



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Bid Fax: (613) 545-8067

**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 / Travaux publics
et services gouvernementaux

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Title - Sujet MISCELLANEOUS GROCERIES CFBKINGSTON	
Solicitation No. - N° de l'invitation W0114-16G003/A	Date 2016-09-26
Client Reference No. - N° de référence du client W0114-16-G003	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-930-7007
File No. - N° de dossier KIN-6-46086 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-13	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613)545-8058 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB KINGSTON VARIOUS MESSES PO BOX 17000 STN FORCES KINGSTON Ontario K7K7B4 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 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:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

1.2 Summary

- 1.2.1 To establish one (1) Regional Individual Standing Offer to supply and deliver grocery products on an "as and when" requested basis to Canadian Forces Base Kingston as detailed herein at Annex B, during the period of the standing offer.

The supplier must also be prepared to provide additional products not listed in Annex B, Appendix 1 which have been categorized as Special Orders.

- 1.2.2 Period of the Standing Offer has been divided into the following two periods:
Period A: 1-November-2016 to 31-April-2017 (closing 13-October-2016)
Period B: 1-May-2017 to 31-October-2017 (closing 13-April-2017)

Note: Offer must be submitted for each period as per the schedule in Annex D, Closing date Schedule. Offerors may present offers on any period of their choice.

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

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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.

2.1.1 SACC Manual Clauses

SACC Manual Clause [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.

2.2.1 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy) and 1 soft copy, excel file provided, by e-mail to:
Kingston.procurement@pwgsc.gc.ca

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Financial Offer

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

Annex B, Basis of Payment, Appendix 1 (Excel File)

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

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

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

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "C" 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 II: 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 complete and submit with its offer, Annex B, Appendix 1(Excel File). Pricing must be provided for **all** line items as listed and a %'age mark-up amount.

For Annex B, Appendix 1 – where an item is described as "No Substitute", only that brand name will be acceptable.

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivered Duty Paid, Goods and Services Tax (GST) and Harmonized Sales Tax (HST) excluded based on the unit prices detailed in Annex B - Basis of Payment, Appendix 1 (Excel File ~ Miscellaneous Groceries-Annex B (E) - prot).

Where the Offeror proposes an alternate UOIS (Unit of Issue Size), the Offeror must enter an amount for both PACK AND SIZE under Proposed Packaging.

The estimated usages provided in Annex B, Appendix 1 are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

The price used in the evaluation will be the Total Evaluated Price, calculated as follows:

1. The Unit of Issue Size (UOIS) is the PACK multiplied by the SIZE.
2. When no change is proposed to the Preferred (UOIS), the extended evaluated price is the Estimated 6 month usage multiplied by the Unit Price.
3. When a change is proposed to the Requested UOIS, the extended evaluated price is the Unit Price divided by the Proposed UOIS multiplied by the Preferred UOIS multiplied by the Estimated 6 month usage.
4. The Total Evaluated Price is the sum of the Extended Prices in Annex B, Appendix 1 for the entire 6 month period.

Note: Annex B, Appendix 1, Section B-1, Special Orders will not be used in the Financial Evaluation.

4.1.1.2 Unit of Issue Size

Where changes to the Preferred UOIS are proposed the following must be met:

- a. The Proposed UOIS reflects the next size up or down (from the Preferred UOIS specified) that is available in the industry; and
- b. There is a less than 20% difference between the Preferred UOIS specified and the Proposed UOIS.

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4.2 Basis of Selection

4.2.1 SACC Manual Clause M0069T (2007-05-25) Basis of Selection

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).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". 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 at the expiration of Period A and Period B 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

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W0114-16G003/B	Period B: 1-May-2017 to 31-October-2017

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6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified below:

Routledge Hall

Delivery and Billing Address:

VB31, 9 Parade Rd
PO Box 1700, station forces
Kingston, Ontario
K7K 7B4

Contact: Procurement Manager
Contact Number: (613) 541-5010 ext 4233
Fax Number: (613)541-4181

Royal Military College

Delivery and Billing Address:

