

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Cabot Place, Phase II

Box 4600

St. John's, NF

A1C 5T2

Bid Fax: (709) 772-4603

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

PWGSC / TPSGC - Nfld. Region

Cabot Place, Phase II, 6th Floor

Box 4600

St. John's, NF

A1C 5T2

Title - Sujet RISO Fruit & Veg Fresh/Frozen DFO	
Solicitation No. - N° de l'invitation F6854-150004/A	Date 2015-07-30
Client Reference No. - N° de référence du client F6854-150004	GETS Ref. No. - N° de réf. de SEAG PW-\$OLZ-009-6413
File No. - N° de dossier OLZ-5-38099 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-10	Time Zone Fuseau horaire Newfoundland Daylight Saving Time NDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fisher (OLZ), Christine	Buyer Id - Id de l'acheteur olz009
Telephone No. - N° de téléphone (709)772-8057 ()	FAX No. - N° de FAX (709)772-4603
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS C/O SUPPLY DEPOT SOUTHSIDE RD P.O.BOX 5667 ST JOHNS Newfoundland and Labrador A1C5X1 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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F6854-150004

OLZ-5-38099

**Regional Individual Standing Offer
F6854-150004/A RISO Fruit & Vegetables
Canadian Coast Guard/Department of Fisheries and Oceans**

(Document attached)

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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, Schedule of Tender closing dates, the closing pages, the Basis of Payment/Pricing sheets, Standing Offer Business Volume Report and the information for Code of Conduct Certification and any other annexes

1.2 Summary

- 1.2.1 *To establish a Regional Individual Standing Offer (RISO) for the Supply and Delivery of Fruits and Vegetables to Various Vessels of the CCG - DFO, Newfoundland Region, on an as and when requested basis.*

Overall estimated value: \$300,000.00

Period of Standing Offer:

October 1, 2015 to September 31, 2016 Inclusive, with one (1) 3 month option.

Standing Offers will be processed in four (4) - three (3) month periods as follows:

October 1, 2015 to December 31, 2015	- \$75,000.00
January 1, 2016 to March 31, 2016	- \$75,000.00
April 1, 2016 to June 30, 2016	- \$75,000.00
July 1, 2016 to September 30, 2016	- \$75,000.00

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1.2.2 Trade Agreements

"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)."

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.

PART 2 - OFFER 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 (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

2.1.1 SACC Manual Clauses

2007-05-25	M0019T	Firm Price and /or rates
2010-08-16	C9000T	Pricing

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.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 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 Newfoundland and Labrador.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard 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 the "Annex A, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full evaluation.

4.1.2 Financial Evaluation

4.1.2.1 Proposals will be evaluated on the basis of the lowest unit price times the estimate usages. More than one standing offer may be awarded. Each standing offer will be for differing amounts. The amount of each standing offer will be determined by a combination of the number of items for which that bidder is low plus the value of those items.

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

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 will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inellg.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inellg.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inellg.shtml) website.

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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.

5.2.3 Additional Certifications Precedent to issuance of a Standing Offer

5.2.3.1 Workers Compensation – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within three (3) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex G**.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

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 Requirements

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

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 Offers Reporting

Periodic Usage Reporting – Standing Offer

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 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: 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.

The data must be submitted to the Standing Offer Authority no later than 7 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 **October 1, 2015 to September 30, 2016**.

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7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) month period, from **October 01, 2016 to December 31, 2016** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Christine Fisher
Title: A/Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Public Works and Government Services Canada
P.O. Box 4600, 10 Barter's Hill, St. John's, NL A1C 5T2

Telephone: 709-772-8057
Facsimile: 709-772-2932
E-mail address: Christine.fisher@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

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.

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7.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Coast Guard-Department of Fisheries and Oceans, Newfoundland and Labrador.

7.7 Call-up Procedures

The call-up authority for the Department will issue the Call-up to the firm holding the Standing offer for the service.

