

Solicitation No. - N° de l'invitation

21201-163260/01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21201-163260

MCT-5-38006

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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: |
| | 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:

- | | |
|-----------|--|
| Annex A - | Requirement |
| Annex B - | Basis of Payment - List of Products |
| Annex C - | Complete List of Each Individual who are currently Directors and/or Owners of the Offeror; |
| Annex D - | Information to Suppliers |
| Annex E - | Schedule of Tender Closing Dates and Pages 1 of each Tender closing date |

1.2 Summary

Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Miscellaneous Groceries, RETAIL Packs** to Correctional Services Canada's (CSC) Institutions located in Dorchester New Brunswick and in Springhill & Truro Nova Scotia for the period from **01 August, 2015 to 31 July, 2016** inclusive, **divided into two (2) rebid periods.**

NOTE: Offers must be submitted for each period as per the schedule in Annex "E". Offerors may bid on any period of their choice.

Page 1 of each Request for Standing Offers, as per the Schedule of Tender Closing Dates, are included in Annex "E" with each individual closing dates.

Only the page 1 for the current closing date should be submitted.

The Standing Offer Periods will be approximately as follows:

01 August 2015 to 31 January 2016: and

01 February 2016 to 31 July 2016

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) and Canada-Peru/Canada-Colombia/Canada-Panama Free Trade Agreements.

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>) 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

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 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.

2.4 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 **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-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.

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 III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

Prices – Items

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

4.1.2 Financial Evaluation

SACC Reference

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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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".

6.2 Security Requirements

- 6.2.1 **On receipt of a Standing Offer, the Supplier must provide a list of its drivers to the Institutions of Correctional Services Canada in order for the drivers to be cleared by a Canadian Police Information Center (CPIC) Security check before deliveries can be made to the various Institutions.**

The Suppliers must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements.

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 30 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 August, 2015 31 July, 2016, divided into two (2) rebid periods.**

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

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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: _____

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

General Enquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

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6.6 Identified Users

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

Correctional Service Canada Institutions as follows:

Dorchester Penitentiary – Minimum Sector
4902 Main Street
Dorchester, NB E4K 2Y9

Springhill Institution
330 McGee Street
P.O. Box 2140
Springhill, NS B0M 1X0

Nova Institution for Women
180 James Street
Truro, NS B2N 6R8

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 **\$175,000.00** (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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;
- g) Annex C, Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;
- h) Annex D, Information to Suppliers
- i) Annex E, Schedule of Tender Closing Dates and Pages 1 of each Tender Closing Date
- j) 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

2.2.2.1 Inspection and Stamping

The Contractor must ensure that inspectors from the Canadian Food Inspection Agency (CFIA) have inspected all meat and meat products, poultry and poultry products, lard, shortening and margarine containing animal fats, and soups containing ingredients of animal origin, and have stamped those products "CFIA inspected for CG" before shipment.

The Contractor must arrange for all such products to be delivered to the consignee either from an establishment registered in accordance with the Meat Inspection Act, 1985, c. 25 (1st Supp.) and the regulations made under that Act, or from a food distributor that purchased the products from such an establishment. Canada will not accept products that have not been stamped by the CFIA.

The Contractor must not permit any food distributor to alter or further process any meats or other products that have been inspected by inspectors from the CFIA.

6.2.2.2 Delivery of Fresh Chilled or Frozen Products

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18o C or lower, and fresh chilled products between 4o C and 1o C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

6.2.2.3 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

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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.

6.2.2.4 Type of Transport

Delivery must be made in refrigerated transport. The acceptable temperature range is from 1.5° C to 4° C or (35° F to 40° F).

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.

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 _____.

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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
A9068C	Government 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) **Dorchester, New Brunswick and Springhill and Truro Nova Scotia** Incoterms 2000 for shipments from a commercial contractor.

Miscellaneous Groceries

RETAIL Size Packages

“REQUIREMENT”

Correctional Service Canada (CSC)

Delivery MUST be provided to the following Institutions:

**Dorchester Penitentiary – Minimum Sector - Dorchester, New Brunswick
Springhill Institution - Springhill, Nova Scotia
Nova Institution - Truro, Nova Scotia**

FOOD SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN

REQUIREMENT

To supply and deliver Miscellaneous **Grocery Products in Retail Packages** on an “as and when requested” basis to the Institutions of Correctional Service Canada located in Dorchester New Brunswick, and Springhill and Truro in Nova Scotia as specified.

The offeror **MUST** provide a price for **EACH item** and must be **able to supply 100% of the items** on the attached «List of Products» in Annex "B".

The offeror **MUST ensure 100 % compliance** to this Annex “A” and the attached «List of Products» in Annex “B”. Any deviations **MUST be approved** by the Standing Offer Authority at Public Works and Government Services Canada (PWGSC), **in writing, PRIOR to bid closing**. Failure to do so will render your bid non compliant and it will be rejected.

The offeror is to bid on the on the «individual package sizes» as close as possible to the sizes requested. If you offer a size “much larger” than the “size requested”, it **MUST be approved** by the Standing Offer Authority, in writing, **PRIOR to bid closing**.

