

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Fruits & Vegetables	
<b>Solicitation No. - N° de l'invitation</b> W0114-16V110/A	<b>Date</b> 2016-09-08
<b>Client Reference No. - N° de référence du client</b> W0114-16V110	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-008-7170
<b>File No. - N° de dossier</b> TOR-6-39061 (008)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-10-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brooks, Julie A.	<b>Buyer Id - Id de l'acheteur</b> tor008
<b>Telephone No. - N° de téléphone</b> (905)615-2463 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Kingston Bldg V831, Routledge Hall B52 Sgt/WO Mess C1 Officers Mess/Fort Frontenac RMC/CFJHQ Kingston Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b>	
<b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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W0114-16V110

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39061

Buyer ID - Id de l'acheteur  
tor008  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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 and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, and the standing offer reports form.

### **1.2 Summary**

Rations and Quarters Support Services (R&QSS) Kingston requires the supply and delivery of fruits and vegetables on as and when required basis, as specified in Annex B, to various sites on the Kingston Canadian Forces Base.

The period of the standing offer is from November 1<sup>st</sup>, 2016 to January 31<sup>st</sup>, 2017.

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

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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



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## **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 (2 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 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.



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

The Offeror must submit with its offer pricing in accordance with Annex B – Basis of Payment, in Canadian funds.

Pricing must be provided for all line items in Annex B, Basis of Payment.

The evaluated price will be the sum of the extended prices A, B, C, D, E, and F.

##### **4.1.1.2 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 to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



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## 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.

### 5.2 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](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.



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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Periodic Usage Reports - Standing Offer

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 monthly basis to the Standing Offer Authority

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from November 1<sup>st</sup>, 2016 to January 31<sup>st</sup>, 2017 inclusive.

##### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

#### 6.5 Authorities

##### 6.5.1 Standing Offer Authority



Solicitation No. - N° de l'invitation  
W0114-16V110/A  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39061

Buyer ID - Id de l'acheteur  
tor008  
CCC No./N° CCC - FMS No./N° VME

The Standing Offer Authority is:

Name: Julie Adler Brooks  
Title: Supply Officer Trainee  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 480C-33 City Center Drive, Mississauga ON L5B 2N5

Telephone: 905-615-2463  
Facsimile: 905-615-2060  
E-mail address: [Julie.adlerbrooks@pwgsc-tpsgc.gc.ca](mailto:Julie.adlerbrooks@pwgsc-tpsgc.gc.ca)

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

#### 6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: R&QSS Procurement Section, Kingston.

#### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form Unitrak Purchase Order.

#### 6.8 Limitation of Call-ups

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

#### 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.



The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

#### **6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*Will be inserted at Standing Offer award*).

#### **6.11 Certifications and Additional Information**

##### **6.11.1 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.

#### **6.12 Applicable Laws**

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

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

#### **6.2.1 General Conditions**

2010A (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of award for a period of 2 months.

#### **6.3.2 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 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 for a cost of \$\_\_\_\_\_ (to be inserted at contract award). 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.

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

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

#### **6.4.3 Single Payment**

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

### **6.5 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.

The following must be followed when submitting invoices:



- a. The invoices must be in sequence with the table in Annex B- Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total.
  - b. The invoice must identify the call-up number.
  - c. The invoice must identify the consignee address where the goods were delivered.
  - d. Each call-up and consignee point must be invoiced separately
2. 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.6 Insurance**

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

## **6.7 SACC Manual Clauses**

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods.

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations.



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## **ANNEX A**

### **REQUIREMENT**

#### **1. Requirement**

The supply and delivery of fish and seafood products to the Department of National Defence Kingston on an as and when required basis.

All products supplied must be in accordance with the latest issue of the relevant Canadian General Standards and all relevant Acts and Regulations.

All goods supplied must be in accordance with DND Food Quality Specifications located in the Buy and Sell (<https://buyandsell.gc.ca>).