7.8 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.*

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$35,000.00** (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$300,000.00** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 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 2010A (2013-07-03) General Conditions Goods – Medium Complexity
- e) Annex A, Requirement
- f) Annex B, Schedule of Tender Closing Dates
- g) Annex C, Closing Pages
- h) Annex D, Basis of Payment/Pricing Sheet
- i) Annex E, Quarterly RISO Report
- j) Annex F, Information for Code of Conduct Certification
- k) Annex F, Insurance Requirements
- l) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

7.12 Certifications

7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.

7.12.2 SACC Manual Clauses

SACC Manual Clause M3000C 2006-08-15 Price Lists

7.13 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 Newfoundland and Labrador.

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

2010A (2015-07-15) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2015-07-15) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

7.2.2 SACC Manual Clauses

SACC Manual Clause A2085C 2008-05-12 Workers Compensation

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

The contractor will be paid in accordance with the Pricing in Annex "D" Basis of Payment/Pricing Sheet.

7.4.2 Limitation of Price

SACC Manual Clause C6000C 2011-05-16 Limitation of Price

7.4.3 Multiple payments

SACC Manual Clause H1001C 2008-05-12 Multiple Payments

7.4.4 SACC Manual Clauses

SACC Manual Clause C0401C 2007-05-25 Pricing

7.4.5 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7.5 Invoicing Instructions

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

7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "G". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.7 SACC Manual Clauses

SACC Manual Clause [D0014C](#) 2007-11-30 Delivery of Fresh Chilled or Frozen Products
SACC Manual Clause [B7500C](#) 2006-06-16 Excess Goods
SACC Manual Clause [D0018C](#) 2011-11-30 Delivery, Inspection and Acceptance

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ANNEX "A" REQUIREMENT

To establish a Regional Individual Standing Offer (RISO) for the Supply and Delivery of Fruits and Vegetables to Various Vessels of the Department of Fisheries and Oceans, Newfoundland Region, on an as and when requested basis, as per the Terms and Conditions stated in the Request for Standing Offer (RFSO), plus additional Terms and Conditions stated herein and the Basis of Payment /Pricing Sheet Annex "D" attached to the RFSO.

Delivery Destination's:

Department of Fisheries and Oceans Canada,
Various vessels, main delivery point: Dockside, Port of St. John's.
St. John's, Newfoundland and Labrador, Canada.
And/or U.S. Naval Dock at Argentia just before the marine Atlantic Terminal, Province of Newfoundland and Labrador, Canada.
Western Terminals, Corner Brook, , Province of Newfoundland and Labrador, Canada.

Overall estimated value: \$300,000.00

Period of Standing Offer:

October 1, 2015 to September 30, 2016 inclusive, with one (1) 3 month option.

Standing Offers will be processed in four (4) - three (3) month periods as follows:

October 1, 2015 to December 31, 2015	- \$75,000.00
January 1, 2016 to March 31, 2016	- \$75,000.00
April 1, 2016 to June 30, 2016	- \$75,000.00
July 1, 2016 to September 30, 2016	- \$75,000.00

Only one (1) notice will be posted on BUY AND SELL for this requirement. This posting will include all the documents which are to be submitted by the offeror for the periodic rebidding. *No further notice will be given to the offerors of the periodic tender closing dates.*

It is the offerors responsibility to create a bring-forward system that best suits their needs.

Estimated Usage:

Quantity shown in the Product List is an annual (1 year) estimated quantity per item for evaluation purposes only. Quantity Order by the end users may be less or greater over the period of the Standing Offer.

