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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; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include Annex A the Requirement, Annex B the Basis of Payment and Excel Spreadsheets, and Annex C the Standing Offer Usage Report.

1.2 Summary

- (i) To establish a Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of Miscellaneous Grocery Products when and as required, during the period of the Standing Offer, for the Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, Ralston, Alberta, and "Trails End Camp", Cochrane, Alberta. This requirement has the following Refresh period:
 - a. Miscellaneous Groceries and Frozen Foods, (refresh period of six (6) months);
- (ii) The requirement is for the Department of National Defence, CFB Suffield, Ralston Alberta, and "Trails End Camp", Cochrane, Alberta;
- (iii) The period of the Standing Offer will be for two (2) years and nine (9) months starting 1 September 2015 to 30 April 2018. The refresh period will be in accordance with the terms and conditions herein;
- (iv) The current Military Staging Area Contract at Trails End Camp, Cochrane Alberta is in effect until 2017-03-31. Effective 2017-04-01, the Military Staging Area Contract activities may be undertaken at a new location and pricing may be adjusted at that time;

- (v) 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;
- (vi) The procurement is subject to a preference for Canadian goods and/or services;
- (vii) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT); and
- (viii) All items shall conform to the relevant CGSB Standard applicable.

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

Refresh Period – The Standing Offer holder is able to update the prices of the items listed in their standing offer and the SO supplier does not change.

- Prices that are updated will be subject to review and price support may be required.

If price increase is greater than 10%, price support will be required. If prices are not fair and reasonable, line items may be removed from the category for the period of the Standing Offer.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 180 days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16), Equivalent Products
B4024T (2006-08-15), No Substitute Products
M0019T (2007-05-25), Firm Price and/or Rates

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.

Once your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Basis of Payment (Excel file) should be sent, by e-mail, to the following address:

WST.CAL-FOOD@pwgsc-tpsgc.gc.ca

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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: Technical Offer (one (1) hard copy)
- Section II: Financial Offer (one (1) hard copy), and (one (1) soft copy, Excel file, by e-mail, to the following address): **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information - Published Price List or Current Cost Catalogue (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: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

Annex B - Basis of Payment (Excel File)

The Offerors will complete the List of products using the Excel file and ensure that it has been properly filled out and contains all required information.

That list, once printed, **will be submitted** as a hard (paper) copy with the other required documents, by facsimile or mail by the date, time and place indicated on page 1 of the Request for Standing Offers. In addition, a soft (electronic) copy to be sent by e-mail to: WST.CAL-FOOD@pwgsc-tpsgc.gc.ca.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Offerors must provide their Current Cost Catalogue or Published Price List when requested to do so.

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A – Requirement.

For Annex B – Basis of Payment, where an item is described as “Accepted Brands”, only that brand name with associated pack and unit size will be acceptable.

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation Criteria

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

4.1.2.2 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B – Section A - Basis of Payment (Excel File). Firm pricing must be provided for at least 80% of the items listed to be considered for a Standing Offer. Failure to provide a minimum of 80% pricing, will render the offer non-compliant without further consideration being given.

Fee for deliveries required with less than 24 hours notice given (x3) must be provided at Annex B, Section B.

Percentage discount must be provided for Annex B, Section C – Special orders. Special orders will not be used in the Financial Evaluation.

The price of the offer will be evaluated in Canadian dollars, Applicable taxes are excluded, FOB destination, including all ecology fees, deposits, delivery, offloading and fuel charges. Canadian customs duties and excise taxes included. Additional surcharges will not be accepted.

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

- i. Section A - is the Estimated Monthly Usage multiplied by the Firm Unit Price;
- ii. Section B - Fee for deliveries required with less than 24 hours notice given, multiplied by three (3);
- iii. The Total Evaluated Price is the sum of Sections A and B.

If an item cannot be evaluated after bid closing due to size variations, it will be deleted from the bid evaluation.

4.1.2.3 Pack or Unit Size

The Offeror must submit pricing for the pack size outlined in Annex B – Basis of Payment. If a requested size is no longer available, it is up to the Offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size.

Where changes to pack or unit sizes 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 less than a 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 by the Standing Offer Authority.

4.1.2.4 Mandatory Items

If the Offeror is not able to provide a requested item, it is up to the Offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date and inform the Contracting Authority of the item(s) that cannot be offered. The item(s) will be reviewed and determined if it/they can be purchased by other means and removed from the list.

Any deviations MUST be approved by the Standing Offer Authority, in writing, PRIOR to bid closing. If an item cannot be evaluated due to size variations, it will be deleted from the bid evaluation.

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a Standing Offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

5.1.1 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.

5.1.1.1 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.

5.1.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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

5.1.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#).(9), Example 2, of the Supply Manual.

5.1.2.1.1 SACC Manual Clause [A3050T](#) (2014-11-27), Canadian Content Definition

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, and the Basis of Payment and Excel Spreadsheets at Annex B.

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 periods are defined as follows:

1st quarter: September 1 to November 30;

2nd quarter: December 1 to February 28;

3rd quarter: March 1 to May 31;

4th quarter: June 1 to August 31.