RMC CDH
22 Amiens Ave/
PO BOX 17000 STN FORCES
Kingston, Ontario
K7K 7B4

Contact: RMC Ration Procurement Manager
Contact number: (613)541-6000 ext 6802
Fax: (613) 540-8073

RMC Senior Staff Mess

Delivery Address:

9 Point Frederic, Building #R29
Kingston, Ontario

Contact: Mess Manager
Contact Number: (613) 541-6000, ext 6802

Vimy Officers Mess

Delivery Address:

Barracks C-1, Vimy Barracks
Kingston, Ontario
K7K 2Z2

Contact: Procurement Manager
Contact Number: (613) 541-5010, ext 4233
Fax: (613) 541-4181

Fort Frontenac Officer's Mess

Delivery and Billing Address:

Fort Frontenac Officer's Mess
1 Ontario St
Kingston, Ontario
K7K 7B4

Contact: IC Ration
Contact Number: (613) 541-5010 ext 5963
Fax: (613) 541-5830

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Warrant Officers' and Sergeants' Mess

Delivery and Billing Address:

Warrant Officers' and Sergeants' Mess
18 Craftsman Boulevard
Kingston, Ontario,
K7K 7B4

Contact: Kitchen Manger
Contact Number: (613) 541-5010 ext 8864
Fax: (613) 540-8532

Canadian Forces Joint Signal Regiment

Billing Address:

Canadian Forces Joint Signal Regiment
PO BOX 17000 STN Forces
Kingston, Ontario
K7K 7B4

Shipping Address:

Canadian Forces Joint Signals Regiment
E-30 Clement Bldg
20 Red Patch ave
Kingston Ontario
K7K 5B4

Contact name: Chief Cook
Contact number: (613)541-5010 ext 4067
Fax: (613)541-4367

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mike Littlefield
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Telephone: (613) 545-8058
Facsimile: (613) 545-8067
E-mail address: mike.littlefield@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

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

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

6.5.3 Offeror's Representative (To be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
Department of National Defence – Canadian Forces Base (CFB) Kingston

6.7 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. (Annex E)

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included). Call-ups exceeding the limitation amount must be submitted to the Standing Offer Authority for processing.

6.9 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, Requirement;
- f) Annex B, Basis of Payment including appendices;
- g) Annex E, PWGSC-TPSGC 942 - Call-Up against a Standing Offer form;
- h) Annex F, Usage Reporting Form;
- i) the Offeror's offer dated _____ .

6.10 Certifications and Additional Information

6.10.1 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

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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.

6.11 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 _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

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.

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section 16 Interest on Overdue Accounts, of [2010A](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

6.2.2 SACC Manual Clauses

SACC Manual Clause [D0014C](#) (2007-11-30) Delivery of Fresh Chilled or Frozen Products
SACC Manual Clause [D0018C](#) (2007-11-30) Delivery and Unloading

6.3 Term of Contract

6.3.1 Period of the Contract

The period(s) of the Contract(s) are as follows:

Period A: 1-November-2016 to 31-April-2017 (closing 13-October-2016)

Period B: 1-May-2017 to 31-October-2017 (closing 13-April-2017)

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 price(s), as specified in Annex B, Basis of Payment, Appendix 1 for a cost of \$ (*insert at the time of call-up*) 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

6.4.4 Electronic Payment of Invoices – Call-up

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

- 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)

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.
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 [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC Manual Clause [B7500C](#) (2006-06-16) Excess Goods

ANNEX A

REQUIREMENT

1.0 BACKGROUND

Canadian Forces Base Kingston, also known as CFB Kingston, is a military base located at the City of Kingston, Ontario about 260 km east of Toronto.

The mission of CFB Kingston is to provide the highest possible standard of support services in order to allow lodger units to focus on their primary missions. Through these support services, the base enables over 35 lodger units to contribute to the operational outputs of the Canadian Armed Forces, domestically and overseas. The base has a great Military Family Resource Centre that offers a range of programs tailored to our community needs.