MANDATORY
ADDITIONAL TERMS AND CONDITIONS PLUS SPECIAL
INSTRUCTIONS TO BIDDERS

1. Delivery: Normal Delivery within 3 days after receipt of a call-up but interested bidders MUST be capable and willing to deliver with 24 hours after receipt of order/call-up, 7 days a week and on statutory holidays. Occasionally there may be a requirement to deliver on an emergency basis within 1-2 hours from ordering. Delivery: Suppliers are not to deliver between 11:30 AM and 12:30 PM in order to avoid the vessel standard lunch hour.
2. Substitutes will not be accepted unless preauthorized by the Vessel Logistics Officer, Chief Cook or Storekeeper before the foods are delivered to the ship.
3. Call-ups against a Standing Offer by the call-up authority can be in the form of telephone calls, fax messages, or by form PWGSC 942, Requisition on a standing offer.
4. Products must have a "Best Before" consumption date that will allow for stocking of such products on vessels for later consumption.
5. Products supplied by the supplier are to be labelled in accordance with the Department of Justice Canada, Consumer Packaging and Labelling Regulations, most current at time of ordering, and the following minimum information is to be shown/provided on all products supplied by the supplier as recommended by the Canada Food Inspection Agency;
 - A. ESTABLISHMENT # OF THE MANUFACTURING PLANT
 - B. BEST BEFORE DATE
 - C. UPC CODE
 - D. COMMON NAME OF PRODUCT
 - E. MANUFACTURER'S NAME OR LEGAL AGENT FOR THE PRODUCT
 - F. INGREDIENTS
 - G. NUTRITION FACTS TABLE
 - H. BRAND NAME
6. Thawed, partially frozen and/or refrozen product is unacceptable and will be rejected and returned to the supplier.
7. Fair value to the Government of Canada: Standing Offers may not be issued from this request if prices are considered not to be fair value to the government.
8. Due to the Department of Fisheries and Oceans having limited storage capacity on board their vessels, large institutional size product, cartons, containers cannot be accepted. Unless specifically requested by vessel at time of order.
9. Interested bidders should offer product size/quantity to the nearest unit/package size shown in the item description.
10. Quantity shown per item is an annual estimate usage from this request.
11. More than one Standing Offer may be issued from this request.
12. The bidder is requested to submit individual prices for each item and/or destination on the understanding that if a standing offer is awarded as a result of this bid, it may be on a lowest price per item(s) and/or destination(s) or on a lowest aggregate price basis.

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ANNEX "B" SCHEDULE OF TENDER CLOSING DATES

There will be a *three month rebid period* associated with this solicitation to ensure that market price fluctuations are adjusted accordingly.

To ensure that market price fluctuations are adjusted accordingly, this Standing Offer will be processed in four periods as follows:

01- F6854-150004/A	October 1, 2015 to December 31, 2015
02- F6854-150004/B	January 1, 2016 to March 31, 2016
03- F6854-150004/C	April 1, 2016 to June 30, 2016
04- F6854-150004/D	July 1, 2016 to September 30, 2016

Instructions to Offerors:

- Only one (1) notice will be posted on the Buy and Sell for this requirement. This posting will include all the documents which are to be submitted by the offeror for the periodic rebidding. *No further notice will be given to the offerors of the periodic tender closing dates.* It is the offerors responsibility to create a bring-forward system that best suits their needs.
- Offerors are to use the 'Closing Pages' (one for each period) provided in Annex 'C'.
- A fully completed and signed RFSO document is to accompany the Closing Page and Basis of Payment/Pricing sheet for each periodic tender closing.

Responsibility of Offerors

The offeror is responsible for, but not limited to, the following:

- Fully completed offers are to be submitted **for each of the four (4) closing periods** to the PWGSC Bid Receiving Unit by the dates, time and place indicated on Page 1 of the RFSO.

