWGSC, in writing, <b>PRIOR to bid closing.</b>							
		It is the responsibility of the offeror to obtain clarification of each item of the requirements contained herein, if necessary, prior to submitting their offer or PRIOR to bid closing.							
		<b>No handwritten Pricing Sheets will be accepted. Prices must be submitted with this Annex "B". A copy in Excel Format can be obtained by contacting the Standing Offer Authority.</b>							

Item	Estimated Yearly Quantity	Item Description	Sizes Required	Confirm Size to be provided	Brand Offered	Product Code	Price Year 2015- 2016	Price year 2016- 2017	
		Suppliers may reproduce this Annex "B" providing it reflects all columns and that all items are included and remain listed in the same numerical order as listed herein. If this Annex is reproduced, Canada requests it is done in compliance as indicated herein.							
		<b>NOTE:</b> Columns must be adjusted if required to keep all columns on one page. Also you must identify if the offered price is either per unit, kg or case. The column indicating the estimated quantities can be deleted if required.							