

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Retort Pouches	
Solicitation No. - N° de l'invitation W8486-16SP0A/B	Date 2015-05-15
Client Reference No. - N° de référence du client W8486-16SP0A	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-757-67315	
File No. - N° de dossier pr757.W8486-16SP0A	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Papineau (PR Div.), Alain	Buyer Id - Id de l'acheteur pr757
Telephone No. - N° de téléphone (819) 956-0389 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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	

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	Canadian Forces C/O Ropack Inc. 7800 Vauban St. Anjou (Montreal), Quebec H1J 2N1 Telephone No. (514) 353-7000 Ext. 3422 Fax No. (514) 323-2058	I - I	National Defence Headquarters Mgen George R. Pearkes Building 101 Colonel By Drive Ottawa, ON K1A 0K2 Attn: DLP 3-4-5



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	Retort Pouches Canadian Content	D - 1	I - 1	1	Each	\$	XXXXXXXXXXXX	See Herein	

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Solicitation No. - N° de l'invitation

W8486-16SP0A/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr757

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

The Contractor must at all times during the performance of the contract ensure the security of the raw material, the finished food products and the reliability of the personnel.

1.1 Location(s) of Work Performance

There is a security requirement associated with this requirement that may imply work to be performed or documents safeguarding at the contractor's facility(ies).

2. Requirement

The Department of National Defence has a requirement for Food Rations as described in Annex A..

2.1 Delivery Requirement

From September 7th to March 25th, 2016..

Please refer to Annex G for all delivery dates for IMP 2016.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

"The requirement is subject to the provisions of the Agreement of Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions. Manual issued by Public Works and Government Services Canada:

<https://buyandsell.gc.ca/policy-and-guidelines//standard-acquisition-clauses-and-conditions-manual/all>

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services -Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses

B4024T (2006-08-15), No Substitute Products

2. Submission of Bids

Bids 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 bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

3.1 Note to Tender

A copy of the technical information referred to herein will be forwarded to you by the Director of Publishing and Graphics services, DSCO, National Defence Headquarters.

All questions regarding standards, specifications, and drawings shall be referred to the Contracting Authority.

3.2 CGSB Standards

A copy of the standards referred to in the bid solicitation are available and may be purchased from:

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

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>

3.3 ASTM Methods and US Military Standards

Copies of ASTM methods and US Military Standards are obtainable from:

IHS Canada

Ottawa Office

1 Antares Drive, Suite 200

Ottawa, ON

K2E 8C4

Canada

Tel: (613) 237-4250 or 1-800-267-8220

Fax: (613) 237-4251

E-Mail: gic@ihscanada.ca

Website: <http://www.ihscanada.ca/>

3.4 AOAC Methods

Copies of AOAC methods are obtainable from:

AOAC International

481 N. Frederick Avenue

Suite 500

Gaithersburg, MD

20877 USA

Tel: (301) 924-7077

Fax: (301) 924-7089

Website: <http://www.aoac.org/>

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copy)

Section II: Financial Bid (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Contractor's Representative

The following information must be provided:

Name/Telephone _____

Plant Address/Postal Code: _____

E-Mail Address (for all appropriate personnel): _____

Payments

In their submission to the RFP, the bidders must indicate the company's mailing address where payment will be mailed should they be awarded a contract. This address must be included in the contract.

Invoice payments: Remit Payment to (complete address):

Section II: Financial Bid

Bidders must submit their financial under Line Items. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

(c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Bidder must comply with all technical requirements and all terms and conditions specified in this bid solicitation.

All bidders must be pre-qualified in accordance with Annex I.(please see document) to be considered technically compliant.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. (Please refer to Appendix !)

3. Contract Financial Security

1. If this bid is accepted, the Bidder may be required to provide contract financial security, after the bid closing date and within 10 calendar days from receipt of a written request from the Contracting Authority.

(a) a security deposit as defined in clause "Security Deposit Definition" in the amount of up to ten percent (10%) of the contract price.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unexpired, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may, at its discretion, accept another offer, issue a new bid solicitation, award a contract or reject all the bids.

4. Security Deposit Definition

1. "security deposit" means

- (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- (b) a Government guaranteed bond; or
- (c) an irrevocable standby letter of credit, or
- (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- (a) any corporation or institution that is a member of the Canadian Payments Association;
- (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
- (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
- (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory; or
- (e) the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

- (a) payable to bearer;
- (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the *Domestic Bonds of Canada Regulations*;
- (c) registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- (b) must state the face amount which may be drawn against it;
- (c) must state its expiry date;
- (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and

(g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 . The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Required Precedent to Contract Award

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items in accordance with the Requirement at Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

Under Section 9 Warranty:

Delete: warranty period will be twelve (12) months

Insert: warranty period will be four (4) years

4. Term of Contract

4.1 Option to Extend the contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one (1) additional year period (2016) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Price Basis in Annex J.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.2 Delivery Date

From September 7th, 2015 to March 25th, 2016.
Please refer to Annex G for all delivery dates for IMP 2016.

4.3 Preparation for Delivery

The contractor must contact the Assembler **Ropack at 1-514-353-7000 ext 3422**, to determine a delivery Date within the consignee delivery period. The contractor must accompanied with a hard copy letter, on firm letterhead, which certifies that the product delivered has been tested, complies with the specification and compares to the approved tender sample.

4.4 Financial Security

1. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

2. Where Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a Contract to have the Work completed, the Contractor will:

- (i) be considered to have irrevocably abandoned the Work; and
- (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

3. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

4. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Papineau
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
6B3, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone: (819) 956-0389
Facsimile: (819) 956-7356
E-mail address: alain.papineau@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____

Title: Procurement Officer

Department: DND

Address: 101 Colonel By, Ottawa, On, K1A 0K2

Telephone :

Email:

5.3 Technical Authority - DND

Name: _____

Telephone: _____

Email: _____

5.4 Contractor's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

6. Payment

6.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ (*to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Price

SACC Manual Clause C6000C (2007-05-25), Limitation of Price

6.3 Method of Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor *(if applicable)*

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

 National Defence Headquarters
 DLP
 Attention:
 101 Colonel By Drive
 Ottawa, ON K1A 0K2
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2014-14-27), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement
- (d) Annex B, Addendum to Specifications
- (e) Annex D, Assembler Contractor's verification method
- (f) Annex G, Production Schedule
- (g) Annex J Pricing
- (k) Appendix 2, RFP Mandatory Technical Evaluation Criteria
- (l) the Contractor's bid dated (to be completed at award of contract)

11. SACC Manual clause

A9006C	2008-05-12	Defence Contract
D9002C	2007-11-30	Incomplete Assemblies
D6010C	2007-11-30	Palletization
G1005C	2008- 05-12	Insurance
D5510C	2010-01-11	Quality Assurance Authority (DND) - Canadian-based Contractor (<i>if applicable</i>)
D5515C	2010-01-11	Quality Assurance Authority (DND) - Foreign-based and United States Contractor (<i>if applicable</i>)
D5540C	2010-08-16	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)
D5604C	2008-12-12	Release Documents (DND) - Foreign-based Contractor (<i>if applicable</i>)
D5605C	2010-01-11	Release Documents (DND) - United States-based Contractor (<i>if applicable</i>)
D5606C	2007-11-30	Release Documents (DND) - Canadian-based Contractor (<i>if applicable</i>)

12. Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
DLP :
Attention:
- (e) Copy 6: to the Quality Assurance Representative;

- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:
 DQA/Contract Administration
 National Defence Headquarters
 Mgen George R. Pearkes Building
 101 Colonel By Drive
 Ottawa, ON K1A 0K2
 E-mail: ContractAdmin.DQA@forces.gc.ca.