PWGSC File No.: OLZ-5-38099
Client Reference No.: F6854-150004
Title: RISO DFO- Fruits and Vegetables

Period Identification Number	Four (3) Month Period	Closing Date
01- F6854-150004/A	October 1, 2015 to December 31, 2015	September 10, 2015
02 F6854-150004/B	January 1, 2016 to March 31, 2016	December 10, 2015
03- F6854-150004/C	April 1, 2016 to June 30, 2016	March 10, 2016
04 F6854-150004/D	July 1, 2016 to September 30, 2016	June 10, 2016

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
T.P.S.G.C/P.W.G.S.C
Bid Receiving PWGSC
John Cabot Place, 13 Barters Hill
P.O. Box 4600 St. John's, NL A1C 5T2
Bid Fax: (709) 772-4603

Solicitation No. - N° de l'invitation
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ANNEX "C"
CLOSING PAGE

PERIOD: *October 1, 2015 to December 31, 2015*

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
T.P.S.G.C/P.W.G.S.C
Bid Receiving PWGSC
Cabot Place, Phase II
P.O. Box 4600
St. John's, NL A1C 5T2
Bid Fax: (709) 772-4603

Request For a Standing Offer
Demande d'offre à commandes

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

Comments - Commentaires

Vendor/ Firm Name and Address

Issuing Office-Bureau de distribution
P.W.G.S.C/T.P.S.G.C-NL Region
Cabot Place, Phase II, 6th. Floor
Box 4600
St. John's, NL A1C 5T2

Title - Sujet RISO CCG/DFO- Fruits and Vegetables	
Solicitation No. - No. De l'invitation F6854-150004 /01 /A	
Date : 2015	
Client Reference No.- No. De réf. du client F6854-150004	GETS Ref. No.- No de ref.de SEAG
File No. - No. De dossier OLZ-5-38099	
Solicitation Closes - L'invitation prend fin	
At - à 02:00 PM	
On - le September 10, 2015	
Time Zone Fuseau horaire NL Standard Time NDT	
Delivery Required - Livraison exigé See Herein	
Address Enquiries to - Adresser toutes questions à : Christine Fisher	
Buyer ID OLZ-009	
Telephone No. - No. De tél (709) 772-8057	Fax No. - No. De fax (709) 772-4603
Destination -of Goods, Services and Construction : Destination - des biens, services et construction : Department of Fisheries and Oceans Canada, Various Vessels	

Instructions : SEE HEREIN

Instructions : VOIR AUX PRÉ

Vendor/Firm Name and Address <i>Raison sociale et adresse du fournisseur/de l'entrepreneur</i>	
Telephone: Fax:	
Name and title of person authorized to sign on behalf of vendor firm <i>(Type or Print)</i> Nom et titre de la personne autorisé à signer au nom du fournisseur <i>ow de l'entrepreneur (Taper ow é en caractè d'imprimerie)</i>	
SIGNATURE	DATE

Solicitation No. - N° de l'invitation
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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
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ANNEX "C"
CLOSING PAGE

PERIOD: *January 1, 2016 to March 31, 2016*

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
T.P.S.G.C/P.W.G.S.C
Bid Receiving PWGSC
Cabot Place, Phase II
P.O. Box 4600
St. John's, NL A1C 5T2
Bid Fax: (709) 772-4603

Request For a Standing Offer
Demande d'offre à commandes

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

Comments - Commentaires

Vendor/ Firm Name and Address

Issuing Office-Bureau de distribution
P.W.G.S.C/T.P.S.G.C-NL Region
Cabot Place, Phase II, 6th. Floor
Box 4600
St. John's, NL A1C 5T2

Title - Sujet RISO CCG/DFO- Fruits and Vegetables	
Solicitation No. - No. De l'invitation F6854-150004	Date : 2015
Client Reference No. - No. De réf. du client F6854-150004	GETS Ref. No. - No de ref. de SEAG
File No. - No. De dossier OLZ-5-38099	
Solicitation Closes - L'invitation prend fin	
At - à 02:00 PM	Time Zone Fuseau horaire
On - le December 10, 2015	NL Standard Time NDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to - Adresser toutes questions à : Christine Fisher	Buyer ID OLZ-009
Telephone No. - No. De tél. (709) 772-8057	Fax No. - No. De fax (709) 772-4603
Destination - of Goods, Services and Construction : Destination - des biens, services et construction : Department of Fisheries and Oceans Canada, Various Vessels	

