

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

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

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

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**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Meat and Poultry	
<b>Solicitation No. - N° de l'invitation</b> W0114-15M001/A	<b>Date</b> 2015-05-22
<b>Client Reference No. - N° de référence du client</b> W0114-15-M001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-535-6596
<b>File No. - N° de dossier</b> KIN-4-42196 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston PO Box 17000 Stn Forces KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Buyer ID - Id de l'acheteur

kin535

CCC No./N° CCC - FMS No/ N° VME

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**See attached**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment and the Closing Date Schedule.

### **1.2 Summary**

(i) To establish a Regional Individual Standing Offer for the Department of National Defence (DND) for the provision of Meat and Poultry items on an 'as and when' requested basis to the Canadian Forces Base Kingston, Kingston, Ontario.

(ii) Period of Standing Offer has been divided into the following four periods:

PERIOD A:	1 July 2015 to 30 September 2015 (closing 18 June 2015)
PERIOD B:	1 October 2015 to 31 December 2015 (closing 17 September 2015)
PERIOD C:	1 January 2016 to 31 March 2016 (closing 18 December 2015)
PERIOD D:	1 April 2016 to 30 June 2016 (Closing 17 March 2016)

Note: Offers must be submitted for each period as per the schedule in Annex C, Closing date schedule. Offerors may present offers on any period of their choice.

(iii) This requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

- 
- (iv) as per the Integrity Provisions under section 01 of Standard Instructions 2006, 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.

### **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.

### **1.4 Key Terms**

The word "bid" and the expression "bid solicitation" as they appear in this Request for Standing Offer (RFSO) have the same meaning as "offer" and "Request for Standing Offer" respectively.

The terms "Offerors(s)", "Bidder(s)", and "Contractor(s)" used herein shall be interpreted as "Offeror(s)".

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2014-09-25\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

C9000T	Pricing	2010-08-16
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### 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.

Note: Page 1 of each Request for Standing Offers, as per the Closing Date Schedule, are included in Annex C with each individual closing dates.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Ontario.

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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

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (one (1) hard copy) and (one (1) soft copy) on Excel as an e-mail attachment.

Section II: Certifications (one (1) hard copy)

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.

**1. Hard (Paper) Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

**2. Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting that offerors send in an electronic copy of Excel file, by e-mail to the following address: **Kingston.procurement@pwgsc.gc.ca**

#### 3.11 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:

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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.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

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

The Offeror must complete and submit with its offer, Annex "B" - Basis of Payment, in Canadian funds. Pricing must be provided for all line items as listed and a % amount for B. Special Orders.

Offers will be evaluated based on the prices detailed in Annex "B" - Basis of Payment.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

The Extended price is the Estimated Quantity multiplied by the Firm Unit Price. The Evaluated Price is the sum of the extended price.

##### **4.1.1.2 SACC Manual Clause**

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

##### **4.1.1.3 Pack or Unit Size**

If a requested size is no longer available, it is up to the offeror to contact the Standing Offer Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size. Where changes to pack or unit size are proposed the following must be met:

- a. The proposed change is necessary because the original pack size specified is unavailable in the industry; and
- b. The new proposed size reflects the next size up or down (from the original size specified) that is available in the industry; and /or
- c. There is a less than 15% difference between the original size specified and the proposed alternative size. Any changes to the product pack and or size will be made by the Standing Offer Authority through an amendment to the Request for Standing Offer document. The offeror cannot substitute sizes in their offer that have not been approved.

### **4.2 Basis of Selection**

#### **4.2.1 SACC Manual Clause M0069T (2007-05-25), Basis of Selection**

#### **4.2.2 Canada intends to issue one (1) Standing Offer to the compliant Offeror with the lowest Evaluated Price.**

## 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](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.

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## 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 There is no security requirement applicable to this Standing Offer.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

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 in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting period is defined as follows:

1st quarter:	Issuance of Standing Offer to 30 September;
2nd quarter:	1 October to 31 December;
3rd quarter:	1 January to 31 March;
4th quarter:	1 April to 30 June

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

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

W01114-15M001/A	Period A: 1 July, 2015 to September 30, 2015
W01114-15M001/B	Period B: 1 October 2015 to 31 December 2015
W01114-15M001/C	Period C: 1 January 2016 to 31 March 2016
W01114-15M001/D	Period D: 1 April 2016 to 30 June 2016

## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nancy Carrière  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street  
Kingston ON, K7L 1X3  
Telephone: 613-545-8764  
Facsimile: 613-545-8067  
E-mail address: Nancy.Carriere@pwgsc.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

Name and telephone number of the person responsible for: ***To be completed by the supplier***

General Enquiries:

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

Delivery follow-up:

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, CFB Kingston, Kingston, Ontario.

