

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Title - Sujet Fresh Prepared Box lunches	
Solicitation No. - N° de l'invitation W0142-17X010/A	Date 2016-07-08
Client Reference No. - N° de référence du client W0142-17X010	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-141-6494
File No. - N° de dossier CAL-6-39021 (141)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-26	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Major, Andrea	Buyer Id - Id de l'acheteur cal141
Telephone No. - N° de téléphone (403)612-6224 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Base Commander Canadian Forces Base Suffield Attention Cmтт, Bldg 322 Ralston, AB T0J2N0	
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	3
1.4 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
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.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	8
PART 6 – SECURITY REQUIREMENTS.....	9
6.1 SECURITY REQUIREMENTS	9
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	9
A. STANDING OFFER.....	9
7.1 OFFER.....	9
7.2 SECURITY REQUIREMENTS	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	10
7.4 TERM OF STANDING OFFER	10
7.5 AUTHORITIES	11
7.6 IDENTIFIED USERS.....	11
7.7 CALL-UP INSTRUMENT	11
7.8 LIMITATION OF CALL-UPS	11
7.9 PRIORITY OF DOCUMENTS	12
7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
7.11 SACC MANUAL CLAUSE	12
7.12 APPLICABLE LAWS.....	12
B. RESULTING CONTRACT CLAUSES.....	12
7.1 STATEMENT OF WORK.....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	12
7.3 TERM OF CONTRACT	13
7.4 PAYMENT	13
7.5 INVOICING INSTRUCTIONS	13

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

7.6	INSURANCE	14
7.7	SACC <i>MANUAL</i> CLAUSES	14
7.8	INSPECTION AND ACCEPTANCE	14
ANNEX "A"- STATEMENT OF WORK		15
ANNEX "B"- BASIS OF PAYMENT		19
ANNEX "C"- MINIMUM MANDATORY CRITERIA AND POINT-RATED CRITERIA		20
ANNEX "D"- STANDING OFFER USAGE REPORT		22
ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS		23
ELECTRONIC PAYMENT INSTRUMENTS		23
ANNEX "F"- SECURITY REQUIREMENTS CHECK LIST		24

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 and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, Certification and any other annexes

1.2 Summary

A Regional Individual Standing Offer for the supply and delivery of fresh prepared box lunches and fresh prepared individual sandwiches, as required, to the Department of National Defence (DND), Canadian Forces Base (CFB), Suffield, located in Ralston, Alberta. The various delivery locations, referred to herein as Areas of Responsibility, are all located within the Base, and are identified at Annex "A" - Requirement under Section 2.7 Food Deliveries, 2.7.1.

The Standing Offer will be in effect from 2017-01-01 to 2018-12-31.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 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](#) (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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates
[B4024T](#) (2006-08-15), No Substitute Products

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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information

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 Electronic Payment of Invoices - Offer

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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

1.1 Sample of Boxed Lunches

Potential offerors must provide minimum of three (3) sample box meals consisting of one (1) breakfast; one (1) lunch; and one (1) vegetarian meal. Menus must be in accordance with Appendix I to Annex "A". The samples provided for evaluation are a representative of the meals which will be provided the entire standing offer (SO) period.

A sample of your boxed meals must to be provided to:

Department of National Defence,
Attn: B. Trommeshauser.
Canadian Forces Base Suffield, Bldg 370
Ralston, AB.
T0J 2N0

This is to be provided on the day of bid closing for the Request for Standing Offer.

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

- a) Ability to perform the full scope of work described in Annex "A"- Statement of Work.

4.1.1.1 Mandatory Technical Criteria

- a) The sample boxed lunches submitted will be evaluated on a mandatory and point rated criteria listed at Annex "C," Minimum Mandatory and Point-Rated Criteria.

4.1.2 Financial Evaluation

The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

Items listed at Annex "B" will be evaluated by multiplying the estimated usage indicated by the quoted price offered. The subtotals of all line items will be added together, to arrive at a total evaluated offer price.

Price schedule- a rate must be submitted for each item.

4.1.2.1 Evaluation of Price- Offer

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 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.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offers, 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 good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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 – Required Documentation

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.

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

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE #: W0142-17X010

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.

4. The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex "F";
- b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 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 fifteen (15) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 2017-01-01 to 2018-12-31

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
call141
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Andrea Major, Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Directorate: Western
1650, 635 8th Avenue SW
Calgary, AB T2P 3M3

Telephone: 403-612-6224
Facsimile: 403-292-5786
E-mail address: andrea.major@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.

