

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Request For a Standing Offer
Demande d'offre à commandes

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

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 Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Food- Supply and Delivery	
Solicitation No. - N° de l'invitation W0127-14P023/A	Date 2015-08-21
Client Reference No. - N° de référence du client W0127-14P023	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-017-10532
File No. - N° de dossier EDM-4-37170 (017)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-09-25	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Logan, Elizabeth	Buyer Id - Id de l'acheteur edm017
Telephone No. - N° de téléphone (780)497-3956 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 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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edm017

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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:

- Annex A - Statement of Requirement
- Annex B - Basis of Payment
- Annex C - Standing Offer usage report.

1.2 Summary

Regional Individual Standing Offer for the supply, delivery and offloading of "One Stop Shopping" items for rations, such as dairy products, eggs, meat, fish, poultry, fresh and frozen products, juice, beverages, and miscellaneous groceries to the Department of National Defence, Edmonton Garrison, Edmonton, Alberta and Wainwright at Denwood, Alberta, for use by Field Units, and Foreign Visiting Army Units, for deliveries within the geographical areas west of Thunder Bay, Ontario, including Manitoba, Saskatchewan, Alberta and British Columbia, including Vancouver Island, on an "as required" basis.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

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

The requirement is subject to a preference for Canadian goods and/or services.

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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 - 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: (sixty) 60 days
Insert: (ninety) 90 days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products
C0008T (2007-05-25) Price Support – Non-Competitive Bid (for refresh only)
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 (electronic file) should be sent, by e-mail, to the following address:

EdmontonFood.EdmontonAlimentation@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 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

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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 hard copy)

Section II: Financial Offer one hard copy and one soft copy (in an MS Excel compatible file format) must be submitted. Soft copy file can be sent by e-mail to the following address:
EdmontonFood.EdmontonAlimentation@pwgsc-tpsgc.gc.ca

Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial 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.

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.

Section III: 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.
- (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 Offerors must have the ability to perform the full scope of work as described in Annex "A", Requirement;

4.1.1.2 Each category will be evaluated separately per period.

4.1.1.3 For applicable categories in Annex B - Working Documents - Basis of Payment, offerors must:

4.1.1.3.1 Provide prices for a minimum of eighty percent (80%) of line items listed on the product list; and

4.1.1.3.2 Include details in the Offered Format column for the items being offered. If the column is left blank, the Requested Format will be used.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

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

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes 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 acceptable. The estimated values identified under Annex B are for evaluation purposes only.

The total overall Offer price per category will be calculated as follows:

- (a) Each unit price will be multiplied by the applicable quantity to obtain an extended total line item price;
- (b) In the event that an Offeror does not provide a price for all line items, or provides a price for a substituted line item not duly incorporated in an amendment, or should a change made to a line item render the evaluation of like items impossible, PWGSC will, for assessment purposes only, eliminate impacted line items from the evaluation process. Impacted line items must not exceed the percentage of allowable omissions as per 4.1.1.3 above. Should the number of impacted line items exceed the allowable omissions, the offer will be considered non-compliant and no further consideration will be given;
- (c) If applicable and within the allowable number of omissions as per Technical Evaluation, 4.1.1.3 above, impacted line items as described in Financial Evaluation 4.1.2 (b) above, will be clarified and rectified as follows:
 - i. Line items containing unit price errors will not form part of the Standing Offer unless honoured by the Offeror. If not honoured and there is a provision for multiple Standing Offers, the next lowest Standing Offer would retain the line item; and
- (d) The extended total line item prices will be added together to reach an evaluated total Offer price for that category.

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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

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recommended for issuance of a standing offer.

One (1) Standing Offer is to be issued per category as a result of this procurement process. If an Offeror is being recommended for issuance of a Standing Offer for more than one category, only one Standing Offer will be issued to this supplier for those categories if the periods are the same.

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 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" 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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

Canadian Content Certification

5.1.2.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

This procurement is 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 goods(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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT

CLAUSES A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#)

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(<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 (2015-07-03) 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: 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 ten (10) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer Award to October 31, 2016, with up to two (2) one year option periods.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Elizabeth Logan
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: ATB Place, North Tower
Telephone: 780- 497-3956
Facsimile: 780- 497- 3510
E-mail address: elizabeth.logan@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, she is responsible

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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: (will be inserted at contract award)

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.