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## 6.7 Call-up Procedures

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic document.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Callup Against a Standing offer", or electronic document.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2014-09-25); General Conditions – Goods or Services (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Closing Date Schedule;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 6.11 Certifications

### 6.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is 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.

## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **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**

2029 (2014-09-25), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2014-09-25) will not apply to payments made by credit cards.

### **6.3 SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
B3003C (2007-05-25) Grades of Meat  
B7500C (2006-06-16) Excess Goods  
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products  
D3007C (2007-11-30) Inspection and Stamping  
D5311C (2007-11-30) Right of Access and Inspection of Meat

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

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

### **6.5 Payment**

#### **6.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$(insert at time of call-up). 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.

#### **6.5.2 Limitation of Price**



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*SACC Manual* clause [C6000C](#) (2011-05-16) Limitation of Price

#### **6.5.3 Single Payment**

*SACC Manual* clause [H1000C](#) (2008-05-12) Single Payment

#### **6.5.4 Payment by Credit Card**

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

**OR**

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

#### **6.6 Invoicing Instructions**

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

#### **6.7 Insurance**

*SACC Manual* clause [G1005C](#) (2008-05-12) Insurance

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## **ANNEX "A"**

### **REQUIREMENT**

#### **1. Requirement**

To supply and deliver meat and poultry as specified in Annex B to the Department of National Defence (DND), Canadian Forces Base Kingston, Kingston, Ontario, on an as and when requested basis, during the period of the Standing Offer.

All goods supplied must be in accordance with the DND Food Quality Specifications located in the Buy and Sell (<https://buyand.sell.gc.ca>)

Beef – E6TOR-13RM06

Lamb – E6TOR-13RM27

Pork – E6TOR-13RM32

Poultry – E6TOR-13RM33

Veal – E6TOR-13RM37

#### **2. Delivery**

Delivery must be made within twenty four hours (24) from receipt of a Call-Up document.

Regular delivery must be made between the hours of 06:00 and 08:00 hrs, Monday to Friday.

The production date on fresh products must be a minimum of four to seven (4-7) calendar days prior to the delivery date.

Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request. Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up.

Notification of product shortages must be provided within twenty-four (24) hours from the time DND places their order.

There is no minimum shipment due to limited storage areas.

The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.

The Offeror must replace any rejected item within twenty-four hours of notification of rejection. All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instructions.

Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror.

The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.

### **3. Palletization**

All food items MUST be shipped to the specified delivery point on shrunk or stretch wrapped pallets and 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 two (2) sides.

**Food Items MUST be palletized in segregated commodities of:**

**Chilled  
Frozen**

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

Pallets MUST be loaded in such a way as to allow easy access for off loading with forklifts.

The Supplier MUST not load pallets in a cinder block fashion.

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

### **4. Invoices**

All Invoices must quote original call-up number.

### **5. Delivery Points Invoicing Address**

#### **Routledge Hall**

Delivery and Billing Address:  
VB31, 9 Parade Rd  
PO Box 1700, station forces  
Kingston, Ontario  
K7K 7B4  
Contact: Procurement Manager  
Contact Number: (613) 541-5010 ext 4233  
Fax Number: (613)541-4181

#### **Royal Military Collage**

Billing and Shipping Address:  
RMC CDH  
22 Amiens Ave/  
PO BOX 17000 STN FORCES  
Kingston, Ontario  
K7K 7B4  
Contact: RMC Ration Procurement Manager  
Contact number: (613)541-6000 ext 6802  
Fax: (613)-540-8073

RMC Senior Staff Mess (SSM)

Solicitation No. - N° de l'invitation  
W0114-15M001/A  
Client Ref. No. - N° de réf. du client  
W0114-15-M001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42196

Buyer ID - Id de l'acheteur  
KIN535  
CCC No./N° CCC - FMS No./N° VME

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9 Point Frederic  
Kingston, Ontario  
K7K 7B4  
Contact: Mess Manager  
Contact Number: (613) 541-6000, ext 6654  
Fax: (613)547-8857