7.5.2 Technical Authority

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

The Technical 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.

7.5.3 Offeror's Representative

(to be filled in by the Offeror)

Name: _____
Title: _____
Organization: _____
Address: _____

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

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield, Ralston, Alberta.

7.7 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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

7.9 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 (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", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "D", Standing Offer Usage Report;
- h) Annex "F", Security Requirements Checklist;
- i) the Offeror's offer dated _____ .

7.10 Certifications and Additional Information

7.10.1 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.

7.11 SACC Manual Clause

M3060C (2008-05-12), Canadian Content Certification

7.12 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.

7.1 Statement of Work

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 (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

7.3.2 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

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 Monthly Payment

SACC Manual Clause H1008C (2008-05-12), Monthly Payment

7.4.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C2000C (2007-11-31), Taxes – Foreign-based Contractor

7.4.4 Electronic Payment of Invoices – Call-up (TBD)

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)

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

7.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.7 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[B7500C](#) (2006-06-16), Excess Goods

[D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen Products

[D0018C](#) (2007-11-30), Delivery and Unloading

7.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"- STATEMENT OF WORK

FOOD SUPPLY AND DELIVERY

TO CANADIAN FORCES BASE SUFFIELD AND AREAS OF RESPONSIBILITY STATEMENT OF REQUIREMENT

1.0 SCOPE

A Regional Individual Standing Offer for the supply and delivery of fresh prepared box lunches and fresh prepared individual sandwiches, as required, to the Department of National Defence (DND), Canadian Forces Base (CFB), Suffield, located in Ralston, Alberta. The various delivery locations, referred to herein as Areas of Responsibility, are all located within the Base, and are identified below.

In the case where the Offeror is not the sandwich manufacturer, the Offeror must advise the Standing Offer Authority at Public Works and Government Services Canada (PWGSC) the name of the company which will be providing the sandwiches for the box lunches as this company must be certified, and security cleared, as indicated herein, throughout the period of the Standing Offer.

2.0 REQUIREMENT

2.1 Food List

2.1.1 All items listed at Appendix I, Food List, must be available for regular purchase. At all times, the Contractor must ensure that 90% off all the food items listed at Annex "B" Basis of Payment, are available for regular purchase.

2.1.2 **All box lunches must be exactly as specified in each menu.** The weight, dimension and quantity of the all products must be in accordance with the enclosed menu. Menu choices to be submitted in the attached example menu format Appendix I. Require list of options of three (3) breakfast, eight (8) lunch / supper and three (3) vegetarian menus for a rotational cycle menu pattern. Menus must use a variety of sandwiches, desserts, fruits, salads and beverage choices, however some items maybe be duplicated throughout the cycle of the menus.

The In-Transit Meals – "Box Lunches" must be securely closed with packing tape and **MUST** be delivered in disposable **cardboard boxes ONLY** (25cm long, 18 cm wide, 9 cm high). **Samples can be provided by the Technical Authority.** (SEE PHOTO ATTACHED IN APPENDIX I).

2.1.3 **All Sandwiches stated within Appendix I must be provided as specified.** The weight, choice and quality of all products must be in accordance with this attachment.

For all sandwiches, the content and best before date **MUST** be indicated on all sandwiches

Fresh sandwiches shall be packaged in normal retail and commercial packaging, labelling and marking manners which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

2.1.4 The Contractor can accept or decline call-up items which are not listed at Annex "B"- Basis of Payment. Non-listed items will be priced in accordance with Annex "B", Basis of Payment.

2.2 Mandatory Requirements

- 2.2.1 The "Canadian Government Standards Boards specifications" will be used as reference for quality control. All food items must be in accordance with -CF Food Quality Specifications FQS-34 Bread Cereal and Baked Products (made available to Offeror upon request), and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.
- 2.2.2 Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.
- 2.2.3 All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.
- 2.2.4 All facilities entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified.
- 2.2.5 DND reserves the right to inspect the Contractor's facility during the contract for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

2.3 Quality Assurance

- 2.3.1 All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

All fresh items must arrive in good order with a best before date of a minimum of 72 Hours to expiry at time of delivery.