Food supplies are required in order to provide publicly funded meals and services to entitled Canadian Forces members living and working at the base. Provision of this service requires a regular supply and delivery of a wide variety of meat and poultry products.

2.0 STANDARDS

All packaged foods must comply with the following Standards and Regulations, but not limited to:

- i. The Canadian Food and Drug Regulations;
- ii. Canadian Food Inspection Agency (CFIA) Inspection Standards.

3.0 DND FOOD QUALITY SPECIFICATIONS

All goods supplied must be in accordance with the DND Food Quality Specifications located on the Federal Government Buy and Sell website. (www.buyandsell.gc.ca) Seconds (reference to grade) are not acceptable.

<ul style="list-style-type: none">• Sugars and Preserves (E6TOR-13RM36/A)• Butter and Margarine (E6TOR-13RM08/A)• Cereal (E6TOR-13RM11/A)• Canned Vegetables (E6TOR-13RM10/A)• Canned Fruit (E6TOR-13RM09/A)• Fruit Juices (E6TOR-13RM24/A)• Frozen Fruit (E6TOR-13RM22/A)• Dehydrated Vegetables (E6TOR-13RM15/A)• Condiments and Condiment Sauces (E6TOR-13RM14/A)• Dried Fruit (E6TOR-13RM16/A)	<ul style="list-style-type: none">• Pasta and Noodles (E6TOR-13RM30/A)• Herbs & Spices (E6TOR-13RM25/A)• Pie Fillings and Pie Fruits (E6TOR-13RM31/A)• Fats & Oils (E6TOR-13RM35/A)• Rice (E6TOR-13RM34/A)• Frozen Vegetables (E6TOR-13RM23/A)• Coffee & Tea (E6TOR-13RM13/A)• Flour and Cake, Pancake and Waffle Mixes (E6TOR-13RM19/A)• Bread and Baked Products (E6TOR-13RM07/A)
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4.0 GRADES

If the grade name stipulated in the product description (ANNEX B, Appendix 1) is not available; in all cases, a higher grade must be supplied. Products provided under the Standing Offer must be that of a recognizable brand name. NO NAME products will not be accepted.

5.0 DELIVERABLES

5.1 Delivery

- a. Deliveries can be made between the hours of 06:30hrs to 11:00hrs Monday-Friday inclusive. No shipment will be accepted after 11:00hrs hours unless prior arrangements are made with the Project Authority or authorized designate.
- b. The best before date must be a minimum of ten (10) calendar days after the delivery date.
- c. Timely delivery turnaround is imperative. The supplier shall deliver product in accordance with the following timeframes:
 - i. Regular deliveries within 24 hours of a Call-Up request.
 - ii. Emergency Deliveries must be made within twelve (12) hrs of a Call-Up request.
- d. The supplier must notify the identified user within twelve (12) hrs of a call-up if shipment of any product(s) will not be made, in order to allow the Site/Call-up Authority sufficient time to make alternative arrangements for the unavailable product(s).

5.2 Minimum Call-Up

- a. Due to limited storage space, no minimum call-ups or cost restriction on orders will apply. When an order is placed, the Project Authority will reference the Standing Offer number as well as the item number and a brief description of each item.

5.3 Amendments

- a. The supplier must accept customer amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;

5.4 Substitutions

- a. The Supplier must supply the products in the size quoted. No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify DND and obtain their acceptance of the replacement size. Any changes to the items must be reflected in an amendment prepared by the Standing Offer Authority.
- b. If the Supplier must substitute one item with an item of higher quality, they cannot charge more than that quoted on the Standing Offer. The Supplier cannot substitute one product with one of lesser quality.
- c. The Supplier must advise the Site/Call-up Authority and receive their authorization to the substitution prior to shipment.
- d. No additional charges will be applied due to any wrong/substitution products delivered.