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 the Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 September 2015 to 30 April 2018.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Oksana Kuzyshyn
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Calgary Western Region

Telephone: 403-613-3037
Facsimile: 403-292-5786
Email: Oksana.Kuzyshyn@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative (Offeror to complete)

General Enquiries:

Name: _____

Title: _____

Organisation : _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

Delivery Follow-up:

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Forces Base (CFB) Suffield, Ralston, Alberta and Trails End Camp (TEC), Cochrane, Alberta.

6.7 Call-up Instrument

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

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.8.1 Minimum Individual Call-Up Limit

Individual call-ups against this Standing Offer will total a minimum of \$200.00 (Applicable Taxes included).

6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2014-11-27), Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment; and
- g) the Offeror's offer dated (To be determined).

6.10 Certifications

6.10.1 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.

6.10.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

6.11 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 Alberta.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

Section (16) Interest on Overdue Accounts, of 2010A (2014-11-27) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment for a cost to be determined 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.

6.4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-06) Limitation of Price

6.4.3 Single Payment

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

6.4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6.5 Invoicing Instructions

6.5.1 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.

Each invoice must be supported by:

- The address shown on page 1 of the Contract;
- Call up number;
- Suppliers' Invoice Control Number; and
- Delivery date

6.5.2 Invoices must be distributed as follows:

- A bill of lading, a computerized purchase invoice and three (3) copies (one original and two copies) must be provided to the consignee at the time of each delivery for certification and payment. Hand written invoices will not be accepted.

6.6 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

6.7 SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
B3003C	Grades of Meat	2007-05-25
B7500C	Excess Goods	2006-06-16
B2005C	Fish-Quality Stamping	2007-05-25
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30
D3004C	Type of Transport	2007-11-30
D3007C	Inspection and Stamping	2007-11-30
D5311C	Right of Access and Inspection of Meat	2007-11-30

6.8 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or

representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

REQUIREMENT

To establish a Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of Miscellaneous Grocery Products when and as required, during the period of the Standing Offer, for the Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, Ralston, Alberta, and "Trails End Camp", Cochrane, Alberta. This requirement has the following Refresh period:

- a. Miscellaneous Groceries and Frozen Foods, (refresh period of six (6) months);

The period of the Standing Offer will be for two (2) years and nine (9) months starting 1 September 2015 to 30 April 2018. The refresh period will be in accordance with the Terms and Conditions in the solicitation document.

Refresh Period – The Standing Offer holder is able to update the prices of the items listed in their standing offer and the SO supplier does not change.

- Prices that are updated will be subject to review and price support may be required.
- If price increase is greater than 10%, price support will be required. If prices are not fair and reasonable, line items may be removed from the category for the period of the Standing Offer.

Upon issuance of the Standing Offer, at all times the Offeror must ensure that 90% of all the food items listed at Annex B are available for regular purchase.

The Standing Offer Holder can accept or decline call-up items not listed at Annex B, Basis of Payment. Off-list items will be priced in accordance with Annex B, Basis of Payment, Section C.

Mandatory Requirement

For Annex B – Basis of Payment, where an item is described as "Accepted Brands", only that brand name with associated pack and unit size will be acceptable.

Standards and Specifications

1. The "Canadian Government Standards Board specifications" will be used as reference for quality control.
2. All food items must be in accordance with Canadian General Standards Board Specifications, Foods 32.250M Foods, and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.
3. Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.
4. All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.
5. All facilities entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified.
6. DND reserves the right to inspect the Contractor's facility during the Standing Offer period for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

Quality Assurance

1. All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.
2. All fresh items (i.e. Milk) must arrive in good order with a best before date of a minimum of 7 days to expiry at time of delivery.
3. All meat products will be properly packaged and will be free of ice crystals, excess frost on packages and water staining on boxes.
4. All beef steaks/roasts/individual portions beef must be AA or AAA.
5. Final inspection and acceptance of the food product will rest solely with the Project Authority or his or her representatives at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Project Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.
6. The consignee's delivery representative will verify with the Standing Offer Holder's representative that all items shipped have been received using the bill of lading provided by the Standing Offer Holder.
7. The Standing Offer (SO) Holder must only charge for the items delivered and accepted. The SO Holder is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The SO Holder agrees to provide the consignee with a detailed credit receipt within (3) working days from delivery for all items that the consignee and SO Holder agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the SO Holder provides the Consignee with approved credit receipt. The SO Holder must ensure that all invoices reflect correct pricing effective at the time of ordering.

Monthly statements

1. The Standing Offer Holder must provide to the project authority monthly statements addressing all invoiced products, both credits and debits for the previous month's activity.

Availability and Substitutions

1. Most orders will be during peak time frames, from 1 April to 30 October yearly.
2. Potential shortfalls in providing the identified food items in a call-up must be immediately brought to the attention of the Project Authority.
3. Substitutions will not be accepted without the prior approval of Project Authority, who is the only approving authority for substitutions and call-up amendments.
4. Any additional cost incurred to substitute a food item rests fully at the Standing Offer Holder's expense. Substitute food items will be invoiced at the same price as the item it is substituting, as per Annex B, Basis of Payment.

