

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

**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**

<b>Title - Sujet</b> Banquet Supplies	
<b>Solicitation No. - N° de l'invitation</b> F7003-14G343/A	<b>Date</b> 2015-06-02
<b>Client Reference No. - N° de référence du client</b> F7003-14-G343	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-409-9539	
<b>File No. - N° de dossier</b> HAL-5-75030 (409)	<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 2015-07-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Taylor, Kathie	<b>Buyer Id - Id de l'acheteur</b> hal409
<b>Telephone No. - N° de téléphone</b> (902) 496-5510 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS 1190 WESTMOUNT RD SYDNEY NOVA SCOTIA B1R2J6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Requirement**

DFO – CCG College, Sydney NS, has a requirement for three (3) banquet carts and other related supplies, as fully detailed in Annex A. **Delivery is mandatory on or before August 20, 2015.**

### **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.

## **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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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.

### **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 ten (10) 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.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties

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determined, by the laws in force in Nova Scotia. 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 ( two hard copies)  
Section II: Financial Bid ( one hard copy)  
Section III: Certifications (one 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 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.

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>). To assist Canada in reaching its objectives, bidders 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: 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.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **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.

#### **1.1 Technical Evaluation**

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1.1.1 Mandatory Technical Criteria - as fully detailed in Annex A

## 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, DDP Incoterms 2000, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

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.

## 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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

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## 2. Requirement

The Contractor must provide the items detailed under 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010A (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Delivery Date

**Delivery is mandatory on or before August 20, 2015.**

Please provide best delivery date: \_\_\_\_\_.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathie Taylor  
Supply Officer  
Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, NS B3J 1T3  
Telephone: (902) 496-5510  
Facsimile: (902) 496-5016  
E-mail address: [kathie.taylor@pwgsc.gc.ca](mailto:kathie.taylor@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 Project Authority

The Project Authority for the Contract is: (to be completed at contract award)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

### 6. Payment

#### 6.1 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 line item details for a cost of \$ \_\_\_\_\_. Customs duties are included and Goods 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.

#### 6.2 Limitation of Price

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

#### 6.3 Method of Payment

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

### 7. 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.

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 8. Certifications

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## **8.1 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.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## **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) the general conditions 2010A Goods Medium Complexity (2014-09-25);
- (c) Annex A, Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **11. SACC Manual Clauses**

G1005C - Insurance Requirements (2008-05-12)

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## **Annex A Requirement**

DFO – Canadian Coast Guard College, Sydney, NS, has a requirement for the following items. Delivery is mandatory on or before August 20, 2015.

### **Mandatory Specifications:**

#### **1. HEATED BANQUET CART (Quantity - 3)**

- Heated Banquet Cabinet
- (1) door
- Insulated
- (3) removable shelves
- must hold up to (144) 11" plates
- stainless steel construction
- Timer
- Thermometer
- Whiteboard
- Bumper
- bottom-mounted heat module
- 4-6" casters (2 rigid/2 swivel with brakes)
- 120v/60/1-ph, 1650w, 13.8a, NEMA5-15P
- 15 amp NEMA 5-15P, standard

#### **2. PLATE RACK (Quantity - 6)**

- Collapsible Column Plate Tree/Dish Rack Stacking/Serving System
- holds up to 84 plates
- mobile
- adjustable arms
- stainless steel tubes
- aluminum & plastic columns
- casters
- 6 ea PLATE RACK COVERS (custom fit) to be included

#### **3. CHINA PLATE (Quantity - 38 dozen)**

- Dinner Plate
- 10-5/8" dia., round
- wide rim
- porcelain

#### **4. PLATE COVER (Quantity - 38 dozen)**

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- inside dia. 10-13/16"
- outside height 2-11/16"
- lightweight polycarbonate
- dishwasher safe
- amber, NSF

#### **5. RACK COVER (QUANTITY 5)**

- 23"W x 28"D x 62"H
- end load
- resists cracking to -10° F (23°C)
- 6-1/2" x 5" clear menu card pocket
- hand strap on top seam
- #5 zippers on (2) vertical seams
- 1" binding around seams and hems
- Main body to be constructed of PVC, clear

**The successful supplier must be able to have all of the above-noted products delivered on site to the Canadian Coast Guard College in Sydney Nova Scotia no later than August 20<sup>th</sup>, 2015.**

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**Annex B**  
**Basis of Payment**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP Incoterms 2000, Canadian Customs Duties and Excise Taxes included.

