



---

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PART 1 - GENERAL INFORMATION</b> .....   | <b>3</b>  |
| 1.1 INTRODUCTION .....  | 3         |
| 1.2 SUMMARY.....  | 3         |
| 1.3 DEBRIEFINGS.....  | 3         |
| <b>PART 2 - OFFEROR INSTRUCTIONS</b> .....  | <b>3</b>  |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....                                      | 4         |
| 2.2 SUBMISSION OF OFFERS.....   | 4         |
| 2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....  | 4         |
| 2.4 APPLICABLE LAWS.....  | 4         |
| <b>PART 3 - OFFER PREPARATION INSTRUCTIONS</b> .....  | <b>4</b>  |
| 3.1. OFFER PREPARATION INSTRUCTIONS .....   | 4         |
| <b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....                          | <b>6</b>  |
| 4.1 EVALUATION PROCEDURES .....   | 6         |
| 4.2 BASIS OF SELECTION.....   | 7         |
| <b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....                             | <b>8</b>  |
| 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....  | 8         |
| 5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION | 8         |
| <b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES</b> .....                         | <b>9</b>  |
| <b>A. STANDING OFFER</b> .....  | <b>9</b>  |
| 6.1 OFFER.....  | 9         |
| 6.3 STANDARD CLAUSES AND CONDITIONS .....   | 9         |
| 6.4 TERM OF STANDING OFFER .....  | 9         |
| 6.5 AUTHORITIES.....  | 10        |
| 6.6 IDENTIFIED USERS.....   | 10        |
| 6.7 CALL-UP PROCEDURES .....  | 11        |
| 6.8 CALL-UP INSTRUMENT .....  | 11        |
| 6.9 LIMITATION OF CALL-UPS.....   | 11        |
| 6.10 PRIORITY OF DOCUMENTS .....  | 11        |
| 6.11 CERTIFICATIONS .....   | 11        |
| 6.12 APPLICABLE LAWS.....   | 12        |
| <b>B. RESULTING CONTRACT CLAUSES</b> .....  | <b>12</b> |
| 6.1 REQUIREMENT .....   | 12        |
| 6.2 STANDARD CLAUSES AND CONDITIONS .....   | 12        |
| 6.3 TERM OF CONTRACT.....   | 12        |
| 6.4 PAYMENT.....  | 12        |
| 6.5 INVOICING INSTRUCTIONS .....  | 13        |
| 6.6 INSURANCE.....  | 13        |
| 6.7 SACC MANUAL CLAUSES.....  | 13        |
| <b>ANNEX "A"</b> .....  | <b>14</b> |
| REQUIREMENT.....  | 14        |

Solicitation No. - N° de l'invitation  
W0107-16WS09  
Client Ref. No. - N° de réf. du client  
W0107-16WS09

Amd. No. - N° de la modif.  
XXXXX  
File No. - N° du dossier  
PET-5-43052

Buyer ID - Id de l'acheteur  
PET903  
CCC No./N° CCC - FMS No./N° VME

---

|                                  |           |
|----------------------------------|-----------|
| <b>ANNEX "B"</b> .....           | <b>15</b> |
| BASIS OF PAYMENT .....           | 15        |
| <b>ANNEX "C"</b> .....           | <b>17</b> |
| PERIODIC USAGE REPORT FORM ..... | 17        |

## **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            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, and any other annexes.

### **1.2 Summary**

This Request for Standing Offer is to establish a Regional Individual Standing Offer for the provision of Dairy and Milk products on an "as and when requested basis", for Garrison Petawawa, Ontario.

The period of the Standing offer is from 01 May 2016 to 30 April 2017.

The requirement is subject to the provisions of 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 - OFFEROR INSTRUCTIONS**

---

## 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

## 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 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 2.4 Applicable Laws

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

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

## 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 (one (1) hard copy and one (1) soft copy by e-mail to [Kingston.procurement@pwgsc.gc.ca](mailto:Kingston.procurement@pwgsc.gc.ca))

---

**Section II: Certifications (one hard copies)**

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>). 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 "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**1. Hard (Paper) Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

**2. Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting offerors send in an electronic copy of Excel file, by e-mail at the following address: **kingston.procurement@pwgsc.gc.ca**

**3.1.1 Electronic Payment of Invoices - Offer**

Canada requests that Offerors complete option 1 or 2 below:

- 1. ( ) Electronic Payment Instruments will be accepted for payment of call-ups against the standing offer.