Instructions : SEE HEREIN

Instructions : VOIR AUX PRÉ

Vendor/Firm Name and Address <i>Raison sociale et adresse du fournisseur/de l'entrepreneur</i>	
Telephone:	
Fax:	
Name and title of person authorized to sign on behalf of vendor firm <i>(Type or Print)</i> Nom et titre de la personne autorisée à signer au nom du fournisseur <i>ou de l'entrepreneur (Taper ou é en caractères d'imprimerie)</i>	
SIGNATURE	DATE

Solicitation No. - N° de l'invitation
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ANNEX "C"
CLOSING PAGE

PERIOD: April 1, 2016 to June 30, 2016

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
T.P.S.G.C/P.W.G.S.C
Bid Receiving PWGSC
Cabot Place, Phase II
P.O. Box 4600
St. John's, NL A1C 5T2
Bid Fax: (709) 772-4603

Request For a Standing Offer
Demande d'offre à commandes

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

Comments - Commentaires

Vendor/ Firm Name and Address

Issuing Office-Bureau de distribution
P.W.G.S.C/T.P.S.G.C-NL Region
Cabot Place, Phase II, 6th. Floor
Box 4600
St. John's, NL A1C 5T2

Title - Sujet RISO CCG/DFO- Fruits and Vegetables	
Solicitation No. - No. De l'invitation F6854-150004 /01 /C	Date : 2016
Client Reference No.- No. De réf. du client F6854-150004	GETS Ref. No.- No de ref.de SEAG
File No. - No. De dossier OLZ-5-38099	
Solicitation Closes - L'invitation prend fin	
At - à 02:00 PM	Time Zone Fuseauhoraire
On - le March 10, 2016	NL Standard Time NDT
Delivery Required - Livraison exigé See Herein	
Address Enquiries to - Adresser toutes questions à : Christine Fisher	Buyer ID OLZ-009
Telephone No. - No. De tél (709) 772-8057	Fax No. - No. De fax (709) 772-4603
Destination -of Goods, Services and Construction : Destination - des biens, services et construction : Department of Fisheries and Oceans Canada, Various Vessels	

Instructions : SEE HEREIN

Instructions : VOIR AUX PRÉ

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone:

Fax:

Name and title of person authorized to sign on behalf of vendor firm
(Type or Print)

Nom et titre de la personne autorisé à signer au nom du fournisseur
ow de l'entrepreneur (Taper ow é en caractè d'imprimerie)

SIGNATURE

DATE

Solicitation No. - N° de l'invitation
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ANNEX "C"
CLOSING PAGE

PERIOD: July 1, 2016 to September 30, 2016

RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
T.P.S.G.C/P.W.G.S.C
Bid Receiving PWGSC
Cabot Place, Phase II
P.O. Box 4600
St. John's, NL A1C 5T2
Bid Fax: (709) 772-4603

Request For a Standing Offer
Demande d'offre à commandes

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

Comments - Commentaires

Vendor/ Firm Name and Address

Issuing Office-Bureau de distribution
P.W.G.S.C/T.P.S.G.C-NL Region
Cabot Place, Phase II, 6th. Floor
Box 4600
St. John's, NL A1C 5T2

Title - Sujet RISO CCG/DFO- Fruits and Vegetables	
Solicitation No. - No. De l'invitation F6854-150004	Date : 2016
Client Reference No.- No. De rée du client F6854-150004	GETS Ref. No.- No de ref.de SEAG
File No. - No. De dossier OLZ-5-38099	
Solicitation Closes - L'invitation prend fin	
At - à 02:00 PM	Time Zone Fuseau horaire
On - le June 10, 2016	NL Standard Time NDT
Delivery Required - Livraison exigé See Herein	
Address Enquiries to - Adresser toutes questions à : Christine Fisher	Buyer ID OLZ-009
Telephone No. - No. De téé (709) 772-8057	Fax No. - No. De fax (709) 772-4603
Destination -of Goods, Services and Construction : Destination - des biens, services et construction : Department of Fisheries and Oceans Canada, Various Vessels	