13. Packing and Markings

13.1 The manufacturer's batch number, name of the product and number of units per shipping container are clearly identified on each shipping container and must be easily readable once shipping containers are palletized. Shipping containers must be sequentially palletized according to batch numbers

13.2 If possible, no more than two batch numbers must be on any one pallet.

13.3 Each shipment must include the Batch Number Listing Form properly completed which provides pallet number with corresponding product batch number, number of cases and total numbers of packets as per Annex D . An electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler (jack.vaters@ropack.com) when the shipment leaves the plant.

13.4 When more than one batch is delivered, the shipment must include the Batch Number Listing form properly completed which provides pallet number with corresponding product codes, number of cases for each code and total numbers of overwraps as per Annex E . When available, an electronic version of the Batch Number Listing Form in an Excel spreadsheet format must be submitted to the Assembler. The electronic version must be submitted by e-mail to the Assembler at Ropack (Jack.Vaters@ropack.com) when the shipment leaves the plant.

13.5 Shipping container must be as a minimum in accordance with CAN/CGSB 43.22-2001, Standard for Corrugated Fibreboard Products, dated Oct 2001, Class 1, Style 1, C6 and B Flute. The product must be delivered in good condition and must show no evidence of deterioration; and

13.6 Each shipping containers must have the same number of units.

13.7 Each shipping container and its contents must not exceed a mass of 11.3 Kg (25 lbs).

13.8 Unit loads must not exceed forty-six (46) inches high, excluding pallet height. If a supplier cannot meet this requirement an exemption must be requested during the tender period. The demand must include reasons for the exemption request. The PD/PM PMO NCRP will accept or reject the request.

14. Shipping Instructions - Delivery at Destination

Delivery will be FCA Free Carrier at **Ropack, 7800 Vauban Street, Anjou, Qc, H1N 2N1**. Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of

National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Co-ordination Center (ILCC)

Telephone: 1-877-877-7423 (toll free)

Facsimile: 1-877-877-7409 (toll free)

E-mail: ILHQOttawa@forces.gc.ca

The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

the Contract number;

consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);

description of each item;

the number of pieces and type of packaging (i.e., carton, crate, drum, skid);

actual weight and dimensions of each piece type, including gross weight;

full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian *Dangerous Goods Shipping Regulations*, and a copy of the materiel safety data sheet.

Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.

The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

15. Each shipment must be sealed prior to delivery to Ropack. Seals will be removed upon arrival by Ropack's personnel and the transporter.

16. All items are to be delivered by road transport and are to be transported in a temperature controlled environment between 7°C to 24°C (45°F to 75°F) to prevent freezing or

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W8486-16SP0A/B

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

pr757W8486-16SP0A

Buyer ID - Id de l'acheteur

pr757

CCC No./N° CCC - FMS No/ N° VME

overheating. If
it is required, the

the shipment is not transported in a temperature-controlled environment when
shipment will be refused."

**For all Annexes please
Refer to the attachment.**

Annex A

Requirement

1. Objective

This document provides information on the Canadian Armed Forces' (CAF) need to purchase retort pouch meals for the IMPs.

2. Background

Each year, the National Combat Ration Program (NCRP) produces IMPs that are used for training exercises, deployed operations or in emergency situations when the situation does not permit the use of fresh rations. The IMP consists of various food and non-food items packaged in an overwrap bag.

The IMP components, including the retort pouch meals in their cardboard sleeves, are procured from various component suppliers who then ship the components to the Assembler. The Assembler is responsible to insert all the individual components, including retort pouches in their cardboard sleeves inside the overwrap. The combat ration assembly process begins in the first days of 2016. All combat ration component contracts state a specific delivery period to ensure timely receipt and inspection of all components. It is the component contractor's responsibility to ensure there is sufficient product to sustain the first assembly period and maintain the assembly line.

3. Acronyms

ANSI/ASQ – American National Standards Institute/American Society for Quality
CA – Contracting Authority
CAF – Canadian Armed Forces
CFIA – Canadian Food Inspection Agency
CGSB - Canadian Government Specification Board
CoA – Certificate of Analysis
DND – Department of National Defence
IMP – Individual Meal Pack
NCRP – National Combat Rations Program
PA – Procurement Authority
PMO – Project Management Office
PWGSC – Public Works and Government Services Canada
QAR – Quality Assurance Representative
RFP – Request for Proposal

4. Applicable Documents

The following documents are incorporated in this Statement of Work to the extent specified herein:

- 4.1 D-85-001-015/SF-003 dated 1986-12-30, Specification for Retortable Flexible Foil Laminated Pouch
- 4.2 D-85-001-069/SF-002 dated 1992-06-26, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches
- 4.3 ANSI/ASQ Z1.4-2008 – American National Standard – Sampling Procedures and Tables for inspection by attributes
- 4.4 Canadian Food Inspection Agency (CFIA) as specified in D-85-001-069/SF-002 dated 1992-06-26
- 4.5 Canadian Government Specification Board as specified in (CGSB) D-85-001-069/SF-002 dated 1992-06-26
- 4.6 Flexible Retort Pouch Defects Manual – Identification and Classification published by the Canadian Food Inspection Agency (CFIA).

5. Requirements

5.1 Scope of Work and Tasks

The Contractor must produce the retort pouches in accordance with the requirements identified in Annex B, ship the retort pouches to the Assembler in accordance with the approved delivery schedule identified in Annex G and Replacement of all Defective Retort Pouches (Annex A, section 6.5).

5.2 Quantities for IMP16

Description	Quantity
Hash Browns and Bacon Pommes de terre rissolées et bacon Pouch/ Sachet de 225g	45 400
Scalloped Potatoes and Ham Pommes de terre à la Normande avec jambon Pouch/ Sachet de 240g	22 700
Chicken and Sausage Jambalaya Jambalaya poulet et saucisses Pouch/Sachet de 240g	22 700
Meatballs with Gravy Boulettes de viande – sauce brune Pouch/Sachet de 240g	22 700
Lamb and Vegetable Stew Ragoût d'agneau et légumes Pouch/Sachet de 240g	45 400
Apple Sauce Compote de pommes Pouch/Sachet de 140g	90 800
Mango Peach Applesauce Compote pommes – mangue et pêches Pouch/Sachet de 140g	90 800
Tortillas Pouch / Sachet de 62g	158 900
Cornbread Pain à la farine de maïs Pouch / Sachet de 71g	90 800

6. Constraints

6.1 Quality

Components, including retort pouches, are required for production of an IMP for CAF personnel serving overseas as well as in Canada. To ensure a three-year shelf-life, Contractors are required to subject components to the most rigorous quality control. The Contractor must use all ingredients of the latest production runs except for dry ingredients, which do not deteriorate as rapidly with time. The Contractor must use fruits from the current year crop harvest. The Contractor must seal all retort pouches hermetically and free from grease, dirt, stains, leakage and foreign material. All thermally processed pouches must be manufactured in calendar year 2015 as per D-85-001-015/SF-003.

The Contractor must supply retort pouches containing the food in the quantities identified in paragraph 5.2 that meets or exceeds the approved Request for Proposal (RFP) (tender) samples.

6.2 Communication

The Contractor must not contact the Assembler except to request pallets and to establish the delivery date of goods during the contract delivery period.

6.3 Tender, Production and Verification Samples

The contractor must provide tender, production and verification samples in accordance with Appendix 1 (tender samples) and production and verification samples (Annex C).

6.4 Assembler's Verification Method

The Assembler must implement the verification method identified in Annex D.