The following Electronic Payment Instrument(s) are accepted:

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)

2. ( ) Electronic Payment Instruments will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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

**Section II: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Financial Evaluation**

**4.1.1.1 Mandatory Financial Criteria**

The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. In the event that a bidder does not provide a price for any item PWGSC will, for assessment purposes only, substitute the highest price quoted (by another bidder) for the item for which they did not provide a quote. If all bidders fail to provide a price for a particular item, that item will be eliminated for the assessment. This will be for the purposes of obtaining an aggregate total for each bidder.

Offers meeting the requirements of the Mandatory Financial Evaluation will be assessed to arrive at an Aggregate Value based on the estimated usage provided herein at Annex "B" and "FOB Destination", as indicated.

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usage's expected or any commitment on the part of the Crown.

Offers will be evaluated based on the prices detailed in Annex B - Basis of Payment.

Definition of Extended Price: The line item prices are multiplied by the estimate usage to arrive at an extended price.

Definition of Aggregate Value: The Aggregate Value is the sum of all the extended prices.

**4.1.2 SACC Manual Clause**

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

#### **4.1.3 Pack or Unit Size**

If a requested size is no longer available, it is up to the offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size.

Where changes to pack or unit sizes are proposed the following must be met:

- a. The proposed change is necessary because the original pack size specified is unavailable in the industry; and
- b. The new proposed size reflects the next size up or down (from the original size specified) that is available in the industry; and / or
- c. There is less than a 15% difference between the original size specified and the proposed alternative size.

Any changes to the product pack and or size will be made by the Contracting Authority through an amendment to the Request for Standing Offer document. The offeror cannot substitute sizes in their offer that have not been approved.

#### **4.2 Basis of Selection**

- 4.2.1 a) it is the intention of Canada to issue a single Standing Offer for this requirement.
  - b) The compliant Offeror(s) selected for issuance will be given written notification to provide the information required in 5-2 entitled "Certifications Precedent to Issuance of the Standing Offer and Additional Information" by a specified date and time, unless the information has already been provided in the RFSO submission. Should the Offeror(s) fail to provide all the information required by the date and time specified, the bid will be considered non-compliant and given no further consideration. The compliant Offeror with the next lowest Aggregate Value will be notified. This process will be repeated until the Certifications Precedent to Issuance of Standing Offer have been met.
  - c) Upon Compliance with 5 entitled "Certifications Precedent to Issuance of the Standing Offer and Additional Information", the Standing Offer(s) will be issued to the compliant Offeror(s) selected for issuance of a Standing Offer.

#### **4.2 Basis of Selection**

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer
- 4.2.2 Canada intends to issue one (1) Standing Offer to the compliant Offeror with the lowest evaluated price.

---

## **PART 5 – CERTIFICATIONS 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/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

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

## **PART 6 - 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".

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

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

2005 (2016-04-04) 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 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 01 May 2016 to 30 April 2017.

#### **6.5 Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Mary Lou Harrington  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Petawawa  
Address: Bldg S-111, Garrison Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789  
Facsimile: 613-687-6656  
E-mail address: marylou.harrington@pwgsc-tpsgc.gc.ca

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

##### **6.5.2 Project Authority**

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

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

##### **6.5.3 Offeror's Representative (BIDDER TO COMPLETE)**

Name and telephone number of the person responsible for:

General Enquiries:

Name:

Telephone No.

Facsimile No.

E- mail address:

Delivery Follow-up:

Name:

Telephone No.

Facsimile No.

E-mail address:

#### **6.6 Identified Users**

---

The Identified User authorized to make call-ups against the Standing Offer is: Garrison Petawawa, Normandy Court Kitchen for all base requirements and by all/any Canadian Forces units training within the area.

## 6.7 Call-up Procedures

A) Availability of items and confirmation of the order is to be made by the contractor to the ordering office, within four (4) hours of the receipt of the call-up.

B) Call-ups shall be made directly to the Standing Offer holder. Should the Standing Offer holder be unable to fulfill the order or any portion thereof, the ordering office may through the use of Local Purchase Order, procure the unavailable items (only) from other vendors.

C) Items not available at the time of delivery are not to be backordered, unless previously agreed to by the Ordering Office.

## 6.8 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, or any other agreed to form or electronic document .

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$8,000.00 (Applicable Taxes included).

## 6.10 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 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*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*).

## 6.11 Certifications

### 6.11.1 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.

## **6.12 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 \_\_\_\_\_.

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04) General Conditions – Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

Incoterms 2000 “DDP Delivered Duty Paid”, Garrison Petawawa.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

The Basis of Payment attached hereto as Annex “B” shall be used to price any call-up made pursuant to this Standing Offer.