5.5 Preparation for delivery

- a. Each container shall be packed in such a manner that the faced shown surface represents the contents, net weight, quantity, storage instructions and/or special instructions of the product contained in the package etc. All boxes/cartons must be clearly "labelled" to show Supplier's name and address. The product shall be provided in containers in the sizes specified by the Identified User and shall be delivered to the Identified User in good condition.
- b. Containers such as cartons or trays in which products are delivered may be considered returnable by the Supplier. Such containers, although not accountable, are to be returned at the request of the Supplier.
- c. The Supplier must use every effort to utilize environmentally friendly packaging to include recycled pallets, cartons and trays.
- d. All goods must be delivered on pallets. It is the responsibility of the Supplier to 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 Project Authority or authorized designate.
- e. The Supplier shall maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record shall be provided to the Project Authority or authorized designate. 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.

5.6 Delivery slips

- a. The Supplier must supply a delivery slip or a packing slip with each delivery. The supplier's packing slip will be used to compare what was shipped, actual count of products shipped to the products ordered on the Call-up to determine acceptance or order.

5.7 Liability for Defective Products

- a. The Supplier must replace any rejected item within twenty-four (24) hrs of notification of rejection.

5.8 Short-orders/back orders

- a. DND will not accept backorders. All items not delivered on the order delivery date will be deemed to be cancelled. Any discrepancies or potential undeliverable must be communicated to the individual who issued the call-up in advance of delivery. The Supplier must provide DND a credit receipt for all items that are not accepted or short shipped within seven (7) working days from notice of the discrepancy.

5.9 Discontinued product or recall

- a. Discontinued products – all discontinued products must be reported to the DND location site prior to next scheduled delivery. Supplier must replace discontinued product with a comparable and at equal cost until the replacement product is agreed upon and approved, by the Project Authority.
- b. Product Recall Process – all products that are recalled by a manufacturer must be returned to the Supplier. Products must be picked-up, reimbursed and substituted by a comparable product at the supplier's expense within 24hrs of recall notice.

5.10 Quality Assurance

- a. Final inspection and acceptance of all food products will rest solely with the DND representative at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. DND retains the right to reject such products at the time of delivery.
- b. The Supplier must replace any rejected item within twenty-four (24) hrs of notification of rejection

Solicitation No. - N° de l'invitation
W0114-16G003/
Client Ref. No. - N° de réf. du client
W0135-16-G003

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46086

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

All prices are firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and are DDP Destination. Harmonized Sales Tax (HST) or Goods and Services Tax (GST) are not included in pricing and will be shown as a separate item on invoices.

1. Standard Food Products

1.1 Prices stated in Annex B, Appendix 1 are firm for the period of the Standing Offer.

1.2 *See Annex B - Appendix 1, Standard Food Products.*

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for six months and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered. (italics to be removed at time of issue)

2. Special Orders

Product(s) ordered by DND which are not included in Annex B – Appendix 1: Standard Food Products will be charged in accordance with the Suppliers cost, plus a maximum _____% mark-up. The Supplier must provide cost and mark-up pricing (if applicable) on all invoicing.

The total limitation of expenditure for all Special Orders is \$25,000.00.

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ANNEX B

Appendix 1

See attached spreadsheet

Solicitation No. - N° de l'invitation
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ANNEX "C" 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)

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ANNEX "D"

CLOSING DATE SCHEDULE

This package contains offer packages with separate closing dates. Please ensure when submitting your offer package you have the correct front page.

The Closing Dates are as follows:

W0114-16G003/A: Period A: 1-November-2016 to 31-April-2017 (**closing 13-October-2016**)
W0114-16G003/B: Period B: 1-May-2017 to 31-October-2017 (**closing 13-April-2017**)

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 Client Ref. No. - N° de réf. du client
 W0135-16-G003

Amd. No. - N° de la modif.
 File No. - N° du dossier
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Clear Page Data - Effacer l'information de la page

Requisition No. - N° de demande			Client Reference No. (optional)		Page of de
Order. Off.	Bur. dem.	YY - AA	Serial No. - N° de série	N° de référence du client (facultatif)	

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

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W0135-16-G003

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46086

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ANNEX "G"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Suppliers are required to provide a list of their Board of Directors before Standing Offer issuance. Suppliers are requested to provide this information in their bid.

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

