



Solicitation No. - N° de l'invitation  
W0105-16F010/A  
Client Ref. No. - N° de réf. du client  
W0105-16F008

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003  
File No. - N° du dossier  
MCT-5-38094 (015)

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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## Solicitation Amendment No. 003

### Title: Box Lunches

*This solicitation is hereby amended to:*

(1) Reference: Annex "A" – Requirement

**DELETE** all previous Annex "A"; *and*

**INSERT** instead Annex "A" revised **February 18 2016, Revision No. 3.**

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or **by facsimile (506) 851-6759** and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle  
Supply Officer / Agente d'approvisionnement  
Phone / Téléphone - (506) 851-6948  
Facsimile / télécopieur - (506) 851-6759  
Email : [charlotte.drisdelle@pwgsc-tpsgc.gc.ca](mailto:charlotte.drisdelle@pwgsc-tpsgc.gc.ca)

Public Works & Government Services Canada /  
Travaux publics et Services gouvernementaux Canada  
1045 Main Street / 1045, rue Main  
Lobby C, 3rd Floor / Foyer C, 3ième étage  
Moncton, NB / Moncton (N.-B.) E1C 1H1

Government of Canada | Gouvernement du Canada

## ***BOX LUNCHES***

## ***“REQUIREMENT”***

### ***5<sup>th</sup> Canadian Division Support Base GAGETOWN***

## **3 AREA SUPPORT GROUP STATIC FEEDING REQUIREMENTS**

## REQUIREMENT

To supply and deliver *In-Transit Meals - “Box Lunches”* to 5 CDSB Gagetown.

The offeror **must ensure 100% compliance** with this Annex “A” and Annexes “B” and “C”. Any deviations **MUST be approved in writing** by the Standing Offer Authority at Public Services and Procurement Canada, **prior to bid closing**.

### Box Lunch Menus - Annex “C”

The offeror **must be able to supply 100% of the meals** exactly as specified on the attached «List of Meals - Box Lunch Menus» as specified at **Annexes “B” and “C”**.

## SCOPE OF SERVICES

To provide In-Transit Meals - «Box Lunches» at specified times to meet the particulars of the requirement. The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

*“In-Transit Meals - “Box Lunches”*

## STATEMENT OF WORK

The Successful Bidder shall perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

## PRICING

**All shipping charges must be included in the quoted prices. The cost of deposit for juice boxes (\$0.10 each) must also be included in the quoted prices for all box lunches.** If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

## ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified food commodities shall be immediately brought to the attention of the designated Food Services representative, **at time of ordering or within 2 hours maximum**; who in turn is the only approving authority for substitutions.

## REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item within 24 hours, **(delivery costs occurred to replace all rejected food items or shortfalls rest fully at the supplier’s expense)**.

## **DISCREPANCIES AND SUBSTITUTIONS**

Substitutions will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no product, type of packaging or size (if smaller) be changed after award of the standing offer UNLESS the change derives from the manufacturer. **This also applies if a product is discontinued.** The supplier **must** therefore notify the Standing Offer Authority and the Food Services Representative at 5 CDSB Gagetown **of any change to a product including if one is discontinued. Changes to a product or an alternative product to replace a discontinued one will only be accepted when the Standing Offer Authority accepts the change, with the Food Services Representative's approval.**

## **DELIVERY**

Delivery will be done on an **“as and when requested” basis** using refrigerated transport equipment, upon **four (4) business days' notice** and will be done to Kitchen H33 or predetermined locations at 5 CDSB Gagetown. Deliveries must be made between the hours of **07:30hrs and 1700hrs**, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays **and Saturdays. Deliveries MUST be completed by 1700 hrs.** The supplier shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of DND.

## **DELIVERY SERVICE LEVELS**

All orders will be placed a minimum of **four (4) business days** prior to the expected day of delivery, by phone, fax or Email.

A window time of **48 Hours** before delivery is required to make **MINOR amendments** to the original order.