The menu number & title, the enclosed entrée(s) name and the lunches' expiry date must be included on the label and placed on TOP of each box

All Products must comply with the following:

1. Every food products included in the containers, except the fresh fruit, must be sealed individually under vacuum sealed.
 2. Bread, buns, and tortilla must have a 'light' spread of regular margarine. Salad filling sandwiches require a light spread of margarine as indicated in each menu.
 3. All granola bars, cereal bars, desserts, cookies, cheese sticks, Vegetables, salads and other individual meal items must be individually wrapped
 4. Types of cheese must be provided as indicated in each menu. Entrees requiring cheese slice(s); the cheese slice **MUST be in full form and not cut into pieces**. Note: Cheese spreads are NOT acceptable.
 5. Juice beverages must be PURE 100% juice not juice drink
 6. The vegetables/salads must always be fresh and best before/expiry date must be visible.
- 2.3.2 Final inspection and acceptance of the food product will rest solely with the Technical Authority or his or her representatives at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Technical Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

2.4 Availability and Substitutions

2.4.1 Potential shortfalls in providing the identified food items in a call-up shall be immediately brought to the attention of the Technical Authority and Call-up Authority.

2.4.2 **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 24 hours' notice** including Saturdays, Sundays & Statutory Holidays. DND will be prepared to accept delivery 24 hours per day for an emergency delivery.

2.4.3 Substitutions will not be accepted without the prior approval of Technical Authority and Call-up Authority, who is the only approving authority for substitutions and call-up amendments.

2.4.4 Any additional cost incurred to substitute a food item rests fully at the Contractor's expense. Substitute food items will be invoiced at the same price as the item it is substituting, as per Annex "B", Basis of Payment.

2.5 Rejects and Shortfalls

2.5.1 The Contractor agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Contractor's expense.

2.6 Call-up and Order Confirmation

2.6.1 When groceries are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the Contractor. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays.

2.6.2 The Contractor must respond within 4 hours of receipt of a Purchase Order and/or Call-up Against a Standing Offer to confirm receipt, via return fax.

2.6.3 DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

2.7 Food Deliveries

2.7.1 Food deliveries are to be made directly within the geographies of the Canadian Forces Base Suffield areas of responsibilities identified herein. The delivery locations will be identified on each individual call-up.

2.7.1.1 The following delivery locations will be included in the areas of responsibility:

- Ration Commissary- CFB Suffield, Ralston Alberta, Building 207
- Combined Mess- CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen- CFB Suffield, Ralston Alberta, Building 241

2.7.2 Deliveries must be made between the hours of 0730 hr and 1200 hrs, including weekends and statutory holidays.

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

2.7.3 The Technical Authority or his or her representative will meet the Contractor to receive the food order at the delivery locations identified on the individual call-up.

2.8 Type of Transport

2.8.1 The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must 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.

2.8.2 The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of CFIA.

2.8.3 The vehicle shall be a dedicated transport.

Appendix I to Annex "A": 8 Day Cycle Packed Meal Menu

Requirements	Choice 1	Choice 2	Choice 3	Choice 4	Choice 5	Choice 6	Choice 7	Choice 8	Serving Sizes and Mandatory Requirements
1 sandwich (Dry)	Roast Beef & Cheddar on White Bread	6" Pizza Sub on White Sub Bun	Ham & Cheese on White	8" Supersub	Roast Beef & Mustard on White Bread	Salami, Ham & Cheese on 6" Sub Bun	Sliced Turkey & Swiss on White Bread	8" meatball sub	
1 sandwich (Wet)	Egg Salad on Brown Bread	Chicken Salad on Brown Bread	Tuna Salad on Brown Bread		Egg Salad on Brown Bread	Chicken Salad on White Bread	Tuna Salad on Brown Bread		
1 piece fresh fruit	1 apple	1 orange	1 pear	ind. fruit salad	1 apple	1 orange	1 pear	ind. fruit salad	
2 indiv fruit juice	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	2 Juice Boxes	200 ml x 2
1 portion of vegetables	baby carrots	celery sticks	cherry/grape tomatoes	whole mini fresh cucumbers	baby carrots	celery sticks	cherry/grape tomatoes	whole mini fresh cucumbers	2 oz (56.6g) min
1 indiv pudding/cookie	1 ind. chocolate pudding	chocolate chip cookie	1 ind. vanilla pudding	Oreo Cookie	1 ind. chocolate pudding	chocolate chip cookie	1 ind. vanilla pudding	Oreo Cookie	cookie: approx size 5cm x 5 cm
1 snack item	Cheese & Crackers	ind. Crispers	peanut butter and crackers	ind. Bits and Bites	Cheese & Crackers	ind. Crispers	peanut butter and crackers	ind. Bits and Bites	approx 35 gr
1 Condiment	ind. mustard	ind. mayonnaise	ind. mustard	ind. mayonnaise	ind. mustard	ind. mayonnaise	ind. mustard	ind. mayonnaise	Low fat mayonnaise or Miracle Whip, Must be Kraft or Hellman's - no substitutes
1 Condiment	Caesar Dressing	Ranch dressing	Blue cheese dressing	1000 Island dressing	Caesar Dressing	Ranch dressing	Blue cheese dressing	1000 Island dressing	individual dressings
1 KFS Packet	1 Packet	1 Packet	1 Packet	1 Packet	1 Packet	1 Packet	1 Packet	1 Packet	Individual packet of disposable utensils which must include: one knife, fork, spoon, napkin, salt & pepper. These items must all be inside the sealed packet to ensure sanitation.

3 Day Cycle Vegetarian Packed Meal Menu

Requirements	Choice 1	Choice 2	Choice 3	Serving Sizes and Mandatory Requirements
1 sandwich (Dry)	Mini veggie platter & dip	2 Boiled Eggs	Mini asst cheese & cracker plate	
1 sandwich (Wet)	Egg Salad Sandwich on Brown Bread	Soy Chicken Breast Salad on Brown Bread	Egg Salad Sandwich on Brown Bread	
1 fresh fruit choice	1 apple	1 orange	1 pear	
2 indiv fruit juice/water	2 Juice boxes	2 Juice boxes	2 Juice boxes	200 ml x 2
1 portion of vegetables	Carrot Sticks	cherry/grape tomatoes	Celery Sticks	
1 snack item	Cheese and crackers	ind. Crispers	peanut butter and crackers	
1 indiv pudding/cookie	Chocolate chip cookie	1 ind. Pudding	Oreo cookie	

1 Condiment	Mustard sachet	Mustard sachet	Mustard sachet	
1 Condiment	Caesar dressing	Caesar dressing	Caesar dressing	
1 KFS Packet	1 packet	1 packet	1 packet	Individual packet of disposable utensils which must include: one knife, fork, spoon, napkin, salt & pepper. These items must all be inside the sealed packet to ensure sanitation.
3 Day Cycle Breakfast Pack Menu				
Requirements	Choice 1	Choice 2	Choice 3	Serving Sizes and Mandatory Requirements
1 Main Protein Choice	2 slices of wrapped white bread with 2 peanut butter portions	1 ham & cheese crossaints	1 plain bagel with 2 cream cheese portions	
1 Additional main	2 whole hard boiled eggs	2 whole hard boiled eggs	2 whole hard boiled eggs	
Cereal	Cereal pot (with milk incorporated)	Cereal pot (with milk incorporated)	Cereal pot (with milk incorporated)	
1 Piece Fresh Fruit	1 apple	1 orange	1 pear	
1 Packaged Fruit Product	1 portion	1 portion	1 portion	
1 Yoghurt	1 strawberry yoghurt	1 blueberry yoghurt	1 raspberry yoghurt	
1 Muffin	1 packaged muffin	1 packaged muffin	1 packaged muffin	
1 indiv Chocolate Milk	1 carton	1 carton	1 carton	
1 indiv Fruit Juice	1 juice box	1 juice box	1 juice box	200 ml
Indv Preserve	2 strawberry jam portions		2 indiv jam portions	
Condiments	1 ketchup & 1 HP sauce sachet	1 ketchup & 1 HP sauce sachet	1 ketchup & 1 HP sauce sachet	
1 KFS packet	1 packet	1 packet	1 packet	Individual packet of disposable utensils which must include: one knife, fork, spoon, napkin, salt & pepper. These items must all be inside the sealed packet to ensure sanitation.

LUNCH BOX

Paperboard box, folding cracker self-locking tuck-top style, flat assembly, printed (bilingual) "CANADIAN FORCES LUNCH BOX" "BOITE DE REPAS - FORCES CANADIENNES", (NOTE: paragraph 3.1 of reference - "wood chip" material in lieu of the specified "folding screening board" is acceptable).