Instructions : SEE HEREIN

Instructions : VOIR AUX PRÉ

Vendor/Firm Name and Address <i>Raison sociale et adresse du fournisseur/de l'entrepreneur</i>	
Telephone: Fax:	
Name and title of person authorized to sign on behalf of vendor firm <i>(Type or Print)</i> Nom et titre de la personne autorisé à signer au nom du fournisseur <i>ow de l'entrepreneur (Taper ow é en caractè d'imprimerie)</i>	
SIGNATURE	DATE

Solicitation No. - N° de l'invitation
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ANNEX "D"

BASIS OF PAYMENT PRICING SHEET

Pricing:

Pricing must include all delivery charges.

Please photocopy pricing table, and complete an enclose one (1) for each separate closing date.

Please provide:

Clarification if unit of issue differs from list, Case size- if applicable

Item	Description	Quantity	U of I	Unit Price/Clarification
1	Veg Peppers, Green or Red, Canada No. 1	175	KG	
2	Fruit Apples, Fresh, Canada, Red or Yellow Delicious CGSB 32.250M	100	CTN	
3	Fruit Oranges, US, No. 1, 113 Count CGSB 32.250M	100	BOX	
4	Fruit Lemons, US, No. 1 140 Count CGSB 32.250M	192	DOZ	
5	Fruit Apples, Fresh, Granny Smith CGSB 32.250M	30	CS	
6	Veg Romaine Lettuce CGSB 32.250M	60	CS	
7	Fruit Grapefruit, Pink, US No. 1 Size, 48 Count CGSB 32.250M	45	BOX	
8	Fruit Bananas, US No. 1 (or equivalent) CGSB 32.250M	750	CS	
9	Fruit Pears, Bartlett, Canada Fancy, Size 165 Count CGSB 32.250M	25	BOX	
10	Fruit Grapes, Red, Canada No. 1, 28 LB Lugs (or metric equivalent) CGSB 32.250M	36	BOX	
11	Fruit Grapes, Green, Canada No. 1, 28 LB Lugs (or metric equivalent) CGSB 32.250M	36	CS	
12	Fruit Watermelon CGSB 32.250M	100	Each	
13	Fruit Cantaloup CGSB 32.250M	125	Each	
14	Veg Turnips, Canada No. 1, Waxed 50 LB Bag (or metric equivalent) CGSB 32.250M	100	BAG	
15	Fruit Kiwi Fruit (In season) CGSB 32.250M	10	CS	
16	Fruit Pineapple Fresh (In Season) CGSB 32.250M	10	CS	

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17	Fruit Strawberries, Fresh (In Season) CGSB 32.250M	200	TRAY	
18	Veg Fresh Broccoli, Canada Choice, 2 LB/Bunch CGSB 32.250M	200	CS	
19	Veg Fresh Cauliflower, Canada Choice CGSB 32.250M	175	CS	
20	Fruit Blueberries, Fresh (In Season) CGSB 32.250M	25	CS	
21	Veg Peas, Fresh Frozen, Canada Choice, 2 LB PKG CGSB 32.254M	260	PKG	
22	Veg Carrots, Fresh Frozen, Canada Choice, 2 LB PKG CGSB 32.254	260	PKG	
23	Veg Beans, French, Fresh Frozen, Canada Choice, 2 LB PKG (or metric equivalent) CGSB 32.254	260	CS	
24	Veg Beans, Green, Fresh Frozen, Canada Choice, 2 LB PKG (or metric equivalent) CGSB 32.254	260	CS	
25	Veg Brussel Sprouts, Fresh Frozen, Canada Choice, 2LB PKG (or metric equivalent) CGSB 32.254	175	CS	
26	Veg Potatoes, Frozen, French Fry Straight Cut 3/8" x 3/8" or 1/4", Canada Fancy (Manufacturer's Premium or Top Quality Product Only) 5 LB Pkg. (Or Metric Equivalent) CGSB 32.254	200	CS	
27	Fruit Raspberries, Fresh Frozen, Sweetened, Canada Fancy, 9 oz. Pkg. (Or Metric Equivalent) CGSB 32.254	150	PKG	
28	Fruit Strawberries, Fresh Frozen, Sweetened, Canada Fancy, 2 LB Pkg. (Or Metric Equivalent) CGSB 32.254	150	CS	
29	Veg Corn on the Cob, Frozen, 2 LB Pkg. (Or Metric Equivalent) CGSB 32.254	100	CS	
30	Veg Broccoli, Fresh Frozen, Canada Choic, 2 LB Pkg. (Or Metric Equivalent)	175	CS	
31	Veg Cauliflower, Fresh Frozen, Canada Choice, 2 LB Pkg. (Or Metric Equivalent) CGSB 32.254	175	CS	
32	Veg Spinach, Whole Leaf, Fresh Frozen, Canada Choice,	175	CS	