6.5 Replacement of Defective Product

As a result of the verification conducted by DND and/or the Assembler, the following replacement actions must apply:

- 6.5.1 When shortfalls and/or packaging deficiencies are identified and reported to DND, the Project Management Office (PMO) NCRP will base the request for replacement of non-conforming goods on an estimated average of missing goods. This measure is applied in order to avoid any delay in the assembly of IMPs. Using this replacement approach protects the Contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of ration packs.
- 6.5.2 If the Assembler is required to perform any additional verification at the Assembler's plant, the manpower cost for the increased workload must be at Contractor's expense.
- 6.5.3 Should any of the shipments/deliveries be returned to the Contractor for inspection, transportation costs must be at the Contractor's expense.
- 6.5.4 Second and subsequent verification of shipments/deliveries to replace defective retort pouches must be at Contractor's expense.
- 6.5.5 When a deficiency with a component including retort pouches is identified after delivery to the Assembler or after the IMPs are assembled, whether the ration packs are at the Assembler's plant or have been distributed to Bases, the Contractor must be responsible to replace defective products, and subject to the type of deficiency, may have to replace the entire quantity of retort pouches related to the defective goods. In this instance, the Contractor must be responsible for all associated costs, such as labour costs for additional verification, unpacking/repackaging of meals, disposal of defective product as required, transportation cost to recall distributed defective packs as applicable, and materiel cost for overwrap pouches.
- 6.5.6 When the defect is identified as being throughout the delivered goods and/or cannot be attributed to a specific lot number, the entire production may be returned to the Contractor for replacement.
- 6.5.7 In support of the ration assembly operation, the contractor must replace, based on the defective product rate obtained from the first assembly period, the extrapolated number of goods necessary to successfully conclude the assembly year. The contractor must ship replacement goods before the end of the second assembly period of meals containing the product. This date will be provided by the PMO NCRP.

7. Final Acceptance of Goods

In all instances, final approval and acceptance must rest with the PMO NCRP. Where shipments deviate from the requirement of the contract, the PMO NCRP and PA are to be advised through the Contracting Authority (CA).

8. Number of Shipments

The Contractor must make every effort to minimize the number of shipments.

9. Lot Number Listing

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DATE: 2015-05-15

The Contractor must provide the Lot Number Listing according to Annex F. This must accompany every shipment of components, including retorts, to the Assembler.

10. Production Schedule

The Contractor must complete and provide the Production Schedule according to Annex G.

Annex B
ADDENDUM TO RETORT POUCH SPECIFICATION

1. This addendum describes changes from the following specifications: D-85-001-015/SF-003 dated 1986-12-30, *Specification for Retortable Foil Laminated Pouch* and D-85-001-069/SF-002 dated 1992-06-26, *Specification for Meat, Poultry, Fruit, and Baked Dessert Products in Retort pouches* and indicates notes related to cardboard sleeves used to individually protect the retort pouches.

2. **Retort pouches must conform to Specification D-85-001-015/SF-003 dated 1986-12-30, except for the following:**

- 2.1 The drawing indicated at page 7, *Figure 1 Pouch Dimensions*, is not accurate.
- 2.2 The size of the retort pouch. The retort pouches are to be 199 mm \pm 3 mm long by 145 mm \pm 3 mm wide.
- 2.3 The retort pouch material description must be used vice para 3.2, page 2 of the specification:

The retort pouch must consist of a laminate of polyester; Biaxial orientated nylon, aluminum foil and polypropylene film from the outside to the inside in the following order:

1. 48 ga. PET
2. Adhesive.
3. 60 ga. Biaxial oriented nylon.
4. Adhesive.
5. 35 ga. Al foil.
6. Adhesive.
7. 300 ga. PPE

The sequence between the nylon and foil can be inverted.

The exterior of the pouch must have an aluminum colour and non-glossy finish. A shiny finish is not acceptable.

- 2.4 There must be two set of notches located on the sides of the retort pouch vice para 3.4.2, page 3 of the specification. Two sets of tear notches must be evident on both sides of the pouch and must be no deeper than 3.5 mm. The seal width behind the notch must be 3 mm minimum. The second set of notches must be approximately 4 cm lower than the first set of notches. Each set of notches must be centered.
- 2.5 The following information must be added to the specification.
 - 2.5.1 The retort pouch must be completely sealed by heat or ultrasonic sealing. The closure seal width must be a minimum of 3 mm for heat seals or a minimum of 1 mm for ultrasonic seals. The closure seal must be free of impression or design on the seal surface that would conceal or impair visual detection of seal defects. The closure seal must be free of wrinkles, occluded matter, or evidence of entrapped moisture or grease that reduces the closure seal width to less than 3 mm at any location along its continuous path for conventional heat seals or reduces the closure seal width to less than 1.0 mm for ultrasonic seals. The closure seal must be located no more than 30 mm from the end of the pouch and not within 5 mm of the notch on the sides of the pouch. The closure seal must run parallel to the top edge of the pouch.
 - 2.5.2 The retort pouches must not show any defects as indicated in the Flexible Retort Pouch Defects Manual – Identification and Classification published by the Canadian Food Inspection Agency (CFIA).

3. Retort pouches must conform to Specification D-85-001-069/SF-002 dated 1992-06-26, except for the following:

- 3.1 **Page 1, para 1.2 Classification:** The entire paragraph must be deleted and replace with the following:
"Products conforming to this specification are listed at para 5.2 of Annex A"
- 3.2 **Page 3, para 2.1 Specifications and Standards:** the following specification: MIL-STD-105 Sampling Procedures and Tables for Inspection by attributes must be changed for ANSI/ASQ Z1.4-2008.
- 3.3 **Page 3, para 2.1 Design Data Lists:** The lists indicated in the specification and listed below must be replaced by DL-9690017-1 dated 1996-06-26, Pack Assembly 10 Individual Meal (IMP):
- a. DL-8290060-1
 - b. DL-8290061-1
 - c. DL-8290062-1
 - d. DL-8890127-1
 - e. DL-8890127-2
- 3.4 **Page 11, para 3.2 labelling:** section iii must be deleted. The type and identification (ID) letter have been deleted from the Canadian forces (CF) code. Also, all ID letters and abbreviations listed at p.12, 13 and 14 are to be ignored.
- 3.5 **Page 15-27, para 3.4 Product Requirements:** All descriptions listed must be deleted and replaced with para 6 of this document. See below.
- 3.6 **Page 28, para 4 Quality Assurance Provisions:** The following changes apply:
- 3.6.1 This sentence must be deleted: "As an added precaution, all lots of entrées pouches (Type 1 to 15) shall be held for an additional 20 days at room temperature". The additional incubation period of 20 days at room temperature, as stated in specification D-85-001-069/SF-002, is not required.
- 3.6.2 This sentence must be deleted: "Not before the end of the 30 days and for entrees and 10 days for fruits and cakes, and prior to shipping, the entire lots shall be checked for leaking, faulty seams, blown or swollen pouches" and
- Replaced with the following sentence: "Not before the end of the 10 days of incubation at 37°C, and prior to shipping, the entire lots shall be checked for leaking, faulty seams, blown or swollen pouches".
- 3.6.3 The following requirement must be added to the specification: "The Contractor is required to perform an additional incubation at 55°C to detect any presence of thermophiles and if applicable, must report their presence to PMO NCRP".
- 3.7 **Page 29, para 4.3 Production Samples:** The first sentence must be deleted and replace with the following: "Fifteen production samples of all contracted items must be selected and submitted to the PD/PM PMO NCRP" The contracted food items are indicated in the table at para 5.2 of Annex A.
- 3.8 **Page 32, para 5.1.1 Packaging:** The board thickness must be 0.020 inch (0.46 mm) minimum vice 0.018 inch (0.45 mm). At the end of para add the following "in French and English".

