

**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> Halal Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-156074/D	<b>Date</b> 2015-07-21
<b>Client Reference No. - N° de référence du client</b> 21401-15-6074	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-900-6635
<b>File No. - N° de dossier</b> KIN-4-42161 (900)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-31</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Emmons, Chris	<b>Buyer Id - Id de l'acheteur</b> kin900
<b>Telephone No. - N° de téléphone</b> (613)484-2136 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET P.O. BOX 1174 KINGSTON Ontario K7L4Y8 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 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 (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>

Solicitation No. - N° de l'invitation

21401-156074/D

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42161

Buyer ID - Id de l'acheteur

kin900

CCC No./N° CCC - FMS No/ N° VME

21401-15-6074

---

See herein

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
2.5 CANADIAN GENERAL STANDARDS BOARD - STANDARDS .....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..ERROR! BOOKMARK NOT DEFINED.</b>	<b>7</b>
4.1. EVALUATION PROCEDURES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.2 BASIS OF SELECTION.....	7
<b>PART 5 - CERTIFICATIONS.....</b>	<b>8</b>
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER .....	8
<b>PART 6 - SECURITY .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENT.....	9
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
7.1 OFFER.....	9
7.2 SECURITY REQUIREMENT.....	9
7.3. STANDARD CLAUSES AND CONDITIONS.....	10
7.4 TERM OF STANDING OFFER .....	10
7.5. AUTHORITIES .....	10
7.6 IDENTIFIED USERS.....	11
7.7 CALL-UP INSTRUMENT .....	12
7.8 LIMITATION OF CALL-UPS .....	12
7.9 PRIORITY OF DOCUMENTS .....	12
7.10 CERTIFICATIONS .....	12
7.11 APPLICABLE LAWS.....	12
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
7.1 REQUIREMENT .....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 TERM OF CONTRACT .....	13
7.4 PAYMENT .....	13
7.5 INVOICING INSTRUCTIONS .....	13
7.6. INSURANCE .....	14
<b>ANNEX "A" REQUIREMENT.....</b>	<b>15</b>

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>17</b>
<b>ANNEX "C" STANDING OFFER REPORTING REQUIREMENTS .....</b>	<b>19</b>
<b>ANNEX "D" DESTINATION AND INVOICE ADDRESSES .....</b>	<b>20</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, 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 and the Basis of Payment.

### **1.2 Summary**

- 1.2.1** To establish a Regional Individual Standing Offer for the provision of Halal Meat on an 'as and when requested' basis for Correctional Service of Canada, Kingston area Institutions including Warkworth Institution in Warkworth, Ontario. The period of the Standing Offer will be from issuance of the Standing Offer to 31 December 2015.
- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) Chile Free Trade Agreement, Canada – Columbia Free Trade Agreement and the Canada – Peru Free Trade Agreement.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2015-07-03) 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: 90 days

### 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 the offer has been completed and submitted to the Bid Receiving Unit, a copy of the Basis of Payment (Excel file) may be forwarded by e-mail to: [kingston.procurement@pwgsc.gc.ca](mailto:kingston.procurement@pwgsc.gc.ca)

### **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.

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.

### **2.5. Canadian General Standards Board - Standards**

A copy of the Specifications is available and may be purchased from:  
Canadian General Standards Board Sales Centre  
Place du Portage, Phase III, 6B1  
11 Laurier Street  
Gatineau, Quebec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5644  
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

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

## **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 (1 hard copy) and 1 soft copy on Excel as an e-mail attachment

Section II: Certifications (1 hard copy)

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

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. Offerors may submit bids to provide goods to one or both locations:

- 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](mailto:Kingston.procurement@pwgsc.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 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

#### 4.1.2 Mandatory Financial Criteria

Pricing must be provided for **all line items** as listed in Annex "B" Basis of Payment.

#### 4.1.3 Financial Evaluation Criteria

If a pack and/or unit size is no longer available in the industry, the Offeror should notify the Contracting Authority no later than 7 calendar days prior to the closing date. Any changes to the product pack and/or unit size will be made by the Contracting Authority through an amendment to the Request for Solicitation document.

##### (a) Offerors changes to Unit Size

Where a change to a unit size is proposed:

- i) The proposed change to unit size is necessary because the original unit size is the unavailable in the industry; **and**
- ii) The proposed unit size reflects the next size up or down (from the original unit size specified) that is available in the unit size specified in the RFSO.
- iii) There is less than a 10% difference between the unit size of the proposed alternate brand name and the unit size specified in the RFSO.

#### 4.1.3 Offers will be assessed to arrive at an evaluated price based on the estimated usage provided herein at Annex "B", Basis of Payment, Incoterms 2000 "DDP Delivered Duty Paid" in Canadian dollars as indicated.