6.5.3 Offeror's Representative (To be completed by

Offeror) Name: _____
Title: _____
Organization: _____ Address: _____

Telephone: _____ - _____ -
Facsimile: _____ - _____ -
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Edmonton located at Edmonton, 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 or an electronic version.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (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 (2015-07-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2015-07-03), General Conditions – Goods (Medium Complexity)
- e) Annex A, Statement of Requirement;

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- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated _____(insert date of offer)

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.

7.1 Statement of 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 (2015-07-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2015-07-03) General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer. DND will provide a minimum of 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.

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7.4 Payment

7.4.1 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. 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.

7.4.2 Single Payment

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

7.4.3 SACC Manual Clauses

C5201C (2008-05-12) Prepaid transportation Costs (if applicable)
M3000C (2006-08-15) Price Lists

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.

Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

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

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

7.7 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B2005C (2007-05-25) Fish – Quality Stamping
B3003C (2007-05-25) Grades of Meat
B7500C (2006-06-16) Excess Goods
C3601C (2010-01-11) Price Adjustment – Milk
C3602C (2008-05-12) Price Adjustment – Butter
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
D0018C (2007-11-30) Delivery and Unloading
D3004C (2007-11-30) Type of Transport
D3007C (2007-11-30) Inspection and Stamping
D5311C (2007-11-30) Right of Access and Inspection of Meat
D5328C (2014-06-26) Inspection and Acceptance

ANNEX "A" REQUIREMENT

REQUIREMENT

Regional Individual Standing Offer for the supply, delivery and offloading of "One Stop Shopping" items for rations, such as dairy products, eggs, meat, fish, poultry, fresh and frozen products, juice, beverages, and miscellaneous groceries to the Department of National Defence, Edmonton Garrison, Edmonton, Alberta and Wainwright at Denwood, Alberta, for use by Field Units, and Foreign Visiting Army Units, for deliveries within the geographical areas west of Thunder Bay, Ontario, including Manitoba, Saskatchewan, Alberta and British Columbia, including Vancouver Island, on an "as required" basis, for a one (1) year period, estimated from February 17, 2012 to February 16, 2014, plus two (2) additional one (1) year option periods, in accordance with the terms and conditions set out herein. Personnel from the Canadian Forces will meet the Offeror's personnel at the specified points of delivery to receive the delivery.

Three or more shipments of products that fail to meet the requirements set out herein may result in no further orders being placed and the Standing Offer may be set aside.

QUALITY STANDARD REQUIREMENTS:

(a) All products must adhere to the following Acts and their regulations:

- _ Agriculture & Agri-Foods Administrative Monetary Penalty Act
- _ Canada Agriculture Products Act
- _ Canadian Food Agency Inspection Act
- _ Consumer Packaging and Labelling Act (as it relates to food)
- _ Food and Drug Act (as it relates to food)
- _ Fish Inspection Act
- _ Meat Inspection Act

(b) All products offered must be in accordance with the Canadian Forces Quality Standards (FQS)

Standards, current editions as follows:

A partial list of FQS Standards for grocery items is attached as Attachment No. 2 to Annex "A".

(c) "Generic" or "No Name" products will not be accepted unless approved prior to shipping. Where a National Brand Name has been specified, Offeror will provide that product and pack size as requested unless a substitute has been approved.

(d) "Canada Choice" is the minimum acceptable grade for products falling under the grading guideline.

(e) Only Federally inspected meat will be accepted. No second handling of meat will be allowed.

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Handling, packaging and labelling of meat, poultry and fish must be in accordance with FQS Specification FQS's 2, 3, 4, 5, 6, 7 & 9 current editions.

(f) Grade "AA" is the minimum grade for all red meat products. Grade A will be an acceptable grade for poultry products and any other products unless otherwise specified.

(g) Any repackaged cartons, boxes, bags, or crates of individual products must contain like items and must not be mixed with any other products. No substitute on the packaging, containers or sizes including case quantities will be accepted unless approved prior to shipping.

RED MEAT PRODUCTS

Red meat products must be shipped in the original carton from the manufacturing facility. All red meat products must have been processed from cattle under thirty (30) months in age.

TRANSPORTATION - MEAT

Transportation will be in accordance with the Department of National Defence Code of Practices for the Transportation of Meat attached as Attachment No. 1 to Annex "A".

DND ORDERING RESPONSIBILITIES:

All orders will be placed a minimum of four (4) days prior to the expected delivery day by the designated Field Unit representatives by telephone, fax, e-mail, or hard copy.

A window of forty-eight (48) hours prior to a scheduled delivery is required to make minor changes to the original order. Once a food order has been placed with the Offeror, the requesting Field Unit representatives may cancel an order with three (3) days' notice of a food delivery. Acceptance of cancellation of an order with less than three (3) days' notice will be at the discretion of the Offeror.