**Suppliers must bid on all items to be deemed responsive. Only one contract will be awarded.  
Delivery is mandatory on or before August 20, 2015.**

Item	Description	Qty	Unit of Issue	Unit Price	Extended Price
1	Heated Banquet Cart (as fully detailed in Annex A)	3	ea	\$	\$
2	Plate Rack (as fully detailed in Annex A)	6	ea	\$	\$
3	China Plates (as fully detailed in Annex A)	38	dozen	\$	\$
4	Plate Covers (as fully detailed in Annex A)	38	dozen	\$	\$
5	Rack Covers (as fully detailed in Annex A)	5	ea	\$	\$

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**ANNEX "C"  
 CROSS-REFERENCE DATA**

Bidders are requested to provide cross-reference below to identify the page(s) where each mandatory minimum specification can be demonstrated in their technical documentation provided with bid. For the few criteria which are not identified in specification sheets/literature/brochures, your firm's indication of "Compliant" will be considered as certification that the requirement is met. Canada reserves the right to verify any and all information relating to mandatory requirements.

	Minimum Mandatory Requirements	Cross Reference Page #
1	<p><b>HEATED BANQUET CART (Quantity - 3)</b></p> <ul style="list-style-type: none"> <li>- Heated Banquet Cabinet</li> <li>- (1) door</li> <li>- Insulated</li> <li>- (3) removable shelves</li> <li>- must hold up to (144) 11" plates</li> <li>- stainless steel construction</li> <li>- Timer</li> <li>- Thermometer</li> <li>- Whiteboard</li> <li>- Bumper</li> <li>- bottom-mounted heat module</li> <li>- 4-6" casters (2 rigid/2 swivel with brakes)</li> <li>- 120v/60/1-ph, 1650w, 13.8a, NEMA5-15P</li> <li>- 15 amp NEMA 5-15P, standard</li> </ul>	
2.	<p><b>PLATE RACK (Quantity - 6)</b></p> <ul style="list-style-type: none"> <li>- Collapsible Column Plate Tree/Dish Rack Stacking/Serving System</li> <li>- holds up to 84 plates</li> <li>- mobile</li> <li>- adjustable arms</li> <li>- stainless steel tubes</li> <li>- aluminum &amp; plastic columns</li> <li>- casters</li> <li>- 6 ea PLATE RACK COVERS (custom fit) to be included</li> </ul>	
3.	<p><b>CHINA PLATE (Quantity - 38 dozen)</b></p> <ul style="list-style-type: none"> <li>- Dinner Plate</li> <li>- 10-5/8" dia., round</li> <li>- wide rim</li> <li>- porcelain</li> </ul>	
4.	<p><b>PLATE COVER (Quantity - 38 dozen)</b></p>	

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	<ul style="list-style-type: none"><li>- inside dia. 10-13/16"</li><li>- outside height 2-11/16"</li><li>- lightweight polycarbonate</li><li>- dishwasher safe</li><li>- amber, NSF</li></ul>	
5.	<b>RACK COVER (QUANTITY 5)</b> <ul style="list-style-type: none"><li>- 23"W x 28"D x 62"H</li><li>- end load</li><li>- resists cracking to -10° F (23°C)</li><li>- 6-1/2" x 5" clear menu card pocket</li><li>- hand strap on top seam</li><li>- #5 zippers on (2) vertical seams</li><li>- 1" binding around seams and hems</li><li>- Main body to be constructed of PVC, clear</li></ul>	