4. Cardboard Sleeve

- 4.1 Refer to paragraph 5.1.1 in Specification D-85-001-069/SF-002 except for the following changes:
- 4.1.1 At paragraph 5.1.1 p. 32 of specification D-85-001-069/SF-002, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches at the end of the paragraph add the following: "in French and English".
- 4.3 The contractor must provide a draft label for each item according to paragraph 2.4 below.

- 4.4 The bilingual list of ingredients and the bilingual nutritional facts table must be printed on the cardboard sleeves and must be for an individual serving of finished (cooked) product. The nutritional information must be provided in accordance with the CFIA's format. Consult the following link for more information:

<http://www.inspection.gc.ca/food/labelling/eng/1299879892810/1299879939872>

5. Production Samples

Delete paragraph 4.3.1 from Specification D-85-001-069/SF-002 dated 1992-6-26, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches and insert "15 production samples for each item must be submitted to the PMO NCRP."

6. Production Runs

The Contractor must make every effort to have continuous production runs. When there are split runs, first production samples may be requested and must be shipped at the PMO NCRP Evaluation Centre for each start up production. The PMO NCRP must be notified of all split runs if not indicated in the production schedule.

7. Product Descriptions

Delete para 1.2 and 3.4 (Product Requirements) of specification D-85-001-069/SF-002 dated 1992-06-26, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches, and replace with the following:

7.1 General Requirements for Main Meals

- 7.1.1 All weights indicated in the items' description are post-retort.
- 7.1.2 The meat drained weights indicated in the items' descriptions exclude the visible fat.
- 7.1.3 For tomatoes and tomato paste used in the preparation of the meals, mould filaments must not appear in more than 25% of the microscopic field when examined by the Howard Method (AOAC Method 44.209). When requested, the certificates of analysis performed on the raw ingredients of tomatoes and tomato paste must be provided.
- 7.1.4 Only food components retained on a size-20 sieve must be weighed.
- 7.1.5 Pasta must be manufactured from Durum wheat.
- 7.1.6 Chicken breast used in the preparation of the meals must consist of a solid piece of boneless, skinless chicken meat, boiling fowl is not acceptable.
- 7.1.7 The lean ground beef must be pure, boneless, skinless and must not contain more than 17% fat.
- 7.1.8 The meat must come from boneless muscle tissue (not cut-up, chopped, ground, massaged or pressed), free from bone, gristle and visible fat. Only lean meat must be used.

7.2 Main Meal Descriptions

7.2.1 Hash Browns and Bacon

The hash browns and bacon must consist of identifiable potato shreds loosely formed with smoked bacon and vegetable pieces. The hash browns must have a typical cooked potato appearance and must be moderately moist and tender but not mushy. The cooked smoked bacon pieces must be slightly firm and approximately 1/3"x 1/3" in size. The product must have a typical odor and flavor of cooked potato with smoked bacon and mild green bell pepper, onion and ground black pepper. The cooked

hash brown potatoes, bacon and vegetables pieces must have the approximate ratio of 34:4:1 (approx. 152g: 8g: 5g) after retort which represents a ratio of approximately (4:3:2) when based on the dry potato weight.

Average Net Weight of the finished product: 225g

7.2.2 Scalloped Potatoes and Ham

Scalloped Potatoes and Ham must be prepared from good quality commercial ham with muscle meat intact, not emulsified (90% lean ham). The ham must be cut into cubes, 12-20mm big. The potatoes must be processed from good quality raw potatoes must not be rubbery or gluey in texture and must be diced into 12-20mm cubes. A suitably seasoned creamy sauce must be included and may contain onions.

Minimum Drained Weights:

Ham: 70g

Potato: 80g

Average Net Weight of the finished product: 240g

7.2.3 Chicken and Sausage Jambalaya

Chicken and Sausage Jambalaya must be prepared using long grain brown rice, quartered pieces of chicken thigh meat, and sliced Andouille sausage seasoned with a spicy stock characteristic of bacon, onions, peppers, garlic, and paprika.

Minimum Drained Weights:

Chicken: 30g

Sausage: 30g

Rice and Vegetables: 150g

The average net weight of the finished product: 240g

7.2.4 Meatballs with Gravy

Meatballs with gravy must consist of 16 to 24 grilled meatballs, showing grill marks. The grilled meatballs shall be composed of ground beef with appropriate binder and seasonings in beef gravy.

Minimum Drained Weights:

Meatballs: 100g

Average net weight of the finished product: 240g.

7.2.5 Lamb and Vegetable Stew

The Lamb and Vegetable Stew must consist of a lamb stew with vegetables in a lightly seasoned brown sauce. The cooked lamb (post-retort) must be made from boneless muscle tissue (not cut-up, chopped, ground, massaged or pressed), free from bone, gristle and visible fat, and cut in identifiable 12-20 mm cubes (post-retort). The Lamb and Vegetable Stew must also contain potatoes, peas and carrots in an approximate ratio of 5:4:4, by weight respectively, and identifiable pieces of onions. The Lamb and Vegetable Stew must not contain rutabagas or parsnips. The sauce must be a characteristic medium-brown sauce flavoured with appropriate seasonings.

Minimum Drained Weights:

Lamb: 60 g

Potatoes, Peas, Carrots: 30g

Average net weight of finished product: 240 g

7.2.6 Cornbread

The cornbread must be intact and fully baked with a sweet, mild corn odor and flavor. It must also have a

golden tan surface as well as a dense, moist, fine grain texture.

Average Net Weight: 71g

7.2.7 Tortillas

The tortillas must be baked, intact tortillas prepared from enriched flour. The packaged food must be free from foreign materials and must show no evidence of excessive baking. The tortillas must be off-white in color with tan amber spots randomly dispersed on the thin, round, wheat flour tortilla

surface. They must be soft, pliable and slightly chewy.

Average Net Weight: 62g

8.3 General Requirements for Fruits/Applesauce

8.3.1 All weights indicated below are required after retort.

8.3.2 The juice or syrup must have between 18-25% soluble solids, except for pineapple which must be between 20-30%.

8.3.3 The fruits must be packed in their own juices, not juice concentrate, with an added sugar solution or in light syrup except for apple sauces.

8.3.4 Drained fruit weight must not be less than 91g.

8.3.5 The average net weight of the finished product must not be less than 140g.

8.3.6 Applesauce must be canned and packed in its own juices with a sugar solution added. If necessary, water may be added. There must be little or no separation of liquid from the apple particles.

8.4 Fruits and Applesauce Descriptions

8.4.1 Apples

Apples must be whole slices of fresh or canned apples.

8.4.2 Peaches

The peaches must be whole slices of canned peaches

8.4.5 Mango Peach Applesauce

Mango Peach Applesauce must be whole slices of Individually Quick Frozen (IQF) or canned Canada Fancy grade or fresh sweet apples made with sugar solution. It must be a combination of sweetened applesauce and contain mango and peach puree. The mango peach apple blend must have light yellow peach colour and shall be typical of canned sweet applesauce with a moderate aroma and flavour of mango and peach puree. There must be little or no separation of liquid from the apple particles.

9. Residual Air

The residual air content in the fruit retort pouches must be kept at a minimum.

10. ID Letters

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At para 3.2 (a) p.11 of specification D-85-001-069/SF-002 dated 1992-6-26 Specification for meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches, delete section iii. Note that the identification (ID) letter has been deleted from the CAF code. Also, all ID letters listed at p. 12, 13 and 14 are to be ignored.