SCOPE OF SERVICES

To provide food commodities at specified times and locations within each individual institution to meet the particulars of the standing offer.

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

Miscellaneous Grocery Products - «Retail Packages» only

PRICING

All shipping charges must be included in the quoted prices. If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery.

DISCREPANCIES AND SUBSTITUTIONS

No items shall be substituted unless the substitution is authorized on the call-up document by the Food Services Officer.

Sizes, Product Types and Brand Names:

It is a condition that no pack size, case size, product type, brand or price be changed after award of the standing offer UNLESS the changes are from the manufacturer or if a product is discontinued by its manufacturer. You will therefore have to notify the Standing Offer Authority at PWGSC of the change.

NOTE: Changes will only take effect when the Standing Offer Authority at PWGSC has accepted the change.

If a product becomes temporarily unavailable for a short period of time DUE to Manufacturing Problems, you may supply a product of equal value (if available) if acceptable by the Food Services Officer (FSO) or his representative. The supplier will be responsible to notify the FSO or his representative as soon as the original product brand is made available again.

CALL-UP PROCEDURES

All orders will be placed by facsimile and/or Email.

All call-ups MUST be placed no later than by 11h00 two (2) business days prior to the expected day of delivery.

Institution Personnel will be able to make **MINOR amendments** to the original order up until 11h00 one (1) business day prior to the expected day of delivery.

ORDER CONFIRMATION OF AVAILABILITY

Items that are not available are NOT to be back ordered.

Items are NOT to be short shipped when the entire quantity ordered is not available. All items ordered MUST be processed on a FILL or KILL BASIS.

The Food Services Officer, or his representative, is the only approving authority for substitutions, if acceptable.

FOOD DELIVERY INSTRUCTIONS:

Only one delivery is to be made per order.

Deliveries MUST be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein.

All products must be delivered in its original box or case.

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

All security policies must be adhered to for deliveries on institutional grounds.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

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.

EMERGENCY DELIVERIES:

LOCK DOWN Emergency Deliveries:

Orders **MUST be delivered within 24 hours notice**, during regular business days only, for Emergency Deliveries due to a **LOCK DOWN**.

Other Emergency Deliveries:

Orders **MUST be delivered within 24 hours notice**, excluding Sundays & Statutory Holidays only, for Emergency Deliveries due to a **LOCK DOWN**.

In the event an order CANNOT be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc..., the supplier will be required to make delivery the following business day and NO LATER than the second business day following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.

DELIVERY REQUIREMENTS for Each Individual Institution

Dorchester Penitentiary (DP) – Minimum Sector - Dorchester NB

Dorchester Penitentiary – Minimum Sector requires **two (2) deliveries per week**

Deliveries will be accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 and 15h00** (deliveries must be completed by 11h00 and 15h00).

Emergency Deliveries will be accepted as per their regular hours of delivery.

Location of Delivery - Mandatory Requirement:

All deliveries to DP MUST be made to the building indicated as «Procurement & Stores».

Springhill Institution (SI) - Springhill, N.S.

Springhill Institution requires **one (1) delivery per week**.

Deliveries will be accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 and 15h00** (deliveries must be completed by 11h00 and 15h00).

Emergency Deliveries will be accepted during the same hours as regular deliveries.

Location of Delivery - Mandatory Requirement:

All deliveries to SI **MUST** be made directly to the Back Door of the Kitchen. The truck **MUST ALWAYS** be capable to go directly to the Kitchen's Back Door.

Nova Institution (NI) - Truro, N.S.

Nova Institution requires **one (1) delivery per week**. Delivery Days **MUST be on Tuesdays** only.

Goods must be delivered between **8h00 until 12h00** and between **13h00 to 15h00** (deliveries must be completed by 12h00 and 15h00).

Emergency Deliveries: To be determined by the Food Services Officer when order is placed.

Location of Delivery - Mandatory Requirement:

All deliveries to NI **MUST** be made at the BACK DOOR of the building called «**Food Services/Stores Area**» situated inside institutional grounds.

NOTE:

The day(s) of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement **except for Nova Institution**.

There **MUST** be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries **WILL NOT** be accepted at any other location on the premises of the Institutions.

REQUIREMENTS PERTAINING TO INVOICING

A computerized or typed purchase invoice one **(1) copy only** must be provided to the client at the time of each delivery.

No Hand Written Invoices will be accepted.

If and when corrections to an invoice are made, you **MUST** reprint a corrected copy to be supplied at time of delivery.

No hand written corrections on invoices will be accepted.

The client's delivery representative will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

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 client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client 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:

1. Purchase Order Number
2. Attention: Name of Requesting Site
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

TYPE OF TRANSPORT

Delivery of chilled, frozen food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food 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 the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration 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 grocer.

PALLETISING

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

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

Food items MUST be palletized in segregated commodities of:

***Dry goods;
Chilled products; and
Frozen Foods***

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

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

PRODUCTS

All packaging and labeling must be in accordance with CGSB Standards and CFIA regulations. Individual packaging and labeling of product must indicate "Best Before" date on packaging.