**Fort Frontenac Officer's Mess**

Shipping and billing Address:  
Fort Frontenac Officer's Mess  
1Ontario ST  
Kingston, Ontario  
K7K 7B4  
Contact: IC Ration  
Contact Number: (613) 541-5010 ext 5963  
Fax: (613) 541-5830

**Warrant Officers' and Sergeants' Mess**

Shipping and billing Address:  
Warrant Officers' and Sergeants' Mess  
18 Craftsman Boulevard  
Kingston, Ontario,  
K7K 7B4  
Contact: Kitchen Manger  
Contact Number: (613) 541-5010 ext 8864  
  
Fax: (613) 540-8532

**Canadian Forces Joint Signal Regiment**

Billing Address:  
Canadian Forces Joint Signal Regiment  
PO BOX 17000 STN Forces  
Kingston, Ontario  
K7K 7B4

Shipping Address:  
Canadian Forces Joint Signals Regiment  
E-30 Clement Bldg  
20 Red Patch ave  
Kingston Ontario  
K7K 5B4  
Contact name: Chief Cook  
Contact number: (613)541-5010 ext 4067  
Fax: (613)541-4367

Solicitation No. - N° de l'invitation  
W0114-15M001/A  
Client Ref. No. - N° de réf. du client  
W0114-15-M001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42196

Buyer ID - Id de l'acheteur  
KIN535  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery and unloading costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### **A. Standard Inventory Products**

Prices stated in Annex B are firm for the period of the Standing Offer.

See Annex B - Appendix 1

#### **B. Special Orders**

Product(s) ordered by DND which are not included in Annex B, Appendix 1, attached will be charged in accordance with the Offeror's master price list, less a discount of \_\_\_\_%. The Offeror must provide the master price list at time of Standing Offer award.

The total limitation of expenditure for all Special Orders is **\$3,750.00** (including GST/HST)

Solicitation No. - N° de l'invitation  
W0114-15M001/A  
Client Ref. No. - N° de réf. du client  
W0114-15-M001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42196

Buyer ID - Id de l'acheteur  
KIN535  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX B  
APPENDIX 1**

**SEE ATTACHED**

Solicitation No. - N° de l'invitation  
W0114-15M001/A  
Client Ref. No. - N° de réf. du client  
W0114-15-M001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42196

Buyer ID - Id de l'acheteur  
KIN535  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **CLOSING DATE SCHEDULE**

W0114-15M001/A	Period A: 1 July 2015 to 30 September 2015, (closing date June 18, 2015)
W0114-15M001/B	Period B: 1 October 2015 to 31 December 2015, (closing date September 17, 2015)
W0114-15M001/C	Period C: 1 January 2016 to 31 March 2016, (closing date December 18, 2016)
W0114-15M001/D	Period D: 1 April 2016 to 30 June 2016, (closing date March 17, 2016)

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

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

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

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**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Meat and Poultry	
<b>Solicitation No. - N° de l'invitation</b> W0114-15M001/A	<b>Date</b> 2015-04-27
<b>Client Reference No. - N° de référence du client</b> W0114-15-M001	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-4-42196 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-06-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston PO Box 17000 Stn Forces KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

---

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

Signature Date



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

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

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

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

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## Comments - Commentaires

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

Issuing Office - Bureau de distribution

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

<b>Title - Sujet</b> Meat and Poultry	
<b>Solicitation No. - N° de l'invitation</b> W0114-15M001/B	<b>Date</b> 2015-04-27
<b>Client Reference No. - N° de référence du client</b> W0114-15-M001	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-4-42196 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-09-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston PO Box 17000 Stn Forces KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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

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

**Request For a Standing Offer  
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**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Meat and Poultry	
<b>Solicitation No. - N° de l'invitation</b> W0114-15M001/C	<b>Date</b> 2015-04-27
<b>Client Reference No. - N° de référence du client</b> W0114-15-M001	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-4-42196 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston PO Box 17000 Stn Forces KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

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

**Signature**

**Date**



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

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

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Demande d'offre à commandes**

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énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Meat and Poultry	
<b>Solicitation No. - N° de l'invitation</b> W0114-15M001/D	<b>Date</b> 2015-04-27
<b>Client Reference No. - N° de référence du client</b> W0114-15-M001	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-4-42196 (535)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carriere, Nancy	<b>Buyer Id - Id de l'acheteur</b> kin535
<b>Telephone No. - N° de téléphone</b> (613)286-5423 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston PO Box 17000 Stn Forces KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

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

**Signature**

**Date**