FOOD DELIVERIES:

Deliveries and off-loading are to be made direct to a specified location on an "as required" basis, at or about 11:00 hours, on the delivery days agreed upon between the Offeror and the Field Unit Food Services Representative. The requesting Field Unit reserves the right to make changes to the delivery schedule due to operational requirements. Any changes to the delivery schedule will be made to the Offeror, in writing, no less than three (3) working days in advance.

Department of National Defence personnel or their designated representative will meet the Offeror's personnel at the specified points of delivery, to receive the food order. Should the Offeror be unable to provide delivery to the designated locations, due to circumstances beyond its control, the Field Unit requesting the food and the Offeror shall agree on the nearest practical point where the goods can be delivered. If and when the Offeror's vehicles require military escort, the Field Unit requesting food must be notified by the Offeror no less than forty-eight (48) hours prior to delivery. Delivery, off-loading and fuel charges are not be included in the cost of food, and must be invoiced separately. Payment for delivery, off-loading and fuel charges will not form part of this Standing Offer.

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ORDER CONFIRMATION OF AVAILABILITY:

No substitute on products or grades requested will be accepted unless authorized by the designated Field Unit Food Services Representative.

The availability of all items and confirmed receipt of the order must be made by 14:00 hrs. (2:00 p.m.) of the following day of the order being placed. Potential shortfalls in providing the specified food commodities shall be immediately brought to the attention of the designated Field Unit Food Services representative and is the only authority that can approve substitutions.

REJECTS AND SHORTFALLS:

The Offeror agrees, upon notification of rejects or shortages, to replace all shorted and rejected items within one (1) working day unless other arrangements have been made with the designated

Food Services Representative for these items. Delivery costs incurred to replace these items will be at the Offeror's expense. Items that are unavailable for delivery within the 24 hour time frame will not be backordered by the Offeror, unless prior written approval from the Field Unit Food Services representative is received.

DISCREPANCIES AND SUBSTITUTIONS:

Food item substitutions will not be accepted without the verbal or written approval of the Field Unit Food Services Representative. All discrepancies in the delivery of products different from those ordered shall be recorded on the bill of lading invoice. All food item substitutions shall be clearly identified on the invoice.

PRODUCTS NOT MEETING QUALITY STANDARDS:

Any products not meeting the Quality Standard Requirements will be returned (opened or unopened) to the Offeror at the Offeror's expense.

QUALITY ASSURANCE:

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated in a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.

Final inspection and acceptance of delivery will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, dirt, or damage by rodents or insects.

The Consignee shall have the right to reject products at the time of delivery and the Offeror will remove unacceptable products immediately. DND representatives may perform quality assurance inspections at the Offeror's facilities as required.

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PALLETIZING:

All food items must be shipped to the specified delivery point on shrunk or stretch wrapped pallets not higher than 180 cm. in height. Orders must be separated by individual units and clearly identified with the name of the requesting unit on at least two (2) sides. Food items are to be palletized in segregated commodities of Chilled, Frozen and Dry Goods. Food items are to be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet. Pallets are to be loaded in such a way as to allow easy access for off-loading with forklifts. The Offeror agrees not to load pallets in a cinder box fashion. The Offeror is responsible for offloading all food items.

FOOD LISTS:

The Offeror must have the capability of providing a printed hard copy order form of the itemized food list, including description, pack size, catalogue ID number (Product Code), unit and unit price. The format used to identify and price food items on the order form, shall be identical to the information that appears on the Offeror's shipping notice/bill of lading.

BRANCH LOCATIONS AND OUTLETS:

The Offeror is to provide a complete list of Branch locations, outlets, contact names and contact information, including telephone, e-mail and facsimile, for use by field units to process food orders and will have the ability to provide coverage within the geographical areas west of Thunder Bay, Ontario, including Manitoba, Saskatchewan, Alberta and British Columbia, including Vancouver Island.

ATTACHMENT NO. 1 TO ANNEX "A"

MEAT CODE OF PRACTICE

FOR THE TRANSPORTATION OF MEAT PRODUCTS

1. The vehicles utilized for the transportation of meat products must be considered as an extension of the plant premises. As such, it is important that the environment it presents does not put at risk the integrity of the meat products contained therein. The vehicle must act as the interim storage facility from the plant to point of destination.
2. The construction, maintenance, sanitation and refrigeration standards, in addition to handling practices must equate as closely as is reasonably possible, to the standards required of a well operated meat processing establishment.
3. Competent regulatory personnel should be required to monitor this aspect of the meat processing chain and further, should be empowered to deny the use of unsatisfactory vehicles and to put under detention, pending further action, meat products transported in unsatisfactory vehicles or which have subject to abuse, i.e. defrosting, contamination, etc. during transportation.