EXPIRY DATES:

STANDARDS: All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

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

QUALITY ASSURANCE

Frozen food products must be delivered individually quick-frozen with an internal temperature of not greater than minus eighteen degrees Celsius.

All products must be of recent production and have the latest production date available, the shelf life or best before 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.

Products having outdated Best Before Dates **WILL** be returned to the supplier at the supplier's cost.

The "***Canadian General Standards Boards specifications***" will be used as reference for quality control.

A copy of the Canadian General Standards Board – Standards is available and may be purchased from:

Canadian General Standards Board Sales Centre
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Quebec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

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

CSC 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 Officer or his designated representative at each individual Institution.

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

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- 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.

High quality product and service as defined in «**Canadian General Standards Board Specifications**» (CGSB) will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein OR non compliance with Annex "B" - the «Foodlist» more than five (5) 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. A second, third & fourth incident will result in a written notification requesting corrective action; and
3. For a fifth 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 ALL THE MENTIONED MANDATORY REQUIREMENTS STATED HEREIN.

Signature of Authorized Representative

File N° / N° de dossier: 21201-16 3260 Annex B / Annexe B
Title / Titre: Miscellaneous Grocery - Retail Packages / Produits d'épicerie - Formats au détail

Vendor Name / Nom du fournisseur: Period/Période: 2015 - 2016									
Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	
1	38	cs	Flour, All Purpose, White, / Farine tout usage, blanche	10 x 2.5 kg					per par CS
2	76	cs	Sugar, White / Sucre, Blanc	10 x 2 kg					per par CS
3	36	cs	Brown Sugar / Cassonade	10 x 2 kg					per par CS
4	6	cs	Icing Sugar / Sucre à glacer	20 x 1 kg					per par CS
5	3	cs	SPLENDA No Substitute/aucun substitut, individual portions /portions individuelles	12 x 100					per par CS
6	24	cs	Sugar Substitute / Succédané du sucre individuel portions/portions individuelles	12 x 100					per par CS
7	15	cs	Salt, Table / Sel à table	24 x 1 kg					per par CS

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
8	210	cs	All Vegetable Oil / Huile tout végétal No Substitute / aucun substitut	4 x 3 L					per par	cs
9	36	cs	All Vegetable Oil / Huile tout végétal No Substitute / aucun substitut	12 x 946 - 1 L maximum					per par	cs
10	33	cs	Vegetable Shortening, No Substitute / Shortening végétale, aucun substitut	36 x 454g					per par	cs
11	15	cs	Cornstarch / Fécule de maïs	12 x 454g					per par	cs
12	32	cs	Baking Powder / Poudre pour pâte	24 x 450g					per par	cs
13	24	cs	Baking Soda / Bicarbonate de soude	24 x 500 g					per par	cs
14	128	cs	Pancake Mix, complete, just add water no substitute / Mélange à crêpes, complet , seulement de l'eau à ajouter aucun substitut	12 x 1 kg					per par	cs
15	108	cs	Cake Mix Chocolat, complete just add oil &/or egg no substitute / Mélange à gâteau chocolat ajouter l'huile et/ou oeufs aucun substitut	12 x 510 g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
16	108	cs	Cake Mix White, complete just add oil &/or egg no substitute / Mélange à gâteau blanc ajouter l'huile et/ou oeufs seulement aucun substitut	12 x 510g					per par	cs
17	30	cs	Pie Filling, Cherry / Garniture à tarte - cerise	12 x 540 ml					per par	cs
18	30	cs	Pie Filling, Blueberry / Garniture à tarte - bleuet	12 x 540 ml					per par	cs
19	18	cs	Pumpkin, Fancy / Citrouille, de fantaisie	12 x 796 ml					per par	cs
20	24	cs	Apple Pie Filling / Garniture à tarte - pomme	12 x 540 ml					per par	cs
21	60	cs	Sultana Raisins, Seedless / Raisins sultana sans graines	24 x 375g					per par	cs
22	54	cs	Dates / Dattes	24 x 375 g					per par	cs
23	20	cs	Prunes / Pruneaux	24 x 375g					per par	cs
24	114	cs	Chocolate Chips / Brisures de chocolat	12 x 300 g					per par	cs
25	30	cs	Chopped Walnuts / Noix hachées escalées	24 x 200g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
26	18	cs	Vanilla Extract Must be Non- Alcoholic No Substitute / Extrait de vanille doit être sans alcool aucun substitut	12 x 500 ml					per par	cs
27	108	cs	Plum Sauce / Sauce aux prunes	12 x 227ml - 350 ml					per par	cs
28	12	cs	Chili Sauce / Sauce chili	12 x 500 ml					per par	cs
29	114	cs	Soya Sauce / Sauce soya	12 x 450 ml					per par	cs
30	30	cs	Worcestershire Sauce / Sauce Worcestershire	12 x 355 ml					per par	cs
31	12	cs	Sauce Tobasco Sauce McIlhenny Co. or equivalent/ou équivalent	24 x 57 ml					per par	cs
32	156	cs	BBQ Sauce / Sauce BBQ	12 x 425 ml					per par	cs
33	18	cs	H.P. Sauce / Sauce H.P.	12 x 400 ml					per par	cs
34	21	cs	Steak Sauce A1 / Sauce à bifteck A1	12 x 400 ml					per par	cs
35	12	cs	Steak Sauce Heinz 57 / Sauce à bifteck Heinz 57	12 x 500 ml					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
36	108	cs	Honey Garlic Sauce / Sauce ail et miel	12 x 350 ml					per par	CS
37	192	cs	Tomato Sauce / Sauce aux tomates	12 x 680g					per par	CS
38	174	cs	Table Syrup / Sirop de table	8 x 750 ml					per par	CS
39	24	cs	Golden Corn Syrup / Sirop de maïs doré	12 x 500 ml					per par	CS
40	30	cs	Honey, LIQUID No Substitute / Miel LIQUIDE aucun substitut	12 x 375 ml					per par	CS
41	36	cs	Molasses / Mélasse	12 x 675g					per par	CS
42	132	cs	Ketchup HEINZ No Substitute / aucun substitut	12 x 1 Litre					per par	CS
43	108	cs	Mustard / Moutarde	12 x 500 ml					per par	CS
44	108	cs	Sweet Green Relish / Relish verte sucrée	12 x 500 ml					per par	CS
45	62	cs	Vinegar / Vinaigre	12 x 1 L					per par	CS
46	30	cs	Sweet Mixed Pickles / Marinades sucrées	12 x 1 L					per par	CS

