

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet RMSO - FOOD & BEVERAGES - DND & DFO		
Solicitation No. - N° de l'invitation E6HAL-140009/A	Date 2015-04-01	
Client Reference No. - N° de référence du client E6HAL-14-0009	Amendment No. - N° modif. 005	
File No. - N° de dossier HAL-4-73078 (503)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-503-9473		
Date of Original Request for Standing Offer		2015-03-02
Date de la demande de l'offre à commandes originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-13		Time Zone Fuseau horaire Atlantic Standard Time AST
Address Enquiries to: - Adresser toutes questions à: Forward (HAL), LeeAnne		Buyer Id - Id de l'acheteur hal503
Telephone No. - N° de téléphone (902) 496-5070 ()	FAX No. - N° de FAX (902) 496-5016	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

E6HAL-140009/A

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

E6HAL-14-0009

Amd. No. - N° de la modif.

005

File No. - N° du dossier

HAL-4-73078

Buyer ID - Id de l'acheteur

hal503

CCC No./N° CCC - FMS No/ N° VME

Please see the attached document.

BIDDERS CONFERENCE MARCH 31, 2015

ATTENDEES:

Lee Anne Forward	Public Works and Government Services
John Stavert	Public Works and Government Services
Linda Richard	Public Works and Government Services
Steve Breed	Down East Hospitality Inc.
Darlene Lockyer	Down East Hospitality Inc.
Suzanne Berryman	SYSCO
Ruby Lambert	SYSCO
Ted Devitt	Armstrong Food Service
Errol Kennedy	Mulder Meats
Pam Keddy	H & E Keddy Brothers
Shayne Trewin	Gordon Foodservice
Ashley Carey	Eastern Foodservice
Kim Eisnor	Agropur Co-Op (Farmers)

BY TELEPHONE:

Kellie Evers	DND
Elizabeth Sutherland	DND
Derek Ferguson	DND
Deanna Samson	DND

John Stavert welcomed everyone saying we welcome all questions and comments. Copies of document were available.

Lee Anne Forward summarized the SO stating that it is a national approach, link is in document on Buy and Sell. Food quality standards are outlined on Buy and Sell. In the absence of standards in that document you can use CGSB standards.

This requirement is also subject to trade agreements: NAFTA, WTO-AGP and AIT and some bilateral free trade agreements apply. Trade agreements don't allow for brand names.

Maximum of three standing offers will be issued. Not guaranteed that three will be issued. When evaluating SOs if it doesn't make sense to issue three SO's we won't, for example we wouldn't award a third SOA for only a few line items. You will find estimated annual expenditures in document.

Offers must be submitted only to PWGSC, no fax bids, no email bids. Financial proposals should come in on disc or thumb drive. Have to be delivered.

Equivalent product clause in there, not many no substitute. DND has certain machines that they are required to use. Unless there is an equivalent product in fit form and function, then for those machines there is no substitute.

Inquiries on SO are to be received no later than 10 calendar days before the closing date. Under Official Languages Act we have to have questions translated. This takes a couple of days to do.

Offer preparation instructions....two hard copies of technical offer with all blanks and fill-ins completed. Please note on each page your company name. Please submit your financial offer on DVD or thumb drive. Certifications, none at bid closing; but basically at bid closing by signing you are indicating that you meet the certifications.

Make sure send in signed front page and amendments to indicate you are agreeing to amendments.

Mandatory criteria and financial criteria.

Mandatory criteria – must provide pricing as per unit of issue requested. Caution to be very careful to check the unit of measure. Cannot add after bid close, that is called bid repair. If you put in \$13.00kg and you meant \$1.30kg then it will remain \$13.00kg.

Evaluation will take place. The awards will be made per category. The awards will go to bidder with highest number of low priced items in that category.

Big change in security requirement for SO, DND has lifted the security requirement for this. Encourage every bidder to get their security requirement. The situation can change overnight at the military bases.

SO reporting. Because price evaluations are now staying with PWGSC, do need reports by line item and by dollar value. Due 15 days after end of quarter.

Identified users are any government department, Agency or Crown Corporation. We don't expect out of the blue for a new department to come forward without contacting us as the Standing Offer Authority first. If this does happen, please refer the ordering department to PWGSC.

Bidder Question: Is Coast Guard College under this SO?

Answer: Yes

Bidder Question: How do we know who has signing authority at base?