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

**4.1.4** Under Annex "B" - Basis of Payment, the Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price

The evaluated price is the sum of all extended prices.

## **4.2 Basis of Selection**

**4.2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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

## **PART 5 - CERTIFICATIONS**

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.

## PART 6 - SECURITY

### 6.1 Security Requirement

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

The Supplier must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For Correctional Service Canada Canadian Police Information Center checks, the contact is:

Tom Tinney  
Telephone (613) 545-8266  
Facsimile (613) 536-4571  
Email [tinneytj@csc-scc.gc.ca](mailto:tinneytj@csc-scc.gc.ca)

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 7.2 Security Requirement

##### 7.2.1 Correctional Services Canada

1. The Offeror must only use delivery personnel who have submitted to a local verification of identity and information in the form of a clear criminal record check through an authorized Canadian Police Information Centre.
2. Should the Offeror's delivery personnel change over the course of the Standing Offer, the Offeror must replace them with individuals who have obtained a clear Canadian Police Information Centre record check.
3. Canada reserves the right to deny access to the Offeror's delivery personnel who have not obtained a clear Canadian Police Information Centre record check.

### **7.3. 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.

#### **7.3.1 General Conditions**

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.3.2 Standing Offer 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 "A". 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: 1 October 2015 to 31 December 2015;
- 2nd quarter: 1 January 2016 to 31 March 2016;
- 3rd quarter: 1 April 2016 to 30 June 2016;
- 4th quarter: 1 July 2016 to 30 September 2016.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance of Standing Offer to 31 December 2015.

### **7.5. Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Chris Emmons  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2nd Floor

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

Kingston, Ontario  
K7L 1X3

Telephone: 613-545-8083  
Facsimile: 613-545-8067  
E-mail address: chris.emmons@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.

### 7.5.2 Project Authority (To be identified at time of issuance of Standing Offer)

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative (Offeror to complete with offer.)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service Canada, Ontario Region Institutions.

## 7.7 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", or electronic document.

## 7.8 Limitation of Call-ups

The call-up limitation for this requirement is \$10,000.00 (applicable taxes included).

## 7.9 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 (2015-07-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2015-07-03), Goods or Services (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_. (insert date of offer)

## 7.10 Certifications

### 7.10.1 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.

## 7.11 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 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.

### **7.1 Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2029 (2015-07-03), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

#### **7.2.3 SACC Manual Clauses**

D0014C Delivery of Fresh Chilled or Frozen Products	2007-11-30
B7500C Excess Goods	2006-06-16
D3007C Inspection and Stamping	2007-11-30

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

1. The Basis of payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B".

#### **7.4.2 Limitation of Price**

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

#### **7.4.3 Method of Payment**

SACC Manual clause H1001C (2008-05-12) Multiple Payments

#### **7.4.4 Payment by Credit Card**

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

### **7.5 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.

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

Each invoice must be supported by:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:  
Regional Headquarters | Administration régionale  
Correctional Service Canada | Service correctionnel Canada  
443 Union Street, PO Box 1174 | 440 Union, Kingston ON Canada K7L 4Y8  
Tel 613-545-8266 Fax 613-536-4571
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

#### **7.6. Insurance**

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

## **ANNEX "A" REQUIREMENT**

### **1. DELIVERY REQUIREMENTS**

Mandatory maximum delivery turnaround time of 14 days from time of call-up for those call-ups the Institutions deem non-urgent requirements, and no minimum call-ups to apply.

Mandatory maximum delivery turnaround time of 5 days from time of call-up for those call-ups the Institutions deem urgent requirements.

### **2. SPECIAL INSTRUCTIONS**

#### **DEFINITION:**

"HALAL" being a meat product that has been produced in accordance with the Halal process, bears the Halal symbol, (example, issued by the Islamic Society of North America (ISNA) or other equivalent agency), and is produced by a Licensed Meat producer that has been certified ISNA (or other equivalent agency) to produce Halal meat products. Equivalency to the ISNA is defined as an agency that provides certifications Nationally (or Internationally), and are recognized by a National (or International) Muslim Society as being a Halal certification service.

**SPECIFICATIONS:** Unless otherwise stipulated in the purchase document, suppliers are to ensure that they comply with the standard stated on the item description details.

The consumable product is to be HALAL and must also be completely sealed in order to prevent tampering. The firm's certification must be visible on the packaging and in accordance with applicable legislation. The consumable product must be produced in accordance with Halal practices and be processed by a company certified to provide Halal products.

**STOCK OUTS:** Suppliers must notify Supply Officers/Institutions within forty-eight hours of call-ups if shipment of any product(s) can not be made, in order to allow the Institutions sufficient time to make alternative arrangements for the unavailable product(s).

**DELIVERY SLIPS:** The supplier shall supply delivery slips for each delivery. The supplier shall issue a credit note to cover discrepancies on delivery.