CODE OF PRACTICE

1. Construction: The meat food component of the vehicle, in addition to the balance of the vehicle, shall be so designed and constructed of such materials that will afford adequate protection to the type of meat product being transported therein.
2. Maintenance: Such equipment must be maintained structurally so as to preclude the contamination of a meat product by unwanted, extraneous material such as dust, debris, insects, etc.
3. Sanitation: The equipment must be subject to such cleaning and sanitation procedures as will assure an environment that will preclude the exposure of meat products to elements and factors hostile to the integrity of the product.
4. Temperature: Temperature control mechanisms must be in place and be demonstrated as effective for their intended purpose. Refrigeration temperatures are required as follows:
 - a. Frozen Meat Products: An ambient temperature of the meat food carrying component must be such that it assures that the product will not be subjected to defrosting, keeping in mind the external temperature and the length of time that product will be in transit.
 - b. Fresh Meat Products: An ambient temperature of the meat food carrying component of the vehicle must be such that it assures that the product will not be subjected to the insult of the growth of disease producing bacteria or the lessening of product quality.

c. Transfer Depots: Clean and sanitary facilities must be provided where meat food products are transferred from one vehicle to another. The product must be protected from unwanted external influences such as weather, dust, flies, etc. Refrigerated storage facilities must be available where product is off-loaded and awaiting transfer to another vehicle. The equipment must provide temperatures that will meet the intent as set out in 4a and 4b.

5. Shipper's Responsibilities: It shall be the responsibility of the shipper to assure that:

a. Meat food products are kept at correct refrigeration temperatures preparatory to loading on the vehicle for shipping.

b. Meat products are adequately wrapped or packaged against external contamination influences. Quarters and sides that are hung may be exempted if the balance of the cargo does not put them at risk.

c. Meat food products are not loaded on a vehicle that, by its condition or lack of sanitation or by the cargo contained therein, would put a meat food product at risk.

d. Where deficiencies are noted as in 5c, said deficiencies will be reported to the regulatory authority having jurisdiction for such matters.

6. Carrier's Responsibilities: It is the responsibility of the carrier to assure that:

a. His vehicle meets the guidelines as set out under the items covered under construction, maintenance, sanitation and temperatures.

b. The meat food products carried on the vehicle are protected during transit from other cargoes that may be carried at the same time.

c. His employees are provided with and utilize clean clothing when handling unwrapped meat food products.

d. His employees engaged in the transportation, handling and offloading of meat products are adequately trained and assume their responsibilities in the sanitary handling of such products.

e. Meat food products not adequately refrigerated, wrapped or packaged be refused as cargo.

f. Where deficiencies are noted, as in 6e, said deficiencies are to be reported to the regulatory authority having jurisdiction for such matters.

7. Prohibition: Fresh and frozen meat food products must not be carried in vehicles utilized in the transportation of live animals, pesticides, herbicides, or other toxic materials.

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PARTIAL LIST - CANADIAN FORCES FOOD QUALITY SPECIFICATIONS:

ATTACHMENT NO. 2 TO ANNEX "A"

PRODUCTS TO COMPLY WITH CANADIAN FORCES FQS:

[FQS- 1 Eggs and Egg Products](#)

[FQS- 2 Beef](#)

[FQS- 3 Veal](#)

[FQS- 4 Pork](#)

[FQS- 5 Lamb](#)

[FQS- 6 Poultry](#)

[FQS- 7 Variety Meat and Offals](#)

[FQS- 8](#)

[FQS- 9 Fish and Seafood](#)

[FQS-10 Fresh Fruit](#)

[FQS-11 Fresh Vegetables](#)

[FQS-12 Frozen Fruits](#)

[FQS-13 Frozen Vegetables](#)

[FQS-14 Canned Fruits](#)

[FQS-15 Canned Vegetables](#)

[FQS-16 Dried Fruits](#)

[FQS-17 Dehydrated Vegetables](#)

[FQS-18 Milk and Dairy Products](#)

[FQS-19 Cheese](#)

[FQS-20](#)

[FQS-21 Pasta and Noodles](#)

[FQS-22 Rice](#)

[FQS-23 Legumes](#)

[FQS-24](#)

[FQS-25 Shortenings, Fat and Oil](#)