Answer: PWGSC can't really monitor. If it comes up we will help you work through it in conjunction with the client.

Bidder Question: Regarding limitation of call-ups is it per order or per category?

Answer: Per order. If they are calling up against SO the maximum is \$40,000. Sometime they have to go over that, they come to Contracting Authority and we will revisit the maximum call-up. An example of a reason for revisiting the maximum call-up might be with the reprovisioning a ship.

Lee Anne – Has everyone had an opportunity to review documents? Second version of excel spreadsheet. LA working with Ottawa trying to get rid of version 1. Please make sure you bid using the

latest version of the spreadsheet. Could be a version 3 coming depending on feedback. Check every day or every second day to make sure you are getting all of the amendments.

Bidder Question – I tried to download and couldn't get into spreadsheet. It is giving a read-only message.

Answer: Don't copy and paste sheet. Lee Anne mentioned she will get IT to look at it and will put up a proper working version of the sheet if that needs to be done. Lee Anne mentioned that you need to give hard copy and soft copy of financial proposal. You can enter your data in the beige portion.

Bidder Question: For case sizes is the math being worked out here?

Answer: PWGSC is working that math out.

There is a proposed brand and size column if you want to enhance your description. Case isn't a unit of measure. I.e. Case of 2 x 1kg. Lee Anne will put out some examples of that in the next amendment.

Bidder Question: Will there be additional brands specified?

Answer: No. Top of column should read as "preferred brand". If you have an equivalent acceptable brand we are evaluating on lowest price.

Bidder Question: Are the usages yearly usages?

Answer: Yes and these figures are "estimated" only at this point. As model continues to evolve, the data should improve.

Lee Anne Forward: Right now one-year SO, with rebid periods. Attached to the document is the schedule of rebids. If you hold a SO initially you can bid on every item in that category. If you don't have a SO in that category you cannot rebid until we go out again in a year.

Bidder Question: Between the time you award the SO and the time it takes to gather inventories what are you looking at?

Answer: Because this is new we don't know how long things are going to take. We have some new tools and technology. Rebid periods due on 20th day of the preceding month. Should go quickly, please bear with us. We may have to move the 20th day earlier depending.

Bidder: There is a need for time to allow bidder time to have inventory in stock.

Bidder Question: Do we accept special order items on SO? I.e. Something we don't carry actively. It might take several weeks to order in. Some items we don't stock, but we supply to them now. Can take 3-4 weeks to come. Should I be quoting the items? Should I have them in house?

Answer: All items on the spreadsheet should be available in your warehouse, if they are rarely ordered they should not be on the list.

Bidder Question: Is new basis of payment the one to submit bid?

Answer: Yes, please submit your bid using the most recent version of the spreadsheet that is available on Buy and Sell.

Lee Anne Forward: Rebids are the sole responsibility of the supplier. It is your responsibility to have them on time. These will be accepted by via-email to a generic email address. Rebids – have to send in your spreadsheet. If nothing sent in then your last bid will be your new bid.

Bidder Question: Is third-party transportation ok? Is there any problem with that?

Answer: Only time that it may be a concern is with regards to security requirements. If you use a sub-contractor and there are security requirements, it will be your responsibility to ensure they also meet the security clearances.

Bidder Question: I don't understand employment equity clauses.

Answer: There are a lot of different categories regarding employment equity. Where it affects your bid is there exists a list of companies not eligible to bid due to the fact they are not following the laws of employment equity. If your company name is on that list, you are not eligible to bid on government contracts. By signing your bid you are certifying your company is not on that list.

Bidder Question: If description is a little different, do we write that in?

Answer: Make sure we understand everything about the item you are bidding on if it is different from the item listed. Just make sure it is clear. If you are unsure, please ask prior to bidding.

Bidder Question: How many decimal places are we rounding to?

Answer: Rounding to 2 decimal places.

Bidder Question: If I have a specific item that I am questioning do you want it in writing?

Answer: Please send it in writing as we have to check with the client.

Bidder Question: what are the chances that April 13 is going to change?

Answer: There are no plans to change the date.

Note: All potential bidders should note there will be a version 3 spreadsheet to follow the week of April 6, 2015. This spreadsheet will contain enhanced functionality to make it easier to fill out the columns. There will be no change to the line items per se, no additions or deletions or change in the order of the line items. There will also be some examples of how line items are to be completed.