In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex “B”, Goods and Services Tax or Harmonized Sales Tax (GST/HST) extra, if applicable.

#### **6.4.2 Limitation of Price**

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

### **6.4.3 Method of Payment**

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

### **6.4.4 SACC Manual Clauses**

SACC Manual Clause C3601C (2010-01-11), Price Adjustment – Milk

### **6.5 Invoicing Instructions**

The Contractor must submit invoices in accordance with the information required in the General Conditions - 2029, General Conditions, Goods.

#### **6.5.1 Invoicing Instructions**

Only one (1) copy of the invoices is required and must show:

- A) the date;
- B) name and address of the Consignee;
- C) DND's purchase order number and the Standing Offer number;
- D) description of the services.

#### **6.5.2 Garrison Petawawa Invoices shall be submitted to:**

Department of National Defence  
Normandy Court Kitchen  
Building G-104  
Garrison Petawawa, Ontario K8H 2X3

### **6.6 Insurance**

SACC Manual clause G1005C (2016-01-28) Insurance

### **6.7 SACC Manual Clauses**

SACC Manual clause B6802C (2007-11-30), Government Property

SACC Manual clause B7500C (2006-06-16), Excess Goods

SACC Manual clause D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen Products

SACC Manual clause D0018C (2007-11-30), Delivery and Unloading

SACC Manual clause D3004C (2007-11-30), Type of Transport

---

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 Delivery Requirements:**

- 1.1 Unless otherwise specified, all deliveries are to be made direct to Normandy Court Kitchen/Catering, Building G-104.
- 1.2 All/any CF Unit training within the area is an additional user. Call-ups, billing & delivery instructions shall be by unit. There will be no delivery to the field.
- 1.3 Deliveries to Building G-104 may be made on a DAILY basis, Monday to Friday from 0630 to 1400 hours only.
- 1.4 Changes/increases/decreases to call-ups may be made 24 hours in advance of expected delivery.
- 1.5 Normal delivery shall be made within 3 calendar days of call-up.
- 1.6 There shall be no additional delivery charge.
- 1.7 Emergency delivery may be required on weekends, with 2 hours of notification.

#### **2.0 Type of Transport**

- 2.1 Delivery shall be made in refrigerated transport.
- 2.2 Minimum size of vehicle for compatibility with loading dock at Bldg. G-104 is 3 tonne.
- 2.3 Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18° C or lower, and fresh chilled products between 4° C and 1° C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

#### **3.0 Rejects**

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted or rejected items within 24 hours. Delivery costs incurred to replace all rejected food items or shortfalls rest fully at the contractor's expense.

#### **4.0 Quality Assurance:**

- 4.1 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.
- 4.2 DND representatives may perform quality assurance inspections at the supplier facilities as required.

#### **5.0 Food Quality Specification (FQS) Canadian Forces Bases (CFB)**

All products supplied must adhere to:

The FQS 18 – Milk and Dairy Products (latest edition)

**ANNEX "B"**

**BASIS OF PAYMENT**

Quantities as stated herein are an estimate of the requirement per year, made in good faith. The Standing Offer will be limited to the actual goods/services ordered and delivered.