Rejects and Shortfalls

1. The Standing Offer Holder agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Standing Offer Holder's expense.

Call-up and Order Confirmation

1. When groceries are required, DND will submit a PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the Standing Offer Holder. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays. Deliveries on Sundays or Statutory Holidays rarely happen and have occurred approximately 3 times in the last 7 years. Delivery is required when unforeseen situations occur such as emergency responses (i.e. floods) and operational requirements. If required, DND will provide a minimum of 2 days advance notice.

2. The Contractor must respond within 4 hours of receipt of a PWGSC 942 Call-up Against a Standing Offer to confirm receipt, via return fax.

3. DND will provide a minimum of 24-48 hours notice and an additional fee (if applicable) will apply if DND provides less than 24 hours notice as per the Basis of Payment.

4. DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

Food Deliveries

1. Food deliveries are to be made directly within the geographies of the Canadian Forces Base Suffield areas of responsibilities identified herein. The delivery location will be identified on each individual call-up.

2. The following delivery locations will be included in the areas of responsibility:

- Ration Commissary- CFB Suffield, Ralston Alberta, Building 207
- Combined Mess- CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen- CFB Suffield, Ralston Alberta, Building 241
- Trail's End Camp - Cochrane, Alberta

3. The current Military Staging Area Contract at Trails End Camp, Cochrane Alberta is in effect until 2017-03-31. Effective 2017-04-01, the Military Staging Area Contract activities may be undertaken at a new location and pricing may be adjusted at that time

4. Deliveries must be made between the hours of 0730 hr and 1200 hrs, Monday to Friday, including weekends and statutory holidays.

5. All delivery cost must be included in the pricing under Annex B for all locations listed above.

6. The Project Authority or his or her representative will meet the Standing Offer Holder to receive the food order at the delivery location identified on the individual call-up.

Type of Transport

1. Delivery of chilled food commodities will be made in climate controlled transport unless the Project Authority instructs otherwise.
2. The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.
3. The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocery and meet the standards of CFIA.
4. The vehicle must be a dedicated transport of food products.

ANNEX B

BASIS OF PAYMENT

**Applicable taxes are to be excluded from the prices herein.
Applicable taxes will be added as a separate item on the invoice, if applicable**

F.O.B. Canadian Forces Base (CFB) Suffield, Ralston, Alberta and Trails End Camp (TEC), including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties and excise tax included. Additional surcharges will not be accepted. All delivery cost must be included in the cost of food ordered, unless it is ordered with less than 24 hours notice given.

Pricing must be provided for a minimum of eighty percent (80%) of line items listed on the product list in Annex B - Basis of Payment.

Pricing is to remain valid from date of issuance of Standing Offer for a period of six (6) months for Miscellaneous Groceries and Frozen Foods. This period is in addition to the bid validity period identified under Part 2, article 2.1, Standard Instructions, Clauses and Conditions. Refreshing of pricing will then be permitted to the Standing Offer Holder(s) as per the category listed herein in Annex B above.

Prices that are updated will be subject to review and price support may be required. If price increase is greater than 10%, price support will be required. If prices are not fair and reasonable, line items may be removed from the category for the period of the Standing Offer.

The estimated usage provided in Excel Spreadsheet is for evaluation purposes only and does not form part of any resulting Standing Offer.

For the purpose of the financial evaluation, any variance in offered formats between offers will be calculated based on the "price per unit of measure".

Total usage of Miscellaneous Off-List items (not specified in the Product list at Annex B, Section A) must not exceed 15% of the estimated total value of the SOA. Any charges for off-list items are to be invoiced as a separate line item.

Section A Product List

As per Excel spreadsheet.

Section B Delivery (less than 24 hours notice)

The Fee for delivery required with less than 24 hours notice given \$_____.(x3 deliveries)
(To be completed by supplier)

Section C Off-List Items

If the Call-up Authority requests an item, which is not specified in the Product list at Annex B, Section A, the Standing Offer Holder's price is to be in accordance with the Contractor's Standard Commercial Rate, less a discount of _____. **(To be completed by Supplier)**

(See Attached Excel Spreadsheet for Basis of Payment)

Solicitation No. - N° de l'invitation
W0142-15X046/B
Client Ref. No. - N° de réf. du client
W0142-15X046

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-4-37078

Buyer ID - Id de l'acheteur
Cal134
CCC No./N° CCC - FMS No./N° VME

ANNEX C

STANDING OFFER USAGE REPORTS

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (403) 292-5786
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

() 1st quarter: April 1 to June 30; () 2nd quarter: July 1 to September 30;
() 3rd quarter: October 1 to December 31; () 4th quarter: January 1 to March 31.

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

W0142-15X046/B
Department of National Defence
CFB Suffield, Ralston (Alberta)

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

SIGNATURE: _____

DATE: _____