Deliveries **MUST** be provided as requested

Deliveries are to be made direct to a specified location as indicated.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

**EMERGENCY DELIVERIES** *due to a Natural Disaster, for Search and Rescue Teams etc.....*  
(not due to human error):

An Emergency Delivery for Box Lunches MUST be delivered **within 48 hours' notice** including Saturdays, Sundays & Statutory Holidays. DND will be prepared to accept delivery 24 hours per day for an emergency delivery.

**SPECIAL CONDITIONS:**

DND guarantees a minimum purchase of four hundred (400) meals under the provisions of the Standing Offer Agreement for In-Transit Meals, however, a minimum of twenty (20) meals of the same menu shall be ordered by DND in order for the request to be considered by the supplier.

No cancellation will be accepted within three (3) days of the scheduled delivery date.

Replacement of items on menus will be of the same or higher quality and **must have prior approval** by the Food Services representative of DND.

**REQUIREMENTS PERTAINING TO INVOICING**

A bill of lading and a computerized purchase invoice in three (3) copies **“One original and two copies”** must be provided to the consignee at the time of each delivery, **“Hand written invoices will not be accepted”**

The consignee's delivery representative will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier. The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

Invoices must contain the following information:

Attn: ***Name of Requesting Kitchen***  
***Kitchens Complete Mailing Address***  
***Invoice control number***  
***Delivery Date***

## **INVOICE PAYMENT**

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the supplier shall communicate this information as soon as possible to the receiving Units Comptroller.

## **TYPE OF TRANSPORT**

Delivery of chilled, food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

## **QUALITY ASSURANCE**

Quality control will be performed either at the plant, by an inspector from the Canadian government, **or** upon receipt of the product by a Food Services Representative of Department of National Defence. The results of controls such as flavour tests, viscosity, sodium content, microbiology, residual oxygen, nutritional content or any other tests deemed necessary must be produced upon a simple request. **DND reserves the right to visit the supplier's installations, whenever it deems necessary, during the term of the Standing Offer Agreement.**

The "**DND Food Quality Specifications**" will be used as reference for quality control. These specifications can be found on **Buy and Sell**, at [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) by searching with the following solicitation numbers:

**Beef / Boeuf - E6TOR-13RM06**

**Bread and Baked Products / Pain et produits de boulangerie - E6TOR-13RM07**

**Butter and Margarine / Beurre et margarine - E6TOR-13RM08**

**Canned Fruits / Fruits en conserve - E6TOR-13RM09**

**Cereal / Céréales - E6TOR-13RM11**

**Cheese / Fromage - E6TOR-13RM12**

**Condiments and condiment Sauces / Condiments et sauces condimentaires - E6TOR-13RM14**

**Eggs and Egg Products / Oeufs et produits d'oeufs - E6TOR-13RM17**

**Fish and Seafood / Poissons et produits de la mer - E6TOR-13RM18**

**Fresh Fruits / Fruits frais - E6TOR-13RM20**

**Fresh Vegetables / Légumes frais - E6TOR-13RM21**

**Fruit Juices / Jus de fruits - E6TOR-13RM24**

**Pasta and Noodles / Pâtes alimentaires et nouilles - E6TOR-13RM30**

**Pork / Porc - E6TOR-13RM32**

**Poultry / Volaille - E6TOR-13RM33**

**Sugars and Preserves / Sucres et conserves - E6TOR-13RM36**

Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

DND representatives may perform quality assurance inspections at the supplier facilities as required.

**Vendor's Performance:**

**The vendor's performance will be monitored by the Food Services Representative or his designated representative.**

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to **immediately** COMMUNICATE unavailability of products ordered at time of ordering (or within **2 hours maximum**);
- c. Ability to provide products as per sizes requested at quoted prices;

- d. Ability to deliver within required time frame **AND** the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

High quality product and service as defined in “**DND Food Quality Specifications**” will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein *OR* non compliance with Annex “B” and Annex “C” more than ten (10) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, deliveries as requested, the menus and food items as specified, quality products etc....
2. Additional incidents will result in a written notification requesting corrective action; and
3. For a tenth incident, **the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.**

**PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO THE ABOVE MENTIONED MANDATORY REQUIREMENTS**

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(Signature of Authorized Representative)