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	2 LB Pkg. (Or Metric Equivalent) CGSB 32.254			
33	Veg Mixed Vegetables, Fresh Frozen, Canada Choice, 2 LB Pkg. (Or Metric Equivalent) CGSB 32.254	260	CS	
34	Fruit Fruit Salad, Fresh Frozen, 2 LB. Pkg. (Or Metric Equivalent) CGSB 32.254	150	PKG	
35	Veg Corn, Fresh Frozen, Canada Choice, 2 LB Pkg. (Or Metric Equivalent) CGSB 32.254	260	PKG	
	<u>Additional Items:</u> Additional items not listed wholesale prices as marked in your warehouse or store on date of ordering, less a discount of ____%. In addition to the above pricing, special offering due to year end or surplus manufacturing runs, special job lots, sales, etc., to be made available as they occur if of lesser cost than stated herein.			

Delivery Destination's:

Department of Fisheries and Oceans Canada,
 Various vessels, main delivery point: Dockside, Port of St. John's.
 St. John's, Newfoundland and Labrador, Canada.

And/or U.S. Naval Dock at Argentia just before the marine Atlantic Terminal, Province of Newfoundland and Labrador, Canada.

Western Terminals, Corner Brook, , Province of Newfoundland and Labrador, Canada.

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ANNEX "E"

QUARTERLY REGIONAL INDIVIDUAL STANDING OFFER BUSINESS VOLUME REPORT

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 paid for by a Government of Canada Acquisition Card. The data must be submitted on a "quarterly basis" to the Public Works and Government Services Canada Standing Offer Authority.

Quarterly periods are defined as follows:

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.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

GSIN	Standing Offer Number	Standing offer Title / Description	Document Type	Supplier's Name	Supplier's Contract Info	Standing Offer Value (\$)	
						Original Value	Total Amended Value
Name of PWGSC Authority	Reporting Period (FY & Quarter)	Call up Detail by ordering Department					
		Department or Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders for the Reporting Period (incl. GST/HST)	Total # of Orders for the Fiscal Year to Date	Total # of Orders for the Fiscal Year to Date (incl. GST/HST)

The required information for this Standing Offer must be e-mailed to the following addresses:

christine.fisher@pwgsc.gc.ca;

Solicitation No. - N° de l'invitation
F6854-150004/A
Client Ref. No. - N° de réf. du client
F6854-150004

Amd. No. - N° de la modif.
File No. - N° du dossier
OLZ-5-38099

Buyer ID - Id de l'acheteur
OLZ009
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

INFORMATION FOR CODE OF CONDUCT CERTIFICATION

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person

ANNEX "G"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$2,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. **Additional Insured:** Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: **Canada, as represented by Public Works and Government Services Canada.**
 - b. **Bodily Injury and Property Damage** to third parties arising out of the operations of the Contractor.
 - c. **Products and Completed Operations:** Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. **Employees and, if applicable, Volunteers** must be included as Additional Insured.
 - h. **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.