Annex C
PRODUCTION AND VERIFICATION SAMPLES
(After contract award)

1. Production Samples

- 1.1 The Contractor must ensure that the items identified in para 5.2 to Annex A, produced/packaged in a retort pouch during full or partial production run(s) are identical to the tender samples. The Contractor may use their own internal QA process to conduct their internal verification. During production, the Contractor is responsible for determining the frequency of testing to ensure consistent production quality. The Contractor must submit 15 first production samples to the PMO NCRP. The PMO NCRP will evaluate the production samples against the tender samples to ensure that the production samples are as good as or better than the tender samples. Details of DND's production sample verification method are detailed in paragraph 5 below.
- 1.2 Production runs and samples to be collected:
- 1.2.1 The Contractor must make every effort to have a single, continuous production run. When there are split runs, production samples for each first production lot may be requested and must be shipped to the PMO NCRP. The PMO NCRP must be notified of all split runs if not indicated in Annex G, Production Schedule.
- 1.2.2 The Contractor must collect production samples in accordance with D-85-001-069/SF-002 dated 1992-06-26 *Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches* paragraph 4.3. (Refer to changes applicable to this specification listed in Annex B. Samples will be evaluated as indicated in para 8: DND's Verification Sample Evaluation Method.
- 1.3 The Contractor must ship the production samples to the following location accompanied by a letter of compliance which must indicate if additional productions are required. The cost of shipping production samples is at the contractor's expense. Upon receipt, samples will become DND property and will not be returned to contractor.

National Defence Headquarters
DCOS(Mat)
Mat J4 Food Svcs (LSTL Building)
PMO NCRP Evaluation Centre
465 Industrial Avenue
Ottawa, ON
K1G 0Z1

C/O: *To be indicated when contract is awarded.*

Important: The Contractor must send the production samples within **three (3) days** of beginning of production.

2. Production Evaluation

As a minimum, at the beginning of the production, the Contractor must pull samples, compare them to the tender samples to ensure consistency, and keep meaningful records of the evaluation.

3. Changes from the Approved Tender Samples

If any changes from the approved tender samples must be made (change of raw material, change of supplier of the raw material etc.), the contractor must provide all details of such change accompanied by proper substantiation and new tender samples to the PMO NCRP for evaluation. Authorization must be obtained prior to commencement of production. If production is already under way, it is at the contractor's own risk.

4. The Contractor Must:

- 4.1 Provide with each delivery of first production lot samples, a certificate stating that product is of the same quality (equal or better) and is fully comparable to the approved tender samples. The contractor must report any differences between the tender sample and the production and must indicate if additional production runs are required.
- 4.2 Provide electronically in Word format the bilingual list of ingredients and the nutrition information within three (3) days of the start of production for each item contracted. The information must be sent to: **To be indicated when contract is awarded.**
- 4.3 Provide the results for the nutritional analysis of the following micro and macro nutrients for each menu item. Analysis must be performed by an accredited lab.

Energy content (Atwater) (Kcal)
Carbohydrate (g) and Sugar (g)
Fat (g) (Trans Fat (g), Saturated Fat (g) and Cholesterol (mg))
Protein (g)
Fiber (g)
Vitamin A (µg)
Thiamin (mg)
Vitamin B₆ (mg)
Vitamin B₁₂ (µg)
Folate (µg)
Vitamin C (mg)
Vitamin D (µg)
Calcium (mg)
Zinc (mg)
Iron (mg)
Magnesium (mg)
Potassium (mg)
Sodium (mg)

The information requested above must be provided within one month of end of production to PMO NCRP at: **To be indicated when contract is awarded.**

Previous nutritional analysis reports will be acceptable provided that:

1. The reports are dated;
2. The formulation has not changed;
3. The report is not older than five (5) years.

5. DND's Production Sample Evaluation Method

PMO NCRP personnel will evaluate production samples by conducting a comparative sensory evaluation to the approved tender samples to ensure they meet specification D-85-001-069/SF-002 dated 1992-06-26, *Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort pouches* and the descriptions indicated at para 7 of Annex B. Results will be registered and will form the basis for production sample acceptance. If the production samples are determined not acceptable, PMO NCRP will provide the results to QAR and to the Contractor. The appropriate course of action will be determined by the severity of the non-conformance.

6. Verification Samples

6.1 Samples to be collected

The contractor must collect the verification samples in accordance with D-85-001-069/SF-002 Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort pouches dated 1992-06-26 paragraph 4.5 (see applicable changes listed in Annex B) and will be evaluated as per paragraph 8 of this annex. Samples must be submitted to the following address:

National Defence Headquarters
DCOS(Mat)
Mat J4 Food Svcs (LSTL Building)
PMO NCRP Evaluation Centre
465 Industrial Avenue
Ottawa, ON
K1G 0Z1

C/O: To be indicated when contract is awarded.

6.2 Verification samples are DND's tool used to spot-check the production being procured. The cost of shipping verification samples is at the contractor's expense. Upon receipt, samples will become DND property and will not be returned to contractor.

6.3 Verification samples must be sent within **three (3) days** of end of production for each item.

7. The Contractor must:

7.1 provide with each delivery of verification samples, a certificate stating that the product is of the same quality, or better, and is fully comparable to the approved tender samples. If there are differences between the tender sample and the production, the Contractor must report them.

7.2 provide a list of the lots selected for the verification samples and send to the PMO NCRP.

8. DND's Verification Sample Evaluation Method

PMO NCRP personnel will evaluate the verification samples by comparing them to the approved tender samples and will also perform drained weights on the products to ensure the component weights meet the specifications and descriptions indicated in paragraph 7 of Annex B. Results will be registered and will form the basis for product acceptance. The QAR will be informed of the results and will be authorized to release product for shipment or withhold the shipment if product is unacceptable. If product is unacceptable, the appropriate course of action will be determined by the severity of the non-conformance.

9. Defective Product Evaluation Process

9.1 This section describes the verification method used by PMO NCRP Evaluation Centre during the evaluation of an identified defective product. When PMO NCRP personnel identifies a lot and/or a product as failing or being borderline on any of the criteria of appearance, texture, aroma/flavour or any combination of the criteria, the PMO NCRP will initiate one or several of the following measures according to the severity of the defect:

9.1.1 The defective product may be quarantined; and/or

9.1.2 The defective lot may be rejected or investigated further; and/or

9.1.3 The Contractor could be asked to investigate adjacent lots until acceptable product is obtained. The PMO NCRP could ask for samples of Contractor's declared acceptable product for verification; and/or

- 9.1.4 The PMO NCRP could request samples from lots declared acceptable by the Contractor in order to conduct verification.
- 9.1.5 Two members from PMO NCRP may evaluate any defective lot/product and/or adjacent lots.
- 9.2 When the PMO NCRP evaluation identifies an inconsistency in quality among the production, the entire produced quantity could be rejected and any further investigation will be ceased. To determine if a lot is acceptable or not, the ANSI/ASQ Z1.4-2008 will be used. The inspection level and sample size used will depend on the type of defect.
 - 9.2.1. Critical Defect: A defect which would render the item uneatable in the field or one that could cause illness if consumed. (Bloated pouch, leaking seal, physical contaminant, etc.)
 - 9.2.2. Minor Defect: A defect that will not affect the usability of the item but varies from the approved pre-production sample. (Drained weight, printing error, labelling error, etc.)
- 9.3 Defects will be evaluated using a single sampling plan with an S-4 inspection level and the acceptable quality level (AQL) will be 1.5 for critical defects and 4.0 for minor defects, as per ANSI/ASQ Z1.4-2008.
- 9.4 A lot that fails the ANSI/ASQ Z1.4-2008 inspection will result in either the rejection of the sampled lot or a 100% inspection/rework of the affected lot. When lots are rejected, new product replacements will be required and the Contractor will provide instructions on the disposal of the rejected lots.