**PREPARATION FOR DELIVERY:** Each container shall be packed in such a manner that the faced shown surface represents the contents, quantity, etc. The product shall be delivered to the consignee in good condition and show no evidence of deterioration.

**GRADES:** If the grade name stipulated is not available, a higher grade name, in all cases, must be supplied.

**PRODUCT CERTIFICATION:** By signing Page 1 of this RFSO document, the Bidder warrants that the products being offered by their company comes from an established Halal certified company which is subject to federal or provincial inspections in the required categories.

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

**GLASS CONTAINERS ARE NOT ALLOWED**

Canada reserves the right to conduct inspections as deemed necessary on the Bidder's premises at any time during the Period of the Standing Offer

## ANNEX "B" BASIS OF PAYMENT

Goods must be consigned and delivered to the destination specified in the contract: Incoterms 2000 "DDP Delivered Duty Paid. The destination will be specified in the call-up document and will be limited to the delivery locations indicated in ANNEX "D" DESTINATION AND INVOICE ADDRESSES.

ITEM	Description	CFG Code	CFG SG Code	Total Estimated MONTHLY Usage (kg)	Unit Price per KG
1	Halal Meat, Beef Bottom Round Outside Flat - Frozen Raw - Spec NAMP 171B Canada A1-A2 or equivalent. 2-11kg	40	28	300	
2	Halal Meat, Beef Bottom Round Outside Flat - Frozen Raw - Spec NAMP 171B Canada A1-A2 or equivalent. 500.g	40	28	60	
3	Meat, Lean Beef Ground 80/20 Frozen, CGSB Spec: 32.44 (6-4.5KG)	40	41	300	
4	Meat, Lean Beef Ground 80/20 Frozen, CGSB Spec: 32.44 (500 g.)	40	41	60	
5	Halal Beef Patties-raw FRZ CGSB Spec: 32.44 - 112g / 4 oz	40	41	120	
6	Halal Beef Salisbury Steak,Frz,140gr / 5 oz CGSB Spec: 32.44	40	41	140	
7	Halal Beef Dinner Sausage,Frz,7" minimum CGSB Spec: 32.69M	40	41	140	
8	Halal Beef Meatballs,Frz,½ oz weight CGSB Spec: 32.44	40	41	140	
9	Halal Beef Wieners – Frz - 6 " CGSB Spec: 32.44	40	41	140	

10	Halal Preserved Deli,Meats, Low Sodium Bologna,	40	41	140	
11	Halal Preserved Deli,Meats, Low Sodium Salami,	40	41	140	
12	Halal Preserved Deli,Meats, Low Sodium Chicken Loaf	40	41	140	
13	Halal Poultry,Chicken FRZ,Raw CGSB 32.181M	40	41	300	
14	Halal Poultry,Chicken Legs / Back Att, FRZ,Raw (min 225,240gr) CGSB 32.181M	40	31	300	
15	Halal Turkey Breast,Bone In FRZ,Raw CGSB 32.183M	40	32	140	
16	Halal Turkey Thighs, Boneless/Skinless FRZ,Raw CGSB 32.183M	40	31	140	

**B. Special Orders**

Product(s) ordered by Correctional Services Canada which are not included in Annex "B" Basis of Payment 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 the time of Standing Offer issuance.

Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "C" STANDING OFFER REPORTING REQUIREMENTS**

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Item #	Qty	Date of Order	Date of Delivery	Value of Order (not including HST)



Solicitation No. - N° de l'invitation  
21401-156074/D  
Client Ref. No. - N° de réf. du client  
21401-15-6074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42161

Buyer ID - Id de l'acheteur  
KIN900  
CCC No./N° CCC - FMS No./N° VME

---

Joyceville Minimum Institution  
c/o Joyceville Inst. Stores  
Highway 15  
Joyceville, Ontario

21451

Correctional Service of Canada  
Pittsburgh Inst., c/o Joyceville Inst.  
P.O. Box 880  
Kingston ON K7L 4X9

Warkworth Institution  
County Road 29, off Highway 30  
Warkworth, Ontario

21460

Correctional Service Canada  
Warkworth Institution  
P.O. Box 769  
Campbellford ON K0L 1L0

**BEAVER CREEK INSTITUTIONS**

Beaver Creek Medium Institution  
C/O Beaver Creek Institution Stores  
Beaver Creek Drive  
Gravenhurst, Ontario  
P1P 1Y2

21422

P.O. Box 5000  
Gravenhurst, Ontario  
P1P 1Y2

Beaver Creek Minimum Institution  
Beaver Creek Drive  
Gravenhurst, Ontario  
P1P 1Y2

21443

P.O. Box 1240  
Gravenhurst, Ontario  
P1P 1Y2