**REQUIREMENT: FRESH HOMOGENIZED, SELF-POURING AND WATERPROOF CONTAINERS**

| ANNEX B<br>BASIS OF PAYMENT |   |          |               |              |            |                                       |
|-----------------------------|---|----------|---------------|--------------|------------|---------------------------------------|
| Item No.                    | Product   | Size     | Unit of Issue | Est Qty/Year | Unit Price | Product Code <input type="checkbox"/> |
| 1                           | Milk, White 2% Individual container                             | 250 ml   | EA            | 50000        |            |                                       |
| 2                           | Milk, White 2%, poly container(no change in size is acceptable) | 10 L     | EA            | 1500         |            |                                       |
| 3                           | Milk, Chocolate, 1%, poly container (no change in size)         | 10 L     | EA            | 1500         |            |                                       |
| 4                           | Milk, Chocolate 1% Individual 250 ml Container                  | 250 ml   | EA            | 25000        |            |                                       |
| 5                           | Milk, Skim, Poly container (no change in size is acceptable)    | 10 L     | EA            | 500          |            |                                       |
| 6                           | Milk, Soya 1.89 Litre Container - chocolate/vanilla             | 1.89 L   | EA            | 100          |            |                                       |
| 7                           | Cream Fresh (10% Milk Fat) 500 ml container                     | 500 ml   | EA            | 200          |            |                                       |
| 8                           | Creamers individual (UHT 10% Milk Fat) 160 x 9 ml               | 160x9ml  | Bag           | 120          |            |                                       |
| 9                           | Creamers, 18%, Individual, 160 x 9 ml                           | 160x9ml  | Bag           | 150          |            |                                       |
| 10                          | Sour Cream, Fat Free, 500 ml containers                         | 500 ml   | EA            | 50           |            |                                       |
| 11                          | Sour Cream, Regular 4 lt container                              | 4 L      | EA            | 30           |            |                                       |
| 12                          | Sosur Cream, Regular Individual 96 x 43 ml                      | 96x43ml  | Case          | 20           |            |                                       |
| 13                          | Whipping Cream (35% Milk Fat) 500 ml Container                  | 500 ml   | EA            | 450          |            |                                       |
| 14                          | Yogurt, Assorted Individual, Fat Free 175 g Container           | 175 g    | EA            | 15000        |            |                                       |
| 15                          | Yogurt, Assorted Individual, Regular 175 g container            | 175 g    | EA            | 15000        |            |                                       |
| 16                          | Yogurt, Plain 750 g Container                                   | 750 g    | EA            | 50           |            |                                       |
| 17                          | Cottage Cheese, Creamed,  | 12x500ml | Pkg           | 30           |            |                                       |

|    |   |          |      |     |  |  |
|----|---|----------|------|-----|--|--|
|    | 1%, 12 x 500 ml                                       |          |      |     |  |  |
| 18 | Cottage Cheese, Creamed 12 x 500 ml                   | 12x500ml | Pkg  | 40  |  |  |
| 19 | Butter, Regular (Canada 1st Grade, Type 1) 50 x 454 g | 50x454g  | Case | 50  |  |  |
| 20 | Butter, Regular, Individual, 600 x 6.5g               | 600x6.5g | Case | 75  |  |  |
| 21 | Ice Cream Popsicle, 3 flavour, 24 x 75ml              | 24x75ml  | Case | 20  |  |  |
| 22 | Butter Milk, 1 Litre                                  | 1L       | EA   | 50  |  |  |
| 23 | Ice Cream Popsicle, Cherry Flavour, 24 x 75 ml        | 24x75ml  | Case | 20  |  |  |
| 24 | Ice Cream Popsicle, Grape Flavour, 24 x 75 ml         | 24x75ml  | Case | 20  |  |  |
| 25 | Ice3 Cream Fudgesicle, 24 x 75 ml                     | 24x75ml  | Case | 20  |  |  |
| 26 | Ice Cream Creamsicle, 24 x 75 ml                      | 24x75ml  | Case | 20  |  |  |
| 27 | Ice Cream Individual Assorted, 72 x 100 ml            | 72x100ml | Case | 150 |  |  |
| 28 | Milk, 2% Lactose Free, 1 Litre Container              | 1 L      | Case | 30  |  |  |
| 29 | Ice Cream Sundae - vanilla                            | 12x250ml | Case | 100 |  |  |
| 30 | Ice Cream Sundae - chocolate                          | 12x250ml | Case | 100 |  |  |
| 31 | Ice Cream Sundae - butterscotch                       | 12x250ml | Case | 100 |  |  |
| 32 | Ice Cream Sundae - strawberry                         | 12x250ml | Case | 100 |  |  |
| 33 | Individual Creamers - French Vanilla                  | 288x15ml | Case | 25  |  |  |
|    |   |          | Case | 25  |  |  |
| 34 | Individual Creamers - Hazelnut                        | 288x15ml | Case | 25  |  |  |
| 35 | Individual Creamers - Irish Cream                     | 288x15ml | Case | 25  |  |  |

**Pricing Basis “B”**

Other dairy items not listed herein are available at the Contractor’s cost plus a mark-up of

\_\_\_\_\_ %

**ANNEX "C"**

**Periodic usage report form**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

|   |                |                                      |
|---|----------------|--------------------------------------|
| Public Works and Government Services Canada | (613) 687-6656 | Marylou.harrington@pwgsc-tpsgc.gc.ca |
| <i>Name</i>                                 | <i>Fax</i>     | <i>E - Mail</i>                      |

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

| Description of Work | Call up # | Total Billing |
|---------------------|-----------|---------------|
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |

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

**PREPARED BY:**

NAME:

SIGNATURE:

TELEPHONE NO.: