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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; and
- 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, Quarterly Reporting Form, Financial Evaluation, and any other annexes.

1.2 Summary

- i. To supply and deliver meat, poultry and fish products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario on an "as and when requested" basis.
- ii. The period of the Standing Offer is from December 1, 2016 to February 28, 2017.
- iii. The estimated dollar value for a one year period is \$420,000.00 including GST/HST
- iv. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- v. The requirement is subject to a preference for Canadian goods and/or services.

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.

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

Delete: 60 days
Insert: 90 days

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 ten (10) 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: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (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 Annex D, Evaluation. 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 "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" 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.

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3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

Item #	Mandatory Criteria
1	The Offeror must have a minimum 5 years in institutional food service supply chain experience within the last 15 years providing services similar to Annex A - Requirement. The Offeror must provide documentation outlining their experience.
2	The Offeror must have a minimum annual sales record of \$2,000,000.00 The Offeror must provide documentation outlining their annual sales record.
3	The Offeror must provide a valid Hazard Analysis Critical Control Point (HACCP) Certification with their offer at bid closing.

4.1.2 Financial Evaluation

4.1.2.1 The Offeror must submit pricing for line items 1-91 in accordance with Annex B – Appendix 1. Items 92-106 are Additional Items and Offerors are requested to provide their Firm Unit Price and their Ordering Lead Time for each item. These items may be ordered during the Standing Offer Period however, their usages are considered low and therefore no estimated usages will be provided for them;

4.1.2.2 The price used in the evaluation will be the Extended Price calculated by multiplying the Estimated Usages by the Firm Unit Price (Column A x Column B = Column C) in accordance with Annex D, Evaluation.

4.1.2.3 SACC Manual Item A0220T (2007-05-25), Evaluation of Price

4.1.2.4 Mandatory Items

If the Offeror is not able to provide a requested item, it is up to then Offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date and inform the Contracting Authority of the item(s) than cannot be offered. The item(s) will be reviewed and determined if it/they

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can be purchased by other means and removed from the list.

4.1.3 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.

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/ciif/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ciif/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

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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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

5.2.1.3.1.1 *SACC Manual* clause **A3050T** (2014-11-27) Canadian Content Definition

5.2.3.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, 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:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause **A3050T**.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult **Annex 3.6.(9)**, Example 2, of the *Supply Manual*.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirements

2.1 There is no security requirement applicable to the Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing 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 monthly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st month: December 1 to December 31;
- 2nd month: January 1 to January 31;
- 3rd month: February 1 to February 28.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 December 2016 to 28 February 2017.

5. Authorities

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5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Dr, Suite 480C
Mississauga, ON L5B 2N5

Telephone: 905-615-2058
Facsimile: 905-615-2060
E-mail address: jeff.schmidt@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

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

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

5.3 Offeror's Representative

Name: _____
Title: _____
Organisation: _____
Address: _____

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

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer are:

- a. Rations and Quarters Support Services
- b. Regional Cadet Service Unit, CTC Black Down
- c. FS Cadre
- d. 32 Svc Bn, Toronto

7. Call-up Instrument

The Identified User must create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 or Unitrak Purchase Order for the required goods.

The Identified User must fax or email the PWGSC-TPSGC 942 or Unitrak Purchase Order to the Standing Offer holder.

The Offeror must acknowledge receipt of the call-up within four (4) hours of receiving the call-up.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$420,000.00 (Applicable Taxes included) 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 15 calendar days 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.

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) Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Usage Reporting Form;
- h) the Offeror's offer dated _____.

11. Certifications and Additional Information

11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

11.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

3. Term of Contract

3.2 Delivery Date

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

4. Payment

4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

4.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

4.3 Single Payment

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

4.4 Electronic Payment of Invoices – Call-up

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

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

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.
- c. 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

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. Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

7. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods

ANNEX A
STATEMENT OF WORK

1. Requirement

To supply and deliver meat, poultry and fish products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario and the 32 Service Battalion Canadian Forces College (CFC) Toronto, ON on an "as and when requested" basis.

All goods supplied must be in accordance with the latest issue of the relevant specification:

Canadian General Standard Board GCS 32.44
Canadian General Standard Board GCS 32.46
Canadian General Standard Board GCS 32.48
Canadian General Standard Board GCS 32.50
Canadian General Standard Board GCS 32.56
Canadian General Standard Board GCS 32.61
Canadian General Standard Board GCS 32.63
Canadian General Standard Board GCS 32.69
Canadian General Standard Board GCS 32.72
Canadian General Standard Board GCS 32.141

The Contactor must have a valid Hazard Analysis Critical Control Point (HACCP) Certification throughout the Standing Offer period.

2. DND Food Quality Specifications

All goods supplied must be in accordance with the DND Food Quality Specifications located at Buy and Sell (www.buyandsell.gc.ca)

[DND Food Quality Spec Beef \(E6TOR-13RM06/A\)](#)
[DND Food Quality Spec Veal \(E6TOR-13RM37/A\)](#)
[DND Food Quality Spec Pork \(E6TOR-13RM32/A\)](#)
[DND Food Quality Spec Lamb \(E6TOR-13RM27/A\)](#)
[DND Food Quality Spec Poultry \(E6TOR-13RM33/A\)](#)
[DND Food Quality Spec Fish&Seafood \(E6TOR-13RM18/A\)](#)

3. Delivery

- 3.1 Delivery must be made within two (2) calendar days from receipt of a Call-Up document;
- 3.2 Deliveries must be made directly to the location detailed in the Call-Up (i.e. directly to the appropriate facility);
- 3.3 The Offer must make deliveries to all delivery locations listed at 4. Delivery Locations below and must deliver the goods to the building listed on the call-up;
- 3.4 Delivery days must be made on Monday, Wednesday or Friday between the hours of 06:30 and 09:00 hours;
- 3.5 The offeror must deliver the goods as per the Recommended Case Description or the Offerors Case Description outlined in Annex B, Basis of Payment;

- 3.6 The best before date must be a minimum of seven to ten (7-10) calendar days after the delivery date;
- 3.7 Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request;
- 3.8 Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up;
- 3.9 There is no minimum shipment due to limited storage areas;
- 3.10 The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;
- 3.11 The Offeror must replace any rejected item within twenty-four hrs of notification of rejection;
- 3.12 All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instruction;
- 3.13 Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror;
- 3.14 The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.
- 3.15 Once notified by the user, the Contractor must provide a credit invoice no later than 10 calendar days after to correct the original invoice for payment.

4. Delivery Locations

Facility Name	Civic Address	BLDG #
Curtis	118 Rafah Crescent	S-164
Vickers	179 Ortona Road	T-169
Officers Kitchen	32 Caem Circle	P-160
FS Cadre	25 Anson Road	S-149
R(C)SU Centre, CTC Blackdown	25 Command Road	BP-81
32 Service Battalion	DND Denison Buildings, 1 Yukon Lane Toronto, ON	

Buildings may be added or deleted during the Standing Offer Period.

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

- 1.1 Prices stated in Annex B are firm for the period of the Standing Offer.
- 1.2 See Annex B - Appendix 1, Table 1: Standard Inventory Products.
- 1.3 A price re-fresh will only be permitted once per month and approved on a case-by-case basis. In the event that there is a change in price resulting from any regulatory action taken by the Meat, Poultry and Fish Industry, the price re-fresh must be subject to revision to reflect the exact cost of such increase/decrease at the time or respective times of delivery. The supplier must not invoice the new prices specified herein unless and until any proposed price revision is approved by the Project Authority and the Standing Offer Agreement is amended accordingly by the Contracting Authority. A copy of the regulatory action taken by those industries and the price changes must be provided within three (3) days to the Contracting Authority. A price re-fresh must not be in excess of 15% of the original offered price for each item.
- 1.2 Offerors are requested to provide pricing for additional items located at Annex B – Appendix 1, Table 2: Additional Items. These items may be purchased during the Standing Offer Period. Suppliers are requested to provide an Ordering Lead Time for DND's kitchen managers.

2. Special Orders

Product(s) ordered by DND which are not included in Table 1: Standard Inventory Products or Table 2: Additional Products will be charged in accordance with the Offerors total cost, plus a maximum 4% mark-up. The Offeror must provide cost and mark-up pricing (if applicable) on all invoicing.

The total limitation of expenditure for all Special