Annex D

ASSEMBLER'S VERIFICATION METHOD

This annex describes the verification method used at the Assembler's plant. The Assembler will be responsible for the components received including retort pouches, but is not responsible for the quality of the food inside the retort pouch. Therefore, in addition to any verification performed before delivery and as indicated in the assembly contract, the Assembler will check all received goods. To ensure that delivered retort pouches are satisfactory, the verification will include a physical count, as well as a visual inspection of the items received, which will be performed as follows:

1. Verification

The Assembler must randomly select samples from incoming goods. The routine sampling size will be at least one case per pallet. Cases sampled must be opened and the contents removed. Samples must be inspected for the following, that:

- 1.1 The number of items per case matches the quantity marked on the case;
- 1.2 The cardboard sleeve is clean and free of defects;
- 1.3 The retort pouches have not leaked or are not bloated and do not display any major defects such as dark spots.
- 1.4 The lot number is on the cardboard sleeve, and that it matches the lot number printed on the pouch and the shipping case; and
- 1.5 The lot number printed on the shipping case matches the number written on the Lot Number Listing Form.

2. Verification Results

Verification results must be interpreted as follows:

- 2.1 if there are no non-conformance identified, and if the number of units per case is equal or greater than the quantity ordered there will be no further verification by the Assembler;
- 2.2 If a non-conformance is detected and/or if the number of units per case is less than the quantity ordered, the sampling size for verification will increase to 2% in order to verify the extent of the problem. Any sampling greater than 2% will require approval by the PMO NCRP.
- 2.3 In some cases, acceptability of a lot may be determined by using the ANSI/ASQ Z1.4-2008 sampling procedures. See Annex C, para 9.2.

3. Corrective Measures

As a result of the Assembler verification, the following actions will apply:

- 3.1 When shortfalls and/or packaging deficiencies are identified and reported to the PMO NCRP the request for replacement of non-conforming goods will be based on an estimated average of missing goods. This measure is applied in order to avoid any delay in the assembly of IMPs. Using this replacement approach protects the contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of ration packs.
- 3.2 When a problem is identified during verification of delivered goods, and that there is a need for additional verification which exceeds 2% of the shipment, the manpower cost for the increased workload must be at Contractor's expense if the verification is performed at the Assembler. Should the shipment be returned to the Contractor for inspection, transportation costs will be at the Contractor's expense. The Contractor will be informed of the problem, and his choice of additional inspection will be requested before additional verification begins at the Assembler's plant.

- 3.3 When a problem with a component including retort pouches is identified after the meals are assembled, whether the ration packs are at the Assembler's plant or have been distributed to Bases, the Contractor must replace defective products, and subject to the type of deficiency, may have to replace the entire production of defective goods. In this instance, the Contractor must be responsible for all associated costs, such as labour costs for additional verification, unpacking/repackaging of meals, disposal of defective components including retort pouches as required, transportation cost to recall distributed defective packs as applicable, and material cost for overwrap pouches.
- 3.4 When the defect level is high and/or the defect is identified as being throughout the delivered goods and/or cannot be attributed to a specific lot number, the entire delivery may be returned to the Contractor for replacement at the Contractor's expense.

Annex E
IMP16 Menu

Breakfast

- Menu 1** Beans and Wieners - Sliced Peaches
- Menu 2** Scalloped Potatoes and Ham - Mango Peach Applesauce
- Menu 3** Hash Browns and Bacon - Applesauce
- Menu 4** Sausage and Hash Browns - Sliced Peaches
- Menu 5** Breakfast Patties - Sliced Pears
- Menu 6** Baked Beans - Fruit Cocktail
- Menu 7** Breakfast Patties - Sliced Pears

Lunch

- Menu 8** Chinese Style Beef Macaroni - Sliced Pears
- Menu 9** Chicken and Vegetable Stew – Sliced Apples
- Menu 10** Smoked Meat with Demi-Glace Sauce - Mango Peach Applesauce
- Menu 11** Chicken and Sausage Jambalaya – Applesauce
- Menu 12** Pulled Pork – Date Square
- Menu 13** Hamburger - Sliced Peaches
- Menu 14** Lasagna – Fruit Cocktail

Supper

- Menu 15** Poutine – Sliced Pears
- Menu 16** Turkey Strips with Orange Sauce – Sliced Peaches
- Menu 17** Lamb and Vegetable Stew – Mango Peach Applesauce
- Menu 18** Shepherd's Pie – Date Square
- Menu 19** Salmon – Sliced Apples
- Menu 20** Meatballs with Gravy – Applesauce
- Menu 21** Pasta Stuffed with Ricotta – Fruit Cocktail

Annex F
LOT NUMBER LISTING / LISTE DE NUMÉROS DE LOTS

DESCRIPTION:

ENTRÉE _____ 1 CASE = _____ POUCHES

DESSERT _____ 1 CAISSE = _____ SACHETS

Pallet No. No. De palette	Lot Numbers No. de lots	Number of cases (complete cases) Nombre de caisses (caisses complètes)	Number of Pouches (incomplete cases) Nombre de sachets (caisses incomplètes)	Total Number of Pouches per Pallet Nombre total de sachets/palette	Grand Total of Pouches per Pallet Grand total de sachets/palette

Form must be 8-1/2" x 11" in size, with lot numbers indicated in sequential order and forwarded with applicable shipment.

Annex G
PRODUCTION SCHEDULE (SAMPLE)

Production	Incubation	Packing Inspection Emballage	Delivery Date(s)/Date de Livraison
------------	------------	---------------------------------	--

Product Produit	QTY QTE	Days Jours	From De	To À	From De	To À	From De	To À	
Example Chili	114,000	3	21 Jul	24 Jul	22-24 Jul	21-23 Aug	24 Aug	28 Aug	

Month must be in letter format (July 16) versus numeric format (16.07).

Delivery Schedule for all items except salmon

1 st Delivery Period	September 7 - October 16, 2015	30%
2 nd Delivery Period	October 19 – December 31, 2015	45%
3 rd Delivery Period	January 4 – March 25, 2016	25%

Delivery Schedule for salmon

1 delivery Period	September 7 – October 16, 2015	100%
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This schedule can be modified. The Bidder must indicate the desired changes in the Bid Package in order for approval to be granted by PD/PM PMO NCRP.

**Annex H
CONTRACT DELIVERABLES**

	What	Details	When
1.	Production Schedule	- Production Schedule (Annex G).	10 (ten) days after contract award
2.	List of Ingredients	- Must be bilingual - Must meet the Food and Drug Act and Regulations - Must be provided in accordance with the CFIA's Core Labelling Requirements.	Within 3 (three) days of start of production for each contracted item.
3.	Nutritional Information	- Must be bilingual - Must meet the Food and Drug Act and Regulations - Must be provided in accordance with the CFIA's Core Labelling Requirements.	Within 3 (three) days of start of production for each contracted item.
4.	Nutritional Analysis	- CoA performed by an accredited lab for the micro and macro nutrients indicated in Annex C, para. 4.3 - Previous nutritional analysis reports will be acceptable provided that: 1. the reports are dated; 2. the recipe has not changed; 3. The reports are not older than five years.	Within 1 (one) month of completion of production
5.	Protein Content Certificate	- Provided for the Hash Browns and Bacon - Previous nutritional analysis reports will be acceptable provided that: 1. the reports are dated; 2. the recipe has not changed; 3. The reports are not older than five years.	Within 1 (one) month of completion of production
6.	15 Production Samples	- According to Annex C. - Accompanied by a certificate stating that the samples are the same quality or better than the approved tender samples.	Within 3 (three) days of start of production for each contracted item.
7.	Verification Samples	- According to Annex C.	Within 3 (three) days of start of production for each contracted item.
8.	Lot Number Listing	- Lot Number Listing Form (Annex F).	Shipped with each production delivery to Assembler.
9.	Pre-printed cardboard sleeves	- A clearly marked shipping container containing 50 knocked down pre-printed cardboard sleeves for each menu	Must be included with first shipment of food products to the assembler
10.	Draft Label	- A draft label must be sent for each menu item before production commences. - Draft label must be authorized by the PMO NCRP.	One (1) month after contract award.
11.	Invoicing	- Invoices must be sent following deliveries to Assembler and must be accompanied by DND Quality Assurance Form (CF1280) (Contract Clause D5540C).	After delivery
12.	Components Including Retort pouches	- Components including retort pouches must be delivered as per contractual standards, quality, quantity (Annex A) and production schedule (Annex G).	As per approved schedule