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
47	42	cs	Baby Dill Pickles / Petits cornichons à l'aneth	12 x 1 L					per par	cs
48	30	cs	Mustard Pickles / Marinade à la moutarde	12 x 750ml					per par	cs
49	12	cs	Salad Dressing, French / Vinaigrette française	12 x 250 ml - 475 ml					per par	cs
50	66	cs	Salad Dressing, Zesty Italian / Vinaigrette italienne piquante	12 x 250 ml - 475 ml					per par	cs
51	126	cs	Salad Dressing, Ranch Light / Vinaigrette Campagne légère	12 x 250 ml - 475 ml					per par	cs
52	108	cs	Salad Dressing, Ceasar / Vinaigrette César	12 x 250 ml - 475 ml					per par	cs
53	18	cs	Pot Barley / Orge	12 x 450 g					per par	cs
54	132	cs	Coconut / Noix de coco	12 x 200 g					per par	cs
55	84	cs	Minute Rice / Riz instantané	24 x 700 g					per par	cs
56	105	bag / sac	Long Grain Rice / Riz à grain long	20 kg					per par	bag sac
57	30	cs	Brown Rice / Riz brun no substitute / aucun substitut	12 x 900g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	per par	CS
58	144	CS	Pasta, Elbow Macaroni / Pâtes, Macaroni Coudes	12 x 900 g						
59	164	CS	Pasta, Spaghetti / Pâtes, Spaghetti	20 x 900 g						
60	114	CS	Pasta, Lasagna, Oven Ready / Pâtes, Lasagne Prêt pour la cuisson	12 x 375 g						
61	126	CS	Pasta, Egg Noodles / Pâtes, Nouilles aux oeufs	12 x 375 g						
62	137	CS	Kraft Dinner by Kraft No Substitute / Dîner Kraft de Kraft aucun substitut	35 x 225g						
63	162	CS	Hamburger Helper or equivalent brand /ou marque équivalente, <u>Cheeseburger</u> <u>flavor</u> no Substitute / de saveur <u>Hamburger au fromage</u> aucun substitut	12 x 190 - 227g						
64	33	CS	Hamburger Helper or equivalent brand /ou marque équivalente, <u>Beef Stroganoff</u> <u>flavor</u> no substitute / de saveur <u>Boeuf Stroganov</u> aucun substitut	12 x 190 - 227g						