Fresh Fruits –E6TOR-13RM20/A

Fresh Vegetables – E6TOR-13RM21/A

#### **2. Item Sizes**

No deviation from sizes will be acceptable unless the stated size is no longer available in the industry. The Supplier must notify the technical authority and the contracting authority and obtain their written acceptance of replacement size.

#### **3. Back Orders**

No back orders will be accepted unless arranged in advance with the technical authority.

#### **4. Final Inspection & Product Acceptance/Rejection**

Inspection and acceptance will rest with the Site Authority at the delivery destination. All products supplied must be free of signs of deterioration, spoilage, filth or damage by rodents or insects.

The Site Authority may reject product at the time of delivery and any product(s) must be removed immediately by the Supplier.

Rejected items discovered after delivery must be picked-up within 1 working day of notification of the rejection.

Rejected product(s) must be replaced within 1 working day of notification.

#### **5. Preparation for Delivery**

The surface of all boxes/carton must be clearly marked to show the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package.

All boxes/cartons must be clearly labelled with the Supplier's name and address.

The Supplier must supply delivery slips for each delivery.

#### **6. Pallets**

All goods must be delivered on registered range or blue pallets only.



The Supplier must implement a tracking system to ensure that the number of outgoing pallets does not exceed the number of pallets delivered by their company.

This register must be verified by the Site Authority.

The Supplier must maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record must be provided to the Site Authority.

Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within thirty (30) days after the last delivery date of the disputed month.

## **7. Delivery**

Deliveries must be made within 24 hours from receipt of a call-up request.

Suppliers must notify receipt of each order within 4 hours of receipt.

Suppliers must notify ordering office of any shortages for orders placed within 4 hours of receipt of an order (no later than 1600hrs).

Delivery must be made during the period of 6:30 to 11:00 on each delivery day.

Deliveries must be made five days per week, Monday to Friday.

Emergency delivery on weekends due to operational requirements must be available with no changes to pricing. Emergency delivery are defined as a national emergency or aid to civil power (i.e ice storm)

## **8. Delivery Locations**

Deliveries to be direct to the following buildings at CFB Kingston ON K7K 7B4:

1. Routledge Hall,  
Address: VB31, 9 Parade Rd PO Box 1700, Station Forces  
Contact: Procurement Manager  
Contact Number: 613-541-5010 ext. 4233  
Fax Number: 613-541-4181
2. Warrant Officer and Sergeant's Mess  
Address: VB31, 9 Parade Rd PO Box 1700, Station Forces  
Contact: Procurement Manager  
Contact Number: 613-541-5010 ext. 4233  
Fax Number: 613-541-4181
3. Vimy Officers Mess  
Address: Barracks C-1, Vimy Barracks, Vimy Officer's Mess, K7K 2Z2  
Contact: Procurement Manager  
Contact Number: 613-541-5010 ext. 4233  
Fax Number: 613-541-4181
4. Royal Military College  
Address: RMC CDH, 22 Amiens Ave PO Box 17000 STN FORCES  
Contact: RMC Ration Procurement Manager  
Contact phone : 613-541-6000 ex. 6802  
Fax; 613-540-8073



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5. Fort Frontenac  
1 Ontario St  
Contact: IC Ration  
Contact Number: 613-541-5010 ext. 5963  
Fax: 613-541-5830
6. 1 CFJSR  
Address: Canadian Forces Joint Signals Regiment, E-30 Clement Bldg. 20 Red Patch ave.  
Contact: Chief Cook  
Contact number: 613-541-5010 ext. 4067  
Fax: 613-541-4367