Reference: D-85-001-130/SF-001

Item	NSN	Length	Width	Depth
167	8115-21-841-9984	9.63	7.25	3.56

Min Order : 100



Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"- BASIS OF PAYMENT

- Rates quoted must include ALL relative costs associated with providing the service in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Standing Offer.
- GST is not to be included in the firm unit prices but will be added to any invoice issued against the Standing Offer.
- Estimated usages are for evaluation purposes only and will not form any part of the resulting standing offer; actual usage may vary from amounts shown.
- The Unit of Issue will be multiplied by the Estimated Annual Usage by the Unit Price to form the Extended Price
- Offerors must provide a price for each line item to be considered responsive.
- Estimated usage based on primary consumption of 90% during period April 1-October 31 training time frame and 10% for remaining time frame.

Item no.	Description	Requested format	Estimated annual usage in boxes				Unit price per box Year 1	Unit price per box Year 2	Extended total (Year 1 + Year 2)
				Product code	Unit of measure				
BOX LUNCHES									
1	BOXED BREAKFAST (3 day Breakfast cylce)	1 meal per box	3000		box		\$	\$	\$
2	BOXED LUNCH/SUPPER (8 day cycle)	1 meal per box	25000		box		\$	\$	\$
3	BOXED LUNCH/SUPPER VEGETARIAN (3 day cycle)	1 meal per box	2000		box		\$	\$	\$
Item no.	Description	Requested format	Estimated annual usage in cases				Unit price per case Year 1	Unit price per case Year 2	Extended total (Year 1 + Year 2)
				Product code	Offered format	Unit of measure			
SANDWICHES									
4	Sandwich Wedge (Tuna Salad & lettuce) White bread (Standard Sandwich Slice) Tuna - 90 grams Low Fat Mayonnaise - 10 grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
5	Sandwich Wedge (Cheddar Cheese & Shaved Ham & lettuce) Whole wheat bread (Standard Sandwich Slice) Old Fashion Ham - 100 Grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
6	Sandwich Wedge (Egg Salad & lettuce) White bread (Standard Sandwich Slice) Grated Cooked Egg - 75 grams Low Fat Mayonnaise - 10 grams condiments (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
7	Sandwich Wedge (lettuce, Shaved Black Forest Ham and Swiss) Kaiser Black Forest Ham - 100 Grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
8	Sandwich Wedge (Shaved Roast Beef & & lettuce) White bread (Standard Sandwich Slice) Deli Roast Beef - 100 Grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
9	Sandwich Wedge (Chicken Salad & diced celery & lettuce) White bread (Standard Sandwich Slice) Cooked Diced Chicken - 100 Grams Low Fat Mayonnaise - 10 grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
10	Sandwich Wedge (Shaved Turkey & lettuce & cranberry sauce) Whole wheat (Standard Sandwich Slice) Deli Turkey - 100 Grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
11	Sandwich Wedge (Lettuce & Shaved Roast Beef & Mustard) Brown Bread (Standard Sandwich Slice) Shaved Deli Roast Beef - 100 grams (melted butter no clumps & English Mustard)	10 per case	250		____/case	case	\$	\$	\$
12	Sandwich Wedge (Shaved Pastrami & Swiss Cheese & lettuce) Rye bread (Standard Sandwich Slice) Shaved Deli Pastrami - 100 Grams (melted butter no clumps and English mustard)	10 per case	250		____/case	case	\$	\$	\$
13	Sub Sandwich (Pizza) 6" (Standard Sub Bun) Pepperoni - 60 Grams Salami – 60 Grams Pizza sauce, Slice Mozza (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
14	Sub Sandwich (Cold Cut Combo shaved lettuce with slice cheddar) 6" (Standard Sub Bun) Shaved Old Fashion Ham - 40 Grams Salami – 40 Grams Shaved Turkey – 40 Grams (melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$
15	Sandwich (Shaved smoked chicken breast & sliced lettuce) Tortillia wrap whole wheat Shaved smoked chicken-100 grams(melted butter no clumps)	10 per case	250		____/case	case	\$	\$	\$

16	MISCELLANEOUS ITEMS: The supplier offers to sell any available products other than those listed here at prices matching those of their general, seasonal and sideline catalogue and / or the price list less a discount of _____ %	\$5,000.00/ year		\$ _____
17	Additional cost, (where applicable) when less than 24 hours notice provided to order or where change is made in less than 24 hours notice. \$ _____ /incidence	5 times/year		\$ _____
18	Additional cost, (where applicable), for weekend or Statutory holiday orders \$ _____ /incidence	5 times/year		\$ _____
Total Estimated Offer Prices (Year 1 + Year 2)				\$ _____

ANNEX "C"- MINIMUM MANDATORY CRITERIA AND POINT-RATED CRITERIA

Offerors must provide minimum of three (3) sample box meals consisting of one (1) breakfast one (1) Lunch and one (1) vegetarian meal, menus in accordance with Annex "A" Statement of Work and Appendix I. The samples provided for evaluation are a representative of the meals which will be provided the entire standing offer (SO) period. Only those offerors meeting ALL the mandatories above (1-14) will be considered responsive.

ALL SAMPLES MUST MEET OR EXCEED THE FOLLOWING CRITERIA:

		Box 1	Box 2	Box 3
1	For all box meals; the remaining shelf life for ALL items enclosed must be of at least a minimum of 7 days upon delivery at CFB Suffield, guaranteed by microbiological control, to cover the period for which the meals were ordered (This will be validated by the expiry date compared to date received)			
2	For all sandwiches, the content and best before date MUST be indicated on all sandwiches in both official languages of Canada: English and French			
3	The menu number & title, the enclosed entrée(s) name and the lunches' expiry date must be included on the label and placed on top of each box in English and French.			
4	Every food product included in the containers, except the fresh fruit, must be sealed individually under vacuum seal.			
5	All sandwich breads, buns require a light coating of margarine.			
6	All granola bars, cereal bars, desserts, cookies, cheese sticks, Vegetables, salads and other individual meal items must be individually wrapped.			
7	The In-Transit Meals - "Box Lunches" must be securely closed with packing tape and must be delivered in disposable cardboard boxes ONLY (25cm long, 18 cm wide, 9 cm high)			
8	All boxes must indicate, in both official languages of Canada, English and French, the following information: Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues./ Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix.			
9	Juice beverages must be PURE 100% juice not juice drink.			
10	Types of cheese must be provided as indicated in each menu. Entrees requiring cheese slice(s); the cheese slice MUST be in full form and not cut into pieces. Note: Cheese spreads are not acceptable			
11	All wraps MUST be folded at both ends and the wrap MUST be cut in half.			
12	The meat in all subs must be layered and well displayed so the meat is visible without opening the sub bun (not applicable to vegetarian items).			

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

Offerors must obtain a minimum pass mark of 6/10 for both items 13 and 14 to pass the mandatory requirements. Scoring will be completed by the Evaluation Team. Do not insert any points with your Offer.

		Points	Pass Mark	Score
13	Taste	1-3 Pts: Inedible/unflavourful 4-5 Pts: Average 6-7 Pts: Very Good 8-10 Pts: Excellent taste/ Fresh	6/10	
14	Appearance	1-4 Pts: Not appealing/ unorganized/flimsy container 5-7 Pts: Average 8-10 Pts: Layout very well structured/Easy access/ sturdy container.	6/10	

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"- STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada – Calgary, Acquisitions Branch

Facsimile: 403-292-5786

Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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.

Reporting Period: _____

Item	Call-up / Contract No. Description	Value of the Call-up / Contract	GST
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
(A) Total dollar value call-ups for this reporting period (including GST):			\$ _____
(B) Accumulated call-ups total to date (including GST):			\$ _____
(A+B) Total accumulated call-ups:			\$ _____

NIL REPORT: We have not done any business with Canada for this period [].

Prepared by:

Name:

Telephone:

Signature:

Date:

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

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)

Solicitation No. - N° de l'invitation
W0142-17X010/A
Client Ref. No. - N° de réf. du client
W0142-17X010

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39021

Buyer ID - Id de l'acheteur
cal141
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"- SECURITY REQUIREMENTS CHECK LIST

(as attached)

RECEIVED

MAR 24 2016



Gouvernement
du Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W0142-17X010

Security Classification / Classification de sécurité

Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction G4 Foods Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Food Services support, contractor will deliver food commodities (prepared box lunches) throughout the week and are requested to be available everyday of the week. This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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PART A - INFORMATION REQUIRED FROM SUPPLIER

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL SUPPLIER / PARTIE C - PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

☐ No ☐ Yes
Non Oui

PART D - SAFEGUARD SUPPLIER / PARTIE E - MESURES DE PROTECTION FOURNISSEUR

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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PART 2 / PARTIE 2: SUMMARY / Résumé

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÉS SECRET	A	B	C	CONFIDENTIEL		TRÉS SECRET
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☐ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☐ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).