[FQS-26 Butter and Margarine](#)

[FQS-27 Sugars and Preserves](#)

[FQS-28 Coffee and Tea](#)

[FQS-29 Ice Cream and Sorbets \(Sherbets\)](#)

[FQS-30 Pie Fillings and Pie Fruits](#)

[FQS-31 Herbs and Spices](#)

[FQS-32](#)

[FQS-33 Condiments and Condiment Sauces](#)

[FQS-34 Bread and Baked Products](#)

[FQS-35 Fruit Juices](#)

[FQS-36 Cereal](#)

[FQS-37 Flour and Cake, Pancake and Waffle Mixes](#)

[FQS-38](#)

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ANNEX "B"
WORKING DOCUMENTS - BASIS OF PAYMENT

Period of Standing Offer: November 1, 2015 to October 31, 2016, plus two (2) additional one (1) year option periods

The unit prices must be in accordance with the Offeror's published price list in effect at time of call-up, and include all ecology charges and deposits, where applicable, and the appropriate discount or mark-up, in accordance with the pricing formula indicated below. The unit prices are FOB destination and do NOT include delivery, off-loading, fuel charges or G.S.T. / H.S.T. If and where applicable, G.S.T. / H.S.T. will be added as a separate line item on any resulting invoices and all delivery and off-loading and fuel charges will be invoiced separately.

Payment for delivery and off-loading and fuel charges will not form part of this Standing Offer.

Offerors are to provide an auditable fixed pricing formula for the period of the Standing Offer. Such a formula will be based on price lists currently maintained and regularly updated by the Supplier and must, for auditing purposes, be accurately named and described. An updated price list will be regularly updated by the offeror or at the request of the Project Authority or their representatives. The Offeror's published price List will remain fixed for a minimum of 30 days at the time of update.

PRICING FORMULA:

Your Price List Name/Description: _____

A. Less a discount of _____%, freight not included (considered to be 0% if not completed)

OR

B. Plus a mark-up of _____%, freight not included (considered to be 0% if not completed)

The discount/mark-up will remain firm for the period of the Standing Offer, including option all periods if exercised.

Special Offers:

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

Charges for Lost or Damaged Goods:

The Call-Up Authority will reimburse the Offeror for all lost or damaged milk crates, bread racks and serialized pallets at the end of the Standing Offer period. The Offeror will provide the Call-Up Authority with a count of all crates, racks and pallets at the time of each delivery. The Call-Up Authority will provide the Offeror with a count of all returns. The Field and Foreign Visiting Units responsible for the loss or damage to these items will be invoiced separately over and above the cost of the food as follows:

1. Firm \$ _____ per serialized pallet (considered to be \$0.00 if not completed)
2. Firm \$ _____ per milk crate (considered to be \$0.00 if not completed)
3. Firm \$ _____ per bread rack (considered to be \$0.00 if not completed)

All branch locations and outlets are to use the same pricing formula as indicated above.

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ANNEX "C"
FINANCIAL EVALUATION
(For evaluation purposes only)

Please see attached Excel file - entitled - Annex "C", Financial Evaluation (for evaluation purposes only), which includes the following:

a) Field Rations

Offeror's must complete pricing for a minimum of 80% of all line items contained in the attached excel file and ensure that the document has been properly completed and contains all required information.

Unit prices shall be in accordance with the Offeror's published price list in effect on Monday, **September 21, 2015**, include all ecology charges and deposits, where applicable, and the appropriate discount or mark-up in accordance with the pricing formula indicated in Annex "B". The unit prices are FOB destination and do NOT include freight and / or delivery charges or G.S.T. / H.S.T.

Estimated usage provided in the Excel File, entitled Annex "C", Financial Evaluation, is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage's expected or any commitment on part of the Crown.

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ANNEX "D"
STANDING OFFER USAGE REPORT
INSTRUCTIONS FOR SUBMISSION OF STANDING OFFER USAGE DATA

Please e-mail the usage information, for Standing Offer W0127-14P023, for Department of National Defence, to the following address: WST-PA-EDM@pwgsc-tpsgc.gc.ca.

Please use the Standing Offer number in the Subject line and clearly indicate:
The standing offer number for which the data is submitted;
The period for which the data has been accumulated (start date to end date);
The Department with whom the standing offer was arranged;
The start date and end date for the standing offer; and
The total spend to date, by government department. (Add lines as necessary)

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Elizabeth Logan		

Call-up Number	Dollar Value (Taxes included)
(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: During the above reporting period there have been no call-ups issued against this Standing Offer ()

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

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