#### 4. Fruits & Vegetables

Item #	Item Description	Case Description	UOS
1	Apples, Macintosh	1 x 120 ea.	CASE
2	Apples, Granny Smith	1 x 19.05kg	CASE
3	Grapes, Green Seedless	1 x 8.2kg	CASE
4	Grapes, Blue with Seeds	1 x 9.07kg	CASE
5	Melon, Honeydew	1 x 10kg	CASE
6	Cantaloupe	1 x 9.07kg	CASE
7	Kiwi	1 x 3 kg	CASE
8	Nectarines	1 x 11.34kg	CASE
9	Plums, Fresh	1 x 12.7kg	CASE
10	Oranges, Tangerines	1 x 18.14kg	CASE
11	Strawberries	1 x 3.64kg	CASE
12	Grapefruit, Pink	1 x 48 ea.	CASE
13	Lemons	1 x 140 ea.	CASE
14	Blueberries, Fresh	1 x 4.7kg	CASE
15	Cherries, Fresh	1 x 4.983kg	CASE
16	Pineapples, Fresh	1 x 17g	CASE
17	Apples, Golden Delicious	1 x 19.05kg	CASE
18	Apples, Red Delicious	1 x 113 ea.	CASE
19	Apples, Royal Gala	18kg	CASE
20	Oranges, Navel	1 x 113ea.	CASE
21	Avocado	1 x 8 ea.	CASE
22	Apples, Spartan	1 x 310g	CASE
23	Mango	1 x 3 lb	CASE
24	Apples, Red Pink Lady	1x 20 kg	CASE
25	Apples, Fuji	1 x 310g	CASE
26	Fruit Salad, Tropical	2 x 8lb pales	CASE
27	Lettuce, Head, Iceberg	1 x 21.2kg	CASE
28	Lettuce, Leaf	24 bags per box	CASE
29	Lettuce, Romaine	1 x 19.05kg	CASE
30	Mushrooms, Portobello	1 x 454g	CASE



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31	Onions, Spanish	1 x 22.650kg	CASE
32	Onions, Green	48 per box	CASE
33	Peppers, Yellow	1 x 11kg	CASE
34	Peppers, Green	1 x 11kg	CASE
35	Radishes	14 x 454g bags	CASE
36	Peppers, Red	1 x 11kg	CASE
37	Spinach, Fresh	12 x 283g bags	CASE
38	Tomatoes, Cherry	1 x 6.13kg	CASE
39	Tomatoes	1 x 5kg	CASE
40	Zucchini, Green	1 x 9.07kg	CASE
41	Alfalfa Sprouts	12 x 145g square containers	CASE
42	Broccoli, Fresh	1 x 20lb	CASE
43	Celery, Fresh	1 x 22.68	CASE
44	Cucumbers, English	1 x 5.4kg	CASE
45	Eggplant	1 x 24 ea.	CASE
46	Kale	1 x 24 ea.	CASE
47	Leeks, Whole	1 x 12 ea.	CASE
48	Zucchini, Yellow	1 x 5lb	CASE
49	Beans, Green	6 x 2 kg bags	CASE
50	Lettuce, California Mix	1 x 310g	CASE
51	Peas, Snap	2kg	CASE
52	Squash, Butternut	1 x 1 kg	CASE
53	Spinach, baby Fresh	4 x 2.5lb per box	CASE
54	Tomatoes, Grape	12 x 500gper box	CASE
55	Tomatoes, Roma (Italian)	1 x 25lb	CASE
56	Lettuce, Romaine, Chopped	5 kg	CASE
57	Lettuce, Iceberg, Chopped	4 x 5 lb	CASE
58	Bananas	1 x 18.20kg	KILOGRAM
59	Pears	1 x 19.96kg	KILOGRAM
60	Watermelon	1 x 5kg	KILOGRAM
61	Grapes, Red Seedless	1 x 8.20kg	KILOGRAM
62	Turnips	1 x 22.68kg	KILOGRAM
63	Asparagus Spears, Green	1 x 12.73kg	KILOGRAM
64	Bean Sprouts, Fresh	1 x 1kg	KILOGRAM
65	Brussels Sprouts, Fresh	1 x 11.34kg	KILOGRAM
66	Cauliflower, Fresh	1 x 14.52	KILOGRAM
67	Corn On the Cob	1 x 20.4kg	KILOGRAM
68	Cucumbers, Regular	1 x 11.34kg	KILOGRAM
69	Peas, Snow	1 x 4.54kg	KILOGRAM
70	Raspberries, Fresh	12 x 6oz.	FLAT
71	Blackberries, Fresh	1 x 10kg	FLAT
72	Limes	1 x 54 ea.	BOX
73	Watermelon, Seedless	1 x 2 count	BOX
74	Mushrooms, White Button	1 x 2.27kg	BOX