**ANNEX I
PRE-QUALIFICATION**

Pre-Qualification for retort pouches

E60PR-130001/B
Papineau (PR Div.), Alain
Telephone No. - (819) 956-0389
Email: alain.papineau@pwgsc.gc.ca

Trade Agreement: NONE
Tendering Procedures: Competitive
Attachment: None
Competitive Procurement Strategy: N/A - P&A/LOI Only
Comprehensive Land Claim Agreement: No
Nature of Requirements:
PRE QUALIFICATION OF RETORT SUPPLIERS

THIS IS NOT A LETTER OF INTEREST BUT AN INVITATION TO PRE-QUALIFY

Public Works and Government Services Canada (PWGSC) is implementing a pre-qualification process in order to establish a list of Pre Qualified Retort Contractors for its annual procurement to supply Entrées, Fruits and Desserts in accordance with Department of National Defence (DND) D-85-001-069/SF-002 dated 92-06-26, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches.

Items are required for the production of an operational meal pack for Canadian Forces Personnel serving overseas as well as in Canada. There are typically 7 breakfast items, 7 lunch items, 7 supper items, 8 fruit items and 4 dessert items.

In order to pre qualify in participating in the Combat Ration Program, Contractors will be required to demonstrate that their products conform to the three year shelf life requested in specification D-85-001-069/SF-002 dated 1992-6-26, Specification for Meat, Poultry, Fruit and Baked Dessert Products in Retort Pouches. The products will then have to successfully undergo the accelerated shelf life testing performed by/for DND prior to their acceptance.

The heat seal and the ultrasonic seal are both acceptable.

Closure seal of the thermoprocessed pouch: The closure seal width must be a minimum of 3mm for conventional heat seals or a minimum of 1mm for ultrasonic seals. The closure seal must be free of impression or design on the seal surface that would conceal or impair visual detection of seal defects. The closure seal must be free of wrinkles, occluded matter, or evidence of entrapped moisture or grease that reduces the closure seal width to less than 1.5mm at any location along its continuous path for conventional heat seals or reduces the closure seal width to less than 1.0 mm for ultrasonic seals.

The Contractor must demonstrate to DND that it has or will have the capability to produce retorted products in flexible pouches. The Contractor must provide DND with a document detailing its production capabilities (i.e. past performance, equipment, facilities, etc).

The Contractor must provide proof that they are a federally inspected processing facility and are HACCP compliant.

The registration of a Contractor on the list of Pre Qualified Retort Contractors will enable it to tender for future retort contracts.

Trade Agreement Exemptions - This requirement falls under Federal Supply Classification (FSC) Code 89 and is exempt from the provisions of WTO-AGP and NAFTA (as per General exceptions WTO-AGP Agreement and Annex 1001.Ib-1, Section B of NAFTA respectively) but is subject to AIT. However, this procurement is subject to the National Security Exception and is excluded from the trade agreements in accordance with Article 1804 of the Agreement on Internal Trade (AIT) in support of Canada's military operations.

All requests for information concerning the pre-qualification process must be addressed to:

Alain Papineau
Public Works and Government Services Canada
Commercial and Consumer Products Directorate
Place du Portage, Phase III, 6B3
11 Laurier Street
Gatineau, Québec
K1A 0S5
Tel: 819-956-0389
Fax: 819-956-5454
E-mail: alain.papineau @tpsgc-pwgsc.gc.ca

Requests for information may be submitted in either official language of Canada.

The Crown retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.

ANNEX J
PRICING BASIS (GST EXEMPT)

For option year 1 to purchase additional quantities , the Contractor agrees that the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Food. (*Example March 2014 to March 2015 « +3.8% »*) The adjustment will be made annually, based on the average of the CPI for Food of the most recently reported twelve-month period using the firm unit prices of the previous year.

Description	Quantity	Firm Price
Hash Browns and Bacon Pommes de terre rissolées et bacon Pouch/ Sachet de 225g	45 400	\$
Scalloped Potatoes and Ham Pommes de terre à la Normande avec jambon Pouch/ Sachet de 240g	22 700	\$
Chicken and Sausage Jambalaya Jambalaya poulet et saucisses Pouch/Sachet de 240g	22 700	\$
Meatballs with Gravy Boulettes de viande – sauce brune Pouch/Sachet de 240g	22 700	\$
Lamb and Vegetable Stew Ragoût d'agneau et légumes Pouch/Sachet de 240g	45 400	\$
Apple Sauce Compote de pommes Pouch/Sachet de 140g	90 800	\$
Mango Peach Applesauce Compote pommes – mangue et pêches Pouch/Sachet de 140g	90 800	\$
Tortillas Pouch / Sachet de 62g	158 900	\$
Cornbread Pain à la farine de maïs Pouch / Sachet de 71g	90 800	\$
	TOTAL	\$

Appendix 1
TENDER TECHNICAL EVALUATION PLAN

1. Required at Bid Closing

- 1.1 Thirty (30) pouches of each item from the same lot number must be submitted for evaluation. These samples must have the production code printed on each pouch as well as the product name printed on each tender sample retort pouch and cardboard sleeve.
- 1.2 A statement indicating that incubation has been completed in accordance with the CFIA's requirement, which requires that a random sample of a minimum of one pouch per retort basket of each menu item must be incubated for 10 days at 37°C.
- 1.3 A certificate from the packaging material supplier or an independent laboratory report indicating that the packaging material meets the quad pouch requirements described in Annex B. If there is no change in the packaging material and/or the packaging material supplier, the same certificate is valid for five (5) years.
- 1.4 A statement indicating that each menu item complies with all requirements of all applicable specifications and/or descriptions.
- 1.5 An example of the nutrition information printed on the cardboard sleeve. The nutrition information must be in accordance with the requirements indicated in para. 4 of Annex B and must be sent electronically to: **To be indicated when contract is awarded.**
- 1.6 A list providing the following information on raw material used in the making of tender samples and during production, except for the salmon:
 - 1.5.1 The brand name and type of fruit (canned or frozen) used in retort pouches;
 - 1.5.2 Apple's variety used for the sliced apples menu in retort pouches;
 - 1.5.3 The fruit and meat supplier's name;
 - 1.5.4 The cut of meat used in any meat/chicken products, including ground beef, when specific cuts are not stated in the specification.
- 1.7 A list indicating information below related to raw material used in the production of tender and 1st production sample for the production of salmon samples:
 - 1.7.1 The name of the fish supplier, the name of the retort company and the colour of the salmon according to the colour guide from the Alaskan Seafood Marketing Institute for Keta Salmon.
 - 1.7.2 Variety and type of salmon (farmed or wild).
 - 1.7.3 At the time of tender, the bidders must indicate the frequency at which an additional piece of salmon will be added.
 - 1.7.4 The tender samples must be the same variety and type as the fish used for the production.
- 1.8 A statement stating:
 - 1.8.1 The quantity of pouches per shipping container.
 - 1.8.2 The name of the Contractor's Representative and the alternate.
 - 1.8.3 The production code interpretation.

- 1.9 Bidders must ship the tender samples to the location indicated below. The shipment must be accompanied by a certification letter. The cost of shipping samples is at the Bidder's expense. Upon receipt, samples will become DND property and will not be returned to the Bidder.

National Defence Headquarters
DCOS (Mat)
Mat J4 Food Svcs (LST BuildingL)
PMO NCRP Evaluation Center
465 Industrial Avenue
Ottawa, ON
K1G 0Z1

C/O: *To be indicated when contract is awarded.*

2. **When the submission of a second set of tender samples is required, the bidder must again submit with all the above information requested.**

3. **Tender Samples Evaluation Method**

3.1 **Part I:**

- 3.1.1 The bid proposals will be evaluated on the basis of mandatory criteria only. To be considered compliant, a bid must meet all the mandatory requirements. Bids not meeting all the mandatory requirements will not be given further consideration.
- 3.1.2 Technical mandatory requirements identified in this attachment are evaluated on simple pass/fail basis. The treatment of mandatory requirements is stringent. The Bidder's proposal will address the mandatory requirements specified herein. Proposals not meeting all the mandatory requirements must not be given further consideration.

3.2 **Part II:**

If the bid complies with all the Part I mandatory evaluation criteria indicated in this attachment 2, a sensory evaluation session will be conducted.

3.2.1 **Organoleptic Evaluation Session**

Each year the PMO NCRP requests military volunteers to participate in the sensory evaluation of tender samples. Panelists are therefore staff members working at the Louis St Laurent Building, where the Evaluation Centre is located.

3.2.2 **Choice of Test Methodology and Required Score**

The purpose of the test is to establish the acceptance of tender samples for the IMPs by the users. Therefore, the methodology used for this evaluation is a consumer panel where there is no requirement to choose a preferred sample but where each panelist indicates the degree of liking of a sample. To collect the necessary information a questionnaire is used, which includes a nine point Hedonic scale ranging from 1 to 9. The average is computed, and the passing score is 6 for each criterion: appearance, texture aroma/flavour and global acceptance. Samples which do not receive a passing score of 6 will fail the evaluation. The winning bid will be determined from the samples that receive a passing score of 6 or more.

3.2.3 **Conduct of Taste Panels/Retention of RFP (Tender) Samples**

A minimum of twelve volunteers are asked to evaluate up to ten products per sitting. At the beginning, the evaluators are given a short briefing explaining the goal and procedures of the evaluation session. The evaluators are not informed of the name of the bidders. Tender samples

are evaluated for their appearance/aroma, texture, flavour and global acceptance. A scale and descriptors are used to assist the panelist in their evaluation. Participants can also provide general comments on their evaluation form. Once a Contract is awarded, approved tender samples are retained and distributed to appropriate personnel who are responsible to conduct the comparison between the approved tender sample and the production end product.

4. Contractor selection methodology

The winning bidder will be selected as **Highest Compliant Combined Rating of Technical Merit (60%) and Price (40%) - Best Value Determination**. The bidders who successfully pass Part I (Mandatory Technical Criteria) and Part II (Sensory Evaluation) will be considered for the selection of the winning bid. Using the method mentioned above, price is given a rating value which is included in the total calculation of the point rated score. 60% of the points will be awarded to the sensory evaluation score and 40% of the points to the cost proposal.

Example of Best Value Determination			
Highest Combined Rating Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Technical Points (Sensory Evaluation)	335	288	351
Price Quoted	\$4.75	\$4.25	\$5.00
Calculations	Technical Points	Price Points	Total Points
Bidder 1	$335/432 \times 60 = 46.5$	$4.25/4.75 \times 40 = 35.8$	82.3
Bidder 2	$288/432 \times 60 = 40$	$4.25/4.25 \times 40 = 40.0$	80.0
Bidder 3	$351/432 \times 60 = 48.8$	$4.25/5.00 \times 40 = 34.0$	82.8

The total maximum score is 432 points.

Appendix 2
RFP MANDATORY TECHNICAL EVALUATION CRITERIA

Part 1: Mandatory Criteria

Mandatory Criteria at Bid Closing			
	Criteria The bidder must provide the following:	Comments	Pass Fail
1.	Thirty (30) tender samples from the same lot must be submitted.	Shipping fees are at bidder's expense; samples will become DND's property and will not be returned. Must have production code printed on each pouch as well as the product name printed on each pouch and sleeve.	
2.	A statement indicating the 10 day incubation has been completed.	One random pouch from each retort basket must be incubated at 37°C for 10 days as per CFIA requirements.	
3.	Packaging material certificate from packaging supplier or independent laboratory.	Must show that the packaging meets the quad pouch requirements described in Annex B.	
4.	A statement indicating that each menu item complies with all requirements of all specifications.	Specifications for individual menu items can be found in Annex B.	
5.	Un draft of the nutrition information printed of the cardboard sleeve.	Must be in accordance with requirements listed in para 4, annex B.	
6.	A list providing information on raw material used in the making of tender samples and during production for all items except salmon.	Information required: - Brand name and type of fruit (canned or frozen) - Fruit and meat supplier's name - The cut of meat used in any meat/chicken products including ground beef when specific cuts are not stated in the specification.	
7.	A list providing information on raw material used in the making of tender samples and during production for salmon.	Information required: - Name of fish supplier, name of retorter and colour of salmon - Type of salmon used (wild or farmed)	
8.	A statement indicating the number of packets per shipping container.	Must indicate number of packets/shipping container at time of production.	
9.	A statement indicating the production code interpretation.	Only applicable if the CAF production code is not used.	
10.	The Bidder's representative and alternate representative.	Include contact information for the representative and alternate.	

PART II: Sensory Evaluation

CRITERIA	AVERAGE	PASS	FAIL
Appearance			
Texture			
Flavour			
Overall			

Total points for sensory evaluation:

The bidder is: compliant non-compliant.

The bidder is non-compliant for the following reason(s):

Appendix 3
SENSORY EVALUATION: HEDONIC SCALES

RFP (TENDER) SAMPLE PRODUCT TASTING QUESTIONNAIRE
QUESTIONNAIRE D'ÉVALUATION DES PRODUITS DE SOUMISSION POUR LES RIC

For evaluation accuracy, please do not communicate with other tasters prior to completing tasting.
Afin d'obtenir une juste évaluation, veuillez ne pas communiquer avec les autres évaluateurs, avant de compléter votre évaluation.

Product/Produit: _____ Name/Nom: _____

Your opinion is important and has a bearing on whether or not this product will be included in Individual Meal Packs.
Votre opinion est importante et déterminera si oui ou non ce produit sera inclus dans les rations individuelles de combat.

Please taste this sample and circle the appropriate rating number / S'il vous plaît, goûtez à cet échantillon et encerclez la note appropriée

Predisposition / Prédiposition:

If you are allergic to this product, please check the following square: ☐

If you don't usually eat this product (dislike this product or a component), please check the following square: ☐

If you have checked either one of these squares, please do not continue this evaluation.

Si vous souffrez d'une allergie à ce produit, veuillez cocher la case suivante : ☐

Si vous ne consommez pas normalement ce produit (aversion à ce produit ou à une composante), cochez la case suivante : ☐

Si vous avez coché l'une ou l'autre des deux cases précédentes, veuillez ne pas continuer l'évaluation.

Appearance: / Apparence:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Texture: / Texture:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Flavour: (taste and aroma) / Saveur: (goût et arôme)

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires:

Overall/Globale:

1 dislike extremely extrêmement déplaisant	2 dislike very much très déplaisant	3 dislike moderately modérément déplaisant	4 dislike slightly légèrement déplaisant	5 neither like nor dislike ni plaisant ni déplaisant	6 like slightly légèrement plaisant	7 like moderately modérément plaisant	8 like very much très plaisant	9 like extremely extrêmement plaisant
--	---	--	--	--	---	---	--	---

Comments:

Commentaires: