

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

Place Bonaventure
South-East Portal, Suite 7300
800 de la Gauchetière Street West
Montreal
Montreal
Quebec
H5A 1L6

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Food Supply, Monteval/Alimentation, Montréal
Place Bonaventure,
South-East Portal
Suite 7300
800 de la Gauchetière Street Westq
Montreal
Montreal
Quebec
H5A 1L6

Title - Sujet RMSO: Dairy Prod. Eggs Cheese	
Solicitation No. - N° de l'invitation E6MON-16PQLA/A	Date 2016-04-21
Client Reference No. - N° de référence du client E6MON-16-PQLA	GETS Ref. No. - N° de réf. de SEAG PW-\$MTR-501-13833
File No. - N° de dossier MTR-6-39018 (501)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Pommet, Bruno André	Buyer Id - Id de l'acheteur mtr501
Telephone No. - N° de téléphone (514)496-3802 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA TOUS LES MINISTÈRES ET ORGANISMES RÉGION DU QUÉBEC Québec 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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PART 1 - GENERAL INFORMATION

1. Introduction

This Request for Standing Offer is a Standing Proposal. It is a description of goods, along with specific terms, clauses and conditions, valid for a fixed period of time. The duration is fragmented into several periods, according to a predetermined Closing Calendar. Following receipt of the offers, for each period, a Standing Offer and Call-up Authority may be issued to the supplier having submitted the best offer.

The Request for Standing Offers (RFSO) is divided into six 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:

Annex A - Requirement

Annex B - Working Document - List of Products (Enclosed)

Annex C - Regions – Delivery Addresses

Annex D - Complete List of Bidder's Board of Directors

Annex E - Electronic Payment Instruments

2. Summary

2.1 Description of requirement – See Annex A attached.

3. Security Requirement

There is no security requirement applicable to this Standing Offer.

4. Debriefings

After issuance of a standing offer, 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

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 issued by Public Works and Government Services Canada.
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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. 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 the Schedule of Tender Closing Dates included in the Working Document (Annex B).

Offers must be submitted for each period as per the pre-determined Closing Schedule (See Annex B – Working Document).

You must submit your offer, by mail or facsimile, **prior to the closing time and date:**

By mail, at the following address:

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
Supply Directorate
800, rue de la Gauchetière Ouest, Local 7300
Montréal, Québec H5A 1L6

By facsimile, at the following number: (514) 496-3822

Once your offer has been completed and transmitted by mail or facsimile, a copy of the Working Document (Excel file) has to be sent, by e-mail, to the following address:
QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (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 questions or may request that Offerors do so, so that the proprietary nature of the question 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.

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 the province of Quebec.

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.

5. Product Compliance

No substitute/equivalent (brand/format) will be accepted for all items marked MANDATORY and/or NO SUBSTITUTE. If a product has been delisted or if its format has been modified, a notification from the manufacturer will have to be sent with the Offer.

PART 3 - OFFER PREPARATION INSTRUCTIONS

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 email)

Section II: Certifications (one (1) 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>

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/or containing minimum 30% recycled content; and

-
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Working Document - List of products.

The total amount of applicable taxes is to be shown separately, if applicable.

It is requested that Offerors send one (1) hard copy by mail or facsimile and one (1) soft copy, Excel file, by e-mail at the following address:

QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca.

Annex B - Working Document (Attached)

This document includes the Schedule of Tender Closing Dates as well as Closing Pages and List of products for each period.

The Schedule of Tender Closing Dates specifies the Closing Dates for each period. It is important to use the appropriate Closing page, matching the period for which the offer applies.

The Offerors will complete the List of products using the Excel file and make sure that it has been properly filled out and contains all required information.

That list, once printed, will be sent, by facsimile or mail, with the other required documents, before being transmitted to the above mentioned e-mail address.

The Offerors will make sure to return any pages that require information and/or signatures, as well as any other requested documents. These pages shall accompany every offer.

Electronic Payment of invoices

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E - Electronic Payment Instruments, to identify which ones are accepted.

If Annex E - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Financial Evaluation

Offers will be evaluated on the **“unit” price**, normalized as needed, of all items.

1.1.1 Evaluation of Price

1. The price of the offer will be evaluated as follows:
 - a. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.
3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that Offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
4. For the purpose of the RFSO, Offerors with an address in Canada are considered Canadian-based Offerors, and Offerors with an address outside of Canada are considered foreign-based Offerors.
 - 4.1 Standard Acquisition Clauses and Conditions Clauses C3011T (2013-11-06) – Exchange Rate Fluctuation

2. Basis of Selection

2.1 Basis of Selection - Multiple Items

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an **item by item basis** will be recommended for issuance of a standing offer.

Respect of the client's acceptable brands and formats will be taken into consideration in the evaluation.

Please note that PWGSC reserves the right to issue up to three (3) Standing Offers per region and per period, if it better serves Canada's interest.

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.

1.1 Certifications Required with the Offer

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

1.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

1.2 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.

1.2.1 Integrity Provisions – Required Documentation (Annex D)

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

1.2.2 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) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with Annex "A"- Requirement, Annex "B"- List of products and Annex C – Delivery Addresses.

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

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 issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offer Reporting - MANDATORY

The Offeror must compile and maintain records on its provision of goods 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 for every **6-month period**, reports on use of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports must be submitted on the appropriate document, which will be provided to the Offeror by the Standing Offer Authority, and forwarded no later than fifteen (15) days after the designated reporting period.

Reports have to be sent to the following address:

QueAlimentationRapportsMtl.QueFoodSupplyReportsMtl@tpsgc-pwgsc.gc.ca

Instructions for Submitting Data on Standing Offer usage:

Please make sure the report contains the following information:

- The Standing Offer number for which the data are submitted;
- The period for which the data have been accumulated (start date to end date);
- The total amount spent to date, by government department;
- The number of each item delivered for the period;
- The address and/or postal code of the delivery point.

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____ inclusive. (*fill in end date of the period*).

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Bruno André Pomet
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
800, rue de la Gauchetière Ouest, Local 7300
Montréal, Québec H5A 1L6

Telephone: (514) 496-3802
Facsimile: (514) 496-3822
E-mail address: brunoandre.pomet@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.

5.2 Offeror Contacts

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. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the province of Quebec.

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".

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40 000.00** (including applicable taxes).

9. Financial Limitation: N/A

10. Priority of Documents

If there is a discrepancy between the wordings 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 2010A (2016-04-04), General Conditions - Goods (Medium Complexity)
- (e) Annex "A" - Requirement;
- (f) Annex "B" - (Working Document) – List of Products (Attached);
- (g) the Offeror's offer dated _____.

11. Certifications and Additional Information

11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

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.

1. Requirement

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

2. Standard Clauses and Conditions

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 at point of sale.

2.2 Price Adjustment - Milk

The prices detailed in the Standing Offer are subject to adjustment to reflect the actual minimum wholesale prices for milk established by the provincial milk marketing board or agency. A copy of the Contractor's notification of price adjustment from the provincial milk marketing board or agency must be provided to the Contracting Authority.

The Standing Offer will be amended to reflect the actual price of the adjustment at time of delivery. The Contractor must not invoice at prices other than those specified in the Standing Offer.

3. Term of Contract

3.1 Delivery Date

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

3.2 Delivery of Fresh Chilled or Frozen Products

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.

3.3 Liability for defective products:

If broken or damaged goods are received from a contractor, their replacement to Canada will be at the contractor's own expense and shall be delivered no later than with the next shipment of goods.

If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in PWGSC General Terms and Conditions may be initiated by Canada.

Payment

4.1 Basis of Payment

For the mentioned period of the Standing Offer, you will be paid on the basis of firm unit prices, as listed in Annex B - List of products.

4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b) all such documents have been verified by Canada;

c) the Work delivered has been accepted by Canada.

4.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

4.4 SACC Manual Clauses

C2000C (2007/11/30), Taxes – Foreign-based contractors

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.

6. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No specific requirement

7. SACC Manual Clauses

A9006C (2012-07-16), Defence Contract
A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods

ANNEX A

REQUIREMENT

1. **Description:**

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, of Milk Products / Cheese / Eggs.

Please note that any offeror may submit a bid depending on the region it is able to service (delivery). Prices quoted for identical or similar items may vary between regions established by tabs in Annex B (Working Document – List of Products)

Please refer to Annex C (Delivery Addresses) for a list of the delivery points in each region included in the Standing Offer.

The offerors must be able to deliver the goods being offered to ALL SHIPPING ADDRESSES in the region.

2. **Identified User:**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the province of Quebec.

3. **Period of Standing Proposal:**

From the date of issuance to May 31, 2017 - divided into two (2) periods of six (6) months.

NOTE:

- Offers must be submitted for each period as per the pre-determined Closing Schedule (see Annex B – Working Document).
- Up to three (3) Standing Offers may be issued for each region per period.
- In the event that three (3) Standing Offers are not enough to fulfill all of the items, Canada reserves the right to issue more than three (3) Standing Offers per region and per period.

4. **DELAY:**

Delivery will take place no later than forty-eight (48) hours from receipt of an order.

At all times during the period of the Standing Offer, when “Urgent” requests are made, the Offeror (s) will commit to supplying the goods within twenty-four (24) hours following receipt of an order.

5. SECURITY – Applies only to the institutions of Correctional Service Canada

Please note that there might be a delay entering and exiting the institutions.

The client may require that a security investigation be made on the supplier's delivery staff.

Furthermore, the supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be searched when entering and exiting the institutions.

6. Quantities:

The estimated quantities for each of the required items can be found in Annex B - Working Document - List of products.

7. Approximate Scope of the Standing Proposal:

The approximate scope of the Standing Proposal is \$ 1 796 989.00 for the period **from the date of issuance to May 31, 2017** inclusive.

8. Trade Agreements:

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation
E6MON-16PQLA
Client Ref. No. - N° de réf. du client
MTR-6-39018

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-6-39018

Buyer ID - Id de l'acheteur
mtr501
CCC No./N° CCC - FMS No./N° VME

ANNEX B

WORKING DOCUMENT - List of Products (Enclosed)

ANNEX C

REGIONS – DELIVERY ADDRESSES

BAGOTVILLE:

1- 3 Wing Bagotville

Bldg. 87, Windsor street
Alouette, QC G0V 1A0

***Delivery hours and details:**

From Monday to Friday, between 7:30 AM and 11:30 AM and between 1:00 PM and 1:30 PM

2- 3 Wing Bagotville

Bldg. 55, Churchill street
Alouette, QC G0V 1A0

***Delivery hours and details:**

From Monday to Friday, between 7:30 AM and 11:30 AM and between 1:00 PM and 1:30 PM
Only in June, July and August.

QUEBEC REGION:

1- Fisheries and Oceans Canada

Canadian Coast Guard Ships Central and Arctic Region
Port of Quebec (St. Charles River and Cap Diamant) AND
101 Champlain boulevard (Queen's Wharf)

***The peak periods are:**

June and the first two (2) weeks of July; and November and the first two (2) weeks of December

2- Department of National Defence – Valcartier Garrison

Valcartier Support Base
Food Services
Building 505
P.O. Box 1000, Succ Forces
Courcellette, Qc, G0A 4Z0

***Delivery hours and details:** From 7:00 AM to 11:00 AM

Valcartier Support Base
Ration Depot

Building 188, Door J
P.O. Box 1000, Succ Forces
Courcelette, Qc, G0A 4ZO

***Delivery hours and details:** From 7:30 AM to 3:00 PM

Valcartier Support Base
Cadets Kitchen
Building CC119
P.O. Box 1000, Succ Forces
Courcelette, Qc, G0A 4ZO

***Delivery hours and details:** From 7:00 AM to 11:00 AM

Valcartier Support Base
Vimy Camp Kitchen
Building CM-3
P.O. Box 1000, Succ Forces
Courcelette, Qc, G0A 4ZO

***Delivery hours and details:** From 7:00 AM to 11:00 AM

Quebec Citadel
Kitchen C-14 and C-18
1, Côte de la Citadelle
Québec, Qc, G1R 3R2

***Delivery hours and details:** From 7:00 AM to 11:00 AM. From June to Labour Day, no deliveries can be accepted between 9:30 AM and 11:00 AM.

St-Malo Armoury
Kitchen
1020, Vincent-Massey Street
Québec, Qc, G1N 1M8

***Delivery hours and details:** From 7:30 AM to 11:00AM

Naval Reserve Headquarters
Pointe-à-Carcy Kitchen
144, Dalhousie Street
Québec, Qc, G1K 4C1

***Delivery hours and details:** From 7:30 AM to 11:00AM

3- Correctional Service Canada

Donnacona Institution

1537, route 138
Donnacona (Québec)
G3M 1C9

***Delivery hours and details:**

Monday to Friday, from 8:00 AM to 10:45 AM and from 1:00 PM to 2:45 PM

MONTREAL REGION:

1 – Department of National Defence - SAINT-JEAN-SUR-RICHELIEU / FARNHAM/ SAINT-HUBERT Garrisons

Locations: The services in reference of the SO must be delivered in the following National Defence kitchens located at the following addresses.

- St-Jean Garrison (Grand-Bernier Road South, St-Jean-sur-Richelieu (Quebec), Building General Jean-Victor-Allard « Méga ») J0J 1R0,

***Delivery hours and details:** Monday to Friday from 7:30 AM to 11:30 AM

NOTE: Delivery on pallets measuring 48” long, 40” wide and 48” high. Products will be placed in an appropriate and safe manner. **NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED**

- Centre d'Entraînement de l'Estrie à Farnham (1111 Principale West, Farnham (Quebec), Building 10) J2N 2X9,

***Delivery hours and details:** Monday to Friday from 7:30 AM to 11:30 AM

NOTE: **NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED**

- St-Hubert Garrison 51e Battalion de service du Canada, Pavillion 2, Longue Pointe street, Door 117.

***Delivery hours and details:** Monday to Friday from 7:30 AM to 11:30 AM

NOTE: An additional delivery period is possible when exercises are underway.

2 – Correctional Services Canada

CSC DELIVERY – (Various institutions)	
Delivery addresses	Delivery times & special instructions
Federal Training Centre – Site 600 600, Montée St-François Laval (Québec) H7C 1S5	<u>Food services</u> Monday to Friday From 8:00 to 11:15 am and from 12:30 to 3:00 <u>Canteen</u> Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm
Federal Training Centre – Site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Thursday (preferably Tuesday and Thursday), from 8:00 to 11:00 am (Gate temporarily closed on Friday) <u>N.B.</u> Maximum height of delivery vehicle at the Federal Training Centre is thirteen (13) feet.
Archambault Institution – Med. 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and from 12:30 to 3:30 pm
Archambault Institution – Min. 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and from 12:30 to 3:30 pm
Regional Reception Centre 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm
Joliette Institution 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm
Cowansville Institution	<u>Food services</u>

400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Thursday From 8:00 to 11:00 am and from 1:00 to 3:00 pm <u>Canteen</u> Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm <u>N.B.</u> All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is five (5) feet.
Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday From 8:45 to 11:00 am and from 1:00 to 3:30 pm
CCC Martineau 10345, boul. St-Laurent Montréal, Qc H3L 1P1	Monday to Friday From 8:00 am to 4:30 pm
Regional food production center (RFPC) – Building A-43 244, Montée Gagnon Ste-Anne des Plaines (Québec) J0N 1H0	Monday to Friday From 7:00 to 11:30 am and From 1:00 to 2:30 pm

Solicitation No. - N° de l'invitation
E6MON-16PQLA
Client Ref. No. - N° de réf. du client
MTR-6-39018

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-6-39018

Buyer ID - Id de l'acheteur
mtr501
CCC No./N° CCC - FMS No./N° VME

ANNEX D

COMPLETE LIST OF BIDDER’S BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR’S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

ANNEXE E

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () 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)