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75	Mushrooms, Shiitake	1 x 1.36kg	BOX
76	Peppers, Orange	5kg	BOX
77	Greens, Collard	1 x 24 pkg	BOX
78	Onions, Yellow	1 x 22.68kg	BAG
79	Onions, Red	1 x 11.34kg	BAG
80	Parsnips	1 x 12ea.	BAG
81	Beets, Fresh	25lb	BAG
82	Cabbage, Green	1 x 22.68kg	BAG
83	Cabbage, Green, Shredded	1 x 12ea.	BAG
84	Cabbage, Red	1 x 22.68kg	BAG
85	Carrots	23kg	BAG
86	Bok Choy	1 x 1lb	EACH



## ANNEX B

### BASIS OF PAYMENT

Firm unit prices in Canadian funds including fuel costs, delivery costs, FOB Destination, transportation/storage costs, and any overhead costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

Refreshing of pricing will be permitted to the Standing Offer Holder on a one (1) month basis. Unit pricing that is increased more than 15% must be accompanied by price support in accordance with SACC Manual Clause C0008T (2007-05-25) Price Support- Non-competitive Bid.

*\*Items in italics will be removed at standing offer award.*

#### A. Cases

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price per Case	C. Extended Price (A x B)
1	Apples, Macintosh	1 x 120 ea.	CASE	214.0650	\$ _____	\$ _____
2	Apples, Granny Smith	1 x 19.05kg	CASE	202.6950	\$ _____	\$ _____
3	Grapes, Green Seedless	1 x 8.2kg	CASE	24	\$ _____	\$ _____
4	Grapes, Blue with Seeds	1 x 9.07kg	CASE	32.52	\$ _____	\$ _____
5	Melon, Honeydew	1 x 10kg	CASE	178.19	\$ _____	\$ _____
6	Cantaloupe	1 x 9.07kg	CASE	485.1720	\$ _____	\$ _____
7	Kiwi	1 x 3 kg	CASE	82.5350	\$ _____	\$ _____
8	Nectarines	1 x 11.34kg	CASE	10	\$ _____	\$ _____
9	Plums, Fresh	1 x 12.7kg	CASE	10	\$ _____	\$ _____
10	Oranges, Tangerines	1 x 18.14kg	CASE	12	\$ _____	\$ _____
11	Strawberries	1 x 3.64kg	CASE	727.2940	\$ _____	\$ _____
12	Grapefruit, Pink	1 x 48 ea.	CASE	39	\$ _____	\$ _____
13	Lemons	1 x 140 ea.	CASE	43	\$ _____	\$ _____
14	Blueberries, Fresh	1 x 4.7kg	CASE	113.5	\$ _____	\$ _____
15	Cherries, Fresh	1 x 4.983kg	CASE	5	\$ _____	\$ _____
16	Pineapple, Fresh	1 x 17g	CASE	547.4260	\$ _____	\$ _____
17	Apples, Golden Delicious	1 x 19.05kg	CASE	275.3760	\$ _____	\$ _____
18	Apples, Red Delicious	1 x 113 ea.	CASE	252.86	\$ _____	\$ _____
19	Apples, Royal Gala	18 kg	CASE	128.22	\$ _____	\$ _____
20	Oranges, Navel	1 x 113 ea.	CASE	62	\$ _____	\$ _____
21	Avocado	1 x 8 ea.	CASE	12	\$ _____	\$ _____
22	Apples, Spartan	1 x 310g	CASE	95.7	\$ _____	\$ _____
23	Mango	1 x 3 lb	CASE	7	\$ _____	\$ _____
24	Apples, Red Pink Lady	1x 20 kg	CASE	12	\$ _____	\$ _____
25	Apples, Fuji	1 x 310g	CASE	22.05	\$ _____	\$ _____
26	Fruit Salad, Tropical	2 x 8lb pales	CASE	3	\$ _____	\$ _____
27	Lettuce, Head, Iceberg	1 x 21.2kg	CASE	52	\$ _____	\$ _____
28	Lettuce, Leaf	24 bags per box	CASE	33	\$ _____	\$ _____
29	Lettuce, Romaine	1 x 19.05kg	CASE	84.44	\$ _____	\$ _____
30	Mushrooms, Portobello	1 x 454g	CASE	23	\$ _____	\$ _____



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31	Onions, Spanish	1 x 22.650kg	CASE	471.12	\$	\$
32	Onions, Green	48 per box	CASE	86.0860	\$	\$
33	Peppers, Yellow	1 x 11kg	CASE	179.1550	\$	\$
34	Peppers, Green	1 x 11kg	CASE	259.20	\$	\$
35	Radishes	14 x 454g bags	CASE	41.1	\$	\$
36	Peppers, Red	1 x 11kg	CASE	261.2450	\$	\$
37	Spinach, Fresh	12 x 283g bags	CASE	91.13	\$	\$
38	Tomatoes, Cherry	1 x 6.13kg	CASE	312.08	\$	\$
39	Tomatoes	1 x 5kg	CASE	179.37	\$	\$
40	Zucchini, Green	1 x 9.07kg	CASE	246.7750	\$	\$
41	Alfalfa Sprouts	12 x 145g square containers	CASE	1	\$	\$
42	Broccoli, Fresh	1 x 20lb	CASE	493.14	\$	\$
43	Celery, Fresh	1 x 22.68	CASE	255.75	\$	\$
44	Cucumbers, English	1 x 5.4kg	CASE	967.7720	\$	\$
45	Eggplant	1 x 24 ea.	CASE	47.5050	\$	\$
46	Kale	1 x 24 ea.	CASE	23	\$	\$
47	Leeks, Whole	1 x 12 ea	CASE	25	\$	\$
48	Zucchini, Yellow	1 x 5lb	CASE	241.18	\$	\$
49	Beans, Green	6 x 2 kg	CASE	12.62	\$	\$
50	Lettuce, California Mix	1 x 310g	CASE	10	\$	\$
51	Peas, Snap	2kg	CASE	15.62	\$	\$
52	Squash, Butternut	1 x 1 kg	CASE	30.20	\$	\$
53	Spinach, baby Fresh	4 x 2.5lb	CASE	87	\$	\$
54	Tomatoes, Grape	12 x 500g per box	CASE	39.60	\$	\$
55	Tomatoes, Roma (Italian)	1 x 25lb	CASE	81.38	\$	\$
56	Lettuce, Romaine, Chopped	5 kg	CASE	20	\$	\$
57	Lettuce, Iceberg, Chopped	4 x 5 lb	CASE	26	\$	\$

A. Total Extended Price (Sum of all items in Column C) =  
\$

#### B. Kilograms

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price per Kilogram	C. Extended Price (A x B)
1	Bananas	1 x 18.20kg	KILOGRAM	1454.3150	\$	\$
2	Pears	1 x 19.96kg	KILOGRAM	40.90	\$	\$
3	Watermelon	1 x 5kg	KILOGRAM	18398.5350	\$	\$
4	Grapes, Red Seedless	1 x 8.20kg	KILOGRAM	182.50	\$	\$
5	Turnips	1 x 22.68kg	KILOGRAM	103.5750	\$	\$



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6	Asparagus Spears, Green	1 x 12.73kg	KILOGRAM	98	\$	\$
7	Bean Sprouts, Fresh	1 x 1kg	KILOGRAM	54.61	\$	\$
8	Brussels Sprouts, Fresh	1 x 11.34kg	KILOGRAM	14.5150	\$	\$
9	Cauliflower, Fresh	1 x 14.52	KILOGRAM	351.4950	\$	\$
10	Corn On the Cob	1 x 20.4kg	KILOGRAM	13	\$	\$
11	Cucumbers, Regular	1 x 11.34kg	KILOGRAM	321.6270	\$	\$
12	Peas, Snow	1 x 4.54kg	KILOGRAM	221.38	\$	\$

B. Total Extended Price (Sum of all items in Column C) = \$

#### C. Flats

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price per Flat	C. Extended Price (A x B)
1	Raspberries, Fresh	12 x 6oz.	FLAT	165	\$	\$
2	Blackberries, Fresh	1 x 10kg	FLAT	138.5	\$	\$

C. Total Extended Price (Sum of all items in Column C) = \$

#### D. Boxes

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price per Box	C. Extended Price (A x B)
1	Limes	1 x 54 ea.	BOX	13	\$	\$
2	Watermelon, Seedless	1 x 2 count	BOX	6	\$	\$
3	Mushrooms, White Button	1 x 2.27kg	BOX	332.63	\$	\$
4	Mushrooms, Shiitake	1 x 1.36kg	BOX	10	\$	\$
5	Peppers, Orange	5kg	BOX	18.32	\$	\$
6	Greens, Collard	1 x 24 pkg	BOX	6	\$	\$

D. Total Extended Price (Sum of all items in Column C) = \$

#### E. Bags

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price per Bag	C. Extended Price (A x B)
1	Onions, Yellow	1 x 22.68kg	BAG	48.3950	\$	\$
2	Onions, Red	1 x 11.34kg	BAG	121.63	\$	\$
3	Parsnips	1 x 12ea.	BAG	9.4450	\$	\$
4	Beets, Fresh	25lb	BAG	3	\$	\$
5	Cabbage, Green	1 x 22.68kg	BAG	126.5550	\$	\$
6	Cabbage, Green, Shredded	1 x 12ea.	BAG	29	\$	\$
7	Cabbage, Red	1 x 22.68kg	BAG	93.56	\$	\$
8	Carrots	23kg bag	BAG	297.6170	\$	\$



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*E. Total Extended Price (Sum of all items in Column C) = \$* \_\_\_\_\_

**F. Each**

Item #	Item Description	Case Description	UOS	A. Estimated Usages	B. Firm Price Each	C. Extended Price (A x B)
1	Bok Choy	1 x 1lb	EACH	202.71	\$ _____	\$ _____

*F. Total Extended Price (Sum of all items in Column C) = \$* \_\_\_\_\_

*Total Evaluated Extended Price of A, B, C, D, E, and F (A. Total Extended Price + B. Total Extended Price + C. Total Extended Price + D. Total Extended Price + E. Total Extended Price + F. Total Extended Price) = \$* \_\_\_\_\_



## ANNEX C

### STANDING OFFER REPORTING DATA

The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Contracting Authority to: [julie.adlerbrooks@pwgsc-tpsgc.gc.ca](mailto:julie.adlerbrooks@pwgsc-tpsgc.gc.ca)

Standing Offer Reporting Data must be submitted every month, detailing the information below:

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

Standing Offer No.	Start Date of SO (dd/mm/yy)	End Date of SO (dd/mm/yy)
Total Value to Date	Total Value for Report Period	Start Date – End Date (dd/mm/yy) – (dd/mm/yy)
\$	\$	
Invoice Number	Date of Call-up	Total Value of Call-Up