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
65	90	cs	Hamburger Helper or equivalent brand /ou marque équivalente in <u>Chili Macaroni</u> flavor No Substitute / de saveur <u>Macaroni au Chile</u> aucun substitut	12 x 190 - 227g					per par	cs
66	84	cs	Dressing Mix / Mélange à farce Stove Top or equivalent brand / ou marque équivalente	12 x 120 g					per par	cs
67	84	cs	Coating Mix / Panure assaisonnée Shake'n Bake or equivalent brand /ou marque équivalente	12 x 142 g					per par	cs
68	12	cs	Taco Kit / Coquilles à Taco	12 x 465 g					per par	cs
69	120	cs	Red Rose Tea Bags No Substitute /Sachets de thé Red Rose aucun substitut	12 x 36's = 113g					per par	cs
70	152	cs	Instant Coffee / Café instantané	12 x 200 g					per par	cs
71	196	cs	Percolated Coffee / Café moulu	6 x 925g					per par	cs
72	60	cs	Percolated Coffee / Café moulu Folgers no substitute / aucun substitut	6 x 920g					per par	cs
73	24	cs	Cocoa / Cacao	12 x 250 g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
74	30	cs	Dessert Whip Topping Mix / Mélange de garniture à fouetter pour dessert	36 x 85 g					per par	cs
75	85	cs	Raspberry Jam / Confiture aux framboises	12 x 500 ml					per par	cs
76	13	cs	Strawberry Jam / Confiture aux fraises	12 x 500 ml					per par	cs
77	48	cs	Strawberry Jam No Sugar Added / Confiture aux fraises, sans sucre ajouté no substitute/aucun substitut	12 x 310 ml					per par	cs
78	108	cs	Apple/Strawberry Jam / Confiture aux pommes/fraises	12 x 500 ml					per par	cs
79	133	cs	Peanut Butter must be Smooth / Beurre d'arachides doit être crémeux No substitute / Aucun substitut	12 x 1 kg					per par	cs
80	18	cs	Peanut Butter with no sugar & no salt / Beurre d'arachides sans sucre et sans sel Kraft or equivalent / ou équivalent	12 x 500g					per par	cs
81	48	cs	Cheese Spread / Tartinade au Fromage	12 x 500 g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
82	114	cs	Miracle Whip or equivalent / ou l'équivalent	12 x 890ml					per par	cs
83	96	cs	Miracle Whip «Calorie Wise» or equivalent / Miracle Whip «faible teneur en calories» ou équivalent	12 x 890ml					per par	cs
84	66	cs	Rice Krispies	12 x 285g					per par	cs
85	102	cs	Corn Flakes	12 x 525g - 675g					per par	cs
86	72	cs	Bran Flakes	12 x 525g - 600g					per par	cs
87	84	cs	Shreddies	24 x 550g					per par	cs
88	72	cs	Multi Grain Cheerios multi grain	14 x 390g					per par	cs
89	30	cs	Céréale All Bran Cereal	12 x 400 g					per par	cs
90	18	cs	Oatmeal / Gruau	12 x 1 kg					per par	cs
91	12	cs	Cream of Wheat / Crème de blé	12 x 800g					per par	cs
92	12	cs	Beef Vegetable Soup / Soupe aux légumes et boeuf	24 - 48 x 284 ml					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	per par	CS
93	90	CS	Tomato Soup / Soupes aux tomates	24 - 48 x 284 ml						
94	132	CS	Vegetable Soup / Soupe aux légumes	24 - 48 x 284 ml						
95	156	CS	Chicken Noodle Soup / Soupe au poulet et nouilles	24 - 48 x 284 ml						
96	78	CS	Cream of Mushroom Soup / Soupe crème de champignon	24 - 48 x 284 ml						
97	36	CS	Juice Crystals Orange / Cristaux de saveur Orange	16 x 3 x 80 g						
98	42	CS	Juice Crystals Fruit Punch / Cristaux de saveur Punch aux fruits	16 x 3 x 80 g						
99	36	CS	Juice Crystals Peach ratio 16 / Cristaux de saveur aux pêches rapport 16	16 x 3 x 80g						
100	276	CS	Apple Juice must be in Tetra Pack no substitute / Jus de pommes doit être en paquet Tetra aucun substitut	12 x 1 L						
101	54	CS	Tomato Juice / Jus de tomates	12 x 1.36 L						

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
102	112	cs	Spaghetti Sauce with Meat no substitute / Sauce à spaghetti avec viande aucun substitut	12 x 680 ml					per par	cs
103	6	cs	Canned Spaghetti / Spaghetti en conserve	24 x 398 ml					per par	cs
104	84	cs	Salsa	12 x 650 ml - 750 ml					per par	cs
105	78	cs	Hot Peppers Rings / Anneau de Piments fort Bick's or equivalent/ou l'équivalent	12 x 750 ml					per par	cs
106	210	cs	Tomato Paste / Pâte de tomates	24 x 369 ml					per par	cs
107	234	cs	Tomatoes, Diced No Substitute / Tomates coupés en dés aucun substitut	12 x 796 ml					per par	cs
108	144	cs	Creamed Corn / Maïs en crème	24 x 398 ml					per par	cs
109	168	cs	Corn Niblets / Maïs en grains	12 x 341 ml					per par	cs
110	72	cs	Green Beans / Haricots verts	12 x 398 ml					per par	cs
111	72	cs	Cut Wax Beans / Haricots jaunes coupés	12 x 398 ml					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
112	140	cs	Peas / Pois	12 x 398 ml - 540 ml					per par	cs
113	69	cs	Chick Peas / Pois chiches	24 x 540 ml					per par	cs
114	60	cs	Mixed Vegetables w/carrots, peas, corn, green beans and onions (will also accept in addition to the mix potatoes, wax beans, celery and cabbage) / Macédoine de légumes; carottes, pois, maïs, haricots verts et onions (ils acceptent aussi au mélange en plus, si disponible, pommes de terre, haricots jaunes, celeri et choux)	12 x 284 ml - 398 ml					per par	cs
115	132	cs	Mushrooms Pieces & Stems No Substitute / Champignons, morceaux et queues aucun substitut	24 x 284 ml					per par	cs
116	54	cs	Bean Sprouts / Fèves germées	12 x 796 ml					per par	cs
117	186	cs	Beans in Tomato Sauce no substitute / Fèves dans une sauce de tomates aucun substitut	24 x 398 ml					per par	cs
118	156	cs	Kidney Beans, canned / Haricots rognon, en boîte	24 x 398 ml					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
119	6	cs	White Kidney Beans / Fèves à haricots blanc no substitute / aucun substitut	24 x 540 ml maximum pack size					per par	cs
120	7	cs	Dried Yellow Eyed Beans / Haricots à oeil jaune séché	24 x 454g					per par	cs
121	3	cs	Lima Beans / Fèves germées	12 x 450 ml					per par	cs
122	114	cs	Flaked Ham / Jambon en flocons	24 x 156g					per par	cs
123	114	cs	Flaked Turkey / Dinde en flocons	24 x 156 g					per par	cs
124	51	cs	Corned Beef / Boeuf salé	24 x 340 g					per par	cs
125	63	cs	Baby Clams / petites Palourdes	24 x 142 g					per par	cs
126	186	cs	Sardines in Oil / Sardines dans l'huile No Substitute / aucun substitut	18 x 106 g					per par	cs
127	234	cs	Canned Salmon / Saumon en conserve	24 x 213 g					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
128	336	cs	White Tuna Flakes In Water, No Substitute / Miettes de Thon blanc dans l'eau, aucun substitut	24 x 120 g					per par	cs
129	24	cs	Cranberry Sauce / Sauce canneberges	24 x 348 ml - 398ml					per par	cs
130	42	cs	Apple Sauce / Compote aux pommes	12 x 796 ml					per par	cs
131	337	cs	Evaporated Milk / Lait évaporé	24 - 48 x 370 ml					per par	cs
132	12	cs	Powdered Milk / Lait en poudre	12 x 500g					per par	cs
133	132	cs	Soda Crackers, unsalted No Substitute / Biscuits soda, sans sel aucun substitut	12 x 454g					per par	cs
134	48	cs	Soda Crackers, Whole Wheat No Substitute / Biscuits soda, Blé entier aucun substitut	12 x 500g					per par	cs
135	6	cs	Chocolate Chip Cookies no substitute / Biscuits Brisures de Chocolat aucun substitut	16 x 330 g					per par	cs
136	24	cs	Cookies, Vanilla Cream No Substitute / Biscuits à la crème vanille aucun substitut	24 x 300g / 12 x 900g maximum pack size/le paquet					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	per par	CS
137	144	CS	Graham Wafers / Biscuits Graham	12 x 400 g						
138	24	CS	Arrowroot Cookie / Biscuit à l' Arrowroot	12 x 350 g						
139	48	CS	Marshmallows, natural / Guimauves, naturel	6 x 1 kg						
140	78	CS	Instant Dessert Pudding Powder, Chocolate, No Substitute / Poudre pour pudding instantané, chocolat, aucun substitut	24 x 113 g						
141	78	CS	Instant Dessert Pudding Powder, Butterscotch No Substitute / Poudre pour pudding instantané, Caramel écossais, aucun substitut	24 x 113 g						
142	78	CS	Instant Dessert Pudding Powder, Vanilla, No Substitute / Poudre pour pudding instantané, Vanille, aucun substitut	24 x 102 g						
143	60	CS	Dessert Jelly Powder, Raspberry / Poudre pour dessert gelé, framboises	24 x 85 g						

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
144	72	cs	Dessert Jelly Powder, Strawberry / Poudre pour dessert gelé, fraises	24 x 85 g					per par	cs
145	72	cs	Dessert Jelly Powder, Cherry / Poudre pour dessert gelé, cerises	24 x 85 g					per par	cs
146	156	cs	Lemon Pie Filling, Regular / Remplissage à tarte au citron, régulier	24 x 425g					per par	cs
147	108	cs	Pineapple Tidbits, In Its Own Juice Only, No Substitute / Petits morceaux d'ananas, dans son propre jus seulement, aucun substitut	12 x 398 ml - 540 ml					per par	cs
148	96	cs	Pear Halves in their own Juice only with No Sugar Added, No Substitute / Poires en moitiés, dans leur jus seulement sans sucre ajouté, aucun substitut	12 x 796 ml					per par	cs
149	156	cs	Peaches, Sliced, in Juice only with No Sugar Added, No Substitute / Pêches, tranchées, dans du jus seulement sans sucre ajouté, aucun substitut	12 x 398 ml - 796 ml					per par	cs

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
150	114	cs	Fruit Cocktail in Juice only with No Sugar Added, No Substitute / Cocktail aux fruits, dans du jus seulement sans sucre ajouté, aucun substitut	12 x 796 ml					per par	CS
151	36	cs	Caramel Rice Cakes / Galettes de riz Caramel No Substitute/aucun substitut	12 pkg per case					per par	CS
152	108	cs	Cream Cheese, natural / Tartinade au fromage à la crème, naturel	18 x 250g					per par	CS
153	204	cs	Cheese Slices, 24 slices per pack / Fromage en tranches, 24 tranches par pqt	12 - 24 x 500g					per par	CS
154	186	cs	Cheddar Cheese, Medium / Fromage Cheddar, Moyen	12 - 15 x 500g					per par	CS
155	36	cs	Parmesan Cheese, a blend & grated / Fromage Parmesan, un mélange et râpé fin	1 x 2.5 kg maximum					per par	CS
156	180	cs	Mozarella Cheese, Long / Fromage Mozarella long	12 x 600 g / 15 x 500 g					per par	CS
157	204	cs	Margarine, soft, must be Non- Hydrogenated / Margarine, molle, doit être non- hydrogénée	12 x 907g - 1 kg maximum					per par	CS

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	per par	CS
158	13	cs	Margarine must be UNSALTED Becel or equivalent / Margarine doit être NON SALÉ Becel ou équivalent	24 x 1 lb /454g					per par	CS
159	12	cs	Margarine, Individual Portions, must be Non-Hydrogenated, Becel, Canola Harvest or equivalent no substitute / Margarine, Portions individuelles, doit être non- hydrogénée, Becel, Canola Harvest ou l'équivalent aucun substitut						per par	CS
160	24	cs	Frozen Pizza congelé, Deluxe 12" No Substitute / aucun substitut	14 x 12"					per par	CS
161	24	cs	Frozen Pizza congelé, Pepperoni 12" No Substitute /aucun substitut	14 x 12"					per par	CS
162	15	cs	Frozen Waffles / Gaufres congelées	environ 12 x 8's/ 280g = 3.36 kg approximate					per par	CS

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix	per par	CS
163	30	CS	Frozen Pizza Shells, WHITE, 12" Round & PAR-BAKED no substitute / Fonds de pizza, BLANCHE, 12 po ronde et partiellement cuite aucun substitut. Rich's, Bonte or equivalent /ou équivalent	16 x 12" must be 12"					per par	CS
164	120	CS	Egg Rolls with Meat / Pâté impériaux avec viande, 10 per box/10 par boîte, no sodium monoglutamate (no MSG) / aucun L-glutamate de sodium, Wong Wing or equivalent / ou équivalent	12 x 680g					per par	CS
165	24	CS	Whole Kernel Corn, frozen Blé d'inde entier, congelé	6 x 2 kg (2 kg max)					per par	CS
166	20	CS	Mixed Vegetables, frozen consisting mostly of peas, carrots, corn & green beans, no substitute / Légumes mélangés contenant surtout des pois, carottes, blé d'inde et haricots verts aucun substitut	6 x 2 kg (2 kg max)					per par	CS
167	48	CS	California Mix Vegetables, frozen, no substitute Mélange de Légumes Californie, congelés, aucun substitut	6 x 2 kg (2 kg max)					per par	CS

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
168	20	cs	Green Beans, frozen / Haricots verts, congelés	6 x 2 kg (2 kg max)					per par	cs
169	12	cs	Mixed Beans, green and yellow, frozen Haricots verts et jaunes, congelés	6 x 2 kg (2 kg max)					per par	cs
170	24	cs	Carrots, frozen Carottes, congelées	6 x 2 kg (2 kg max)					per par	cs
171	40	cs	Green Peas, frozen / Pois verts, congelés	6 x 2 kg (2 kg max)					per par	cs
172	24	cs	French Fries, frozen 3/8" cut Patates frites, congelés coupe 3/8 po no substitute / aucun substitut	6 x 5 lbs (5 lbs max)					per par	cs
173	6	cs	Aluminum Foil Paper / Papier d'aluminium	24 x 12 x 25'					per par	cs
174	1		Deposit if applicable / Dépôt si il s'applique						per par	each chq

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
175	1		Miscellaneous Items not listed herein at wholesale price less a ___% discount or at cost price plus a ___% markup. / Divers items qui ne sont pas énumérés sur cette liste sont offerts au prix de gros moins un rabais de ___% ou au prix coûtant plus un prix de revient de ___%.							
			Mandatory Requirement: The offeror MUST bid on the on the «individual package sizes» as close as possible to the sizes requested. If you offer a package size "larger" than the "size requested", it MUST be approved by the Standing Offer Authority, in writing, PRIOR to bid closing.							
			Exigence obligatoire: Le proposant doit formuler sa proposition en fonction des «formats individuels» et avoir des formats qui ressemblent le plus près possible aux formats demandés. Si vous proposez un format «plus grand» que le «format demandé», vous devez recevoir une approbation écrite donnée par la responsable de l'offre à commandes AVANT la clôture de l'appel d'offres.							

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
			<p>Please note that for all items where the Unit of Issue is indicated as "case" suppliers MUST quote on a per case basis. Bidders who submit prices using any other Unit of Issue will not be evaluated further. In addition, the Offeror (successful bidder) must invoice on a per case basis for all items where the Unit of Issue is indicated as "case".</p>							
			<p>Prière de noter que lorsque l'unité de distribution inscrit indique par caisse, le fournisseur est tenu d'indiquer un prix par caisse. Les propositions des entrepreneurs qui soumettent des prix autres que par caisse ne seront pas évaluées. En outre, l'offrant (l'entrepreneur choisi) doit facturer par caisse lorsque l'unité de distribution indique «caisse».</p>							
			<p>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 Supply Officer.</p>							
			<p>If this Annex "B" is reproduced, it must reflect all columns and all the items must remain listed in the same numerical order as listed herein. If this Annex is reproduced, it must be done in compliance as indicated herein.</p>							

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
			NOTE: You must always adjust, when necessary, the columns to assure that each column of the Pricing Sheets appear on one page, the same page. Each page must show from the first column with the numbering up to the last column indicating if the offered price is per case, pack, each or kg etc...							
			Aucune Feuilles de Prix écrites à la main sera acceptée. Les prix doivent être soumis avec cette Annexe B. Cet Annexe B en format Excel peut être obtenue en contactant l'Agent d'approvisionnement.							
			Si cette Annexe B est reproduite, toutes les colonnes et chaque article doivent être inclus et énumérés dans le même ordre numérique tel que présenté dans cette liste. Si cette annexe est reproduite, elle doit être reproduite conforme aux exigences indiquées dans la présente.							

Item / Art.	Estimated Quantity for 6 months Quantité estimative pour 6 mois	UI / UD	DESCRIPTION	Approximate Pack & case size required / Formats de paquet et caisse pproximatif requis	Pack/Case size offered / Formats de paquet/caisse offert	Brand offered / Marque offerte	Product Code / Numéro du produit	Price / Prix		
			<p>NOTA: Il faut toujours ajuster, lorsqu'il est nécessaire, les colonnes aux Feuilles de Prix pour s'assurer que chaque colonne apparaisse sur une page, la même page. Chaque page doit démontrer à partir de la première colonne avec le numérotage jusqu'à la dernière colonne. Aussi dans la dernière colonne s.v.p. indiquez si le prix offert est par la caisse, paquet, chaque ou kg etc...</p>							

ANNEX “C”

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE OFFEROR

NOTE TO OFFERORS: WRITE DIRECTORS' AND OR OWNERS' SURNAMES AND GIVEN NAMES AND TITLES

[illegible]

ANNEX "D" INFORMATION

Tender closing at the office of:

Bid Receiving
Public Works and Government Services Canada (PWGSC)
1045 Main Street, 3rd Floor
Moncton, New Brunswick
E1C 1H1

Or by facsimile at: (506) 851-6759

Here is some information that might be of use:

1) «Buy and Sell» at www.buyandsell.gc.ca Government Electronic Tendering Service (GETS):
<https://buyandsell.gc.ca/procurement-data/tenders>

You must use the LATEST PUBLISHED VERSION OF THE DOCUMENT.

Any changes to the Requirement, the List of Products at Annex "B" or to a Tender Closing Date at Annex "E" will be provided by publishing an Amendment to the Solicitation on **Buy and Sell**.

2) Transmission of offers:

For your Offer to be considered, it must be transmitted by FACSIMILE or by MAIL.

3) Request for evaluation results:

By email to the Supply Officer's email address. They will be sent to you by PDF format.

Please note that you will have to identify the File Title, Client's Reference Number, the client department's name as well as the period for which your request applies.

General Address for the Supply Officer:

4) For any questions concerning Food Procurement files, you may contact the following person:

Charlotte Drisdelle
Supply Officer / Agente d'approvisionnement
Phone / Téléphone: 506-851-6948
Facsimile / Télécopieur: 506-851-6759
Email / Courriel: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

ANNEX "E" - Schedule of Tender Closing Dates

PWGSC Buyer and ID: Charlotte Drisdelle (MCT015)

Client Reference no. 21201-16 3260

Subject: Grocery Products - Retail Packages

For the following consignee: Correctional Service Canada
Institutions located in Dorchester, New Brunswick and
Springhill and Truro, Nova Scotia

Schedule of Tender Closing Dates

Period Identification N°	Two (2) Periods of Six (6) Months Each	Closing Date
21201-16 3260/ 01/ A	01 August 2015 - 31 January 2016	16 June 2015
21201-16 3260/ 02/ A	01 February 2016 to 31 July 2016	09 December 2015

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

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

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

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet RISO-Groceries Retail Packs - CSC	
Solicitation No. - N° de l'invitation 21201-163260/02/A	Date 2015-05-06
Client Reference No. - N° de référence du client 21201-163260	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier MCT-5-38006 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-09	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Drisdelle, Charlotte J.	Buyer Id - Id de l'acheteur mct015
Telephone No. - N° de téléphone (506)851-6948 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Institutions located in Dorchester New Brunswick and in Springhill & Truro Nova Scotia Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

**Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

**Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)**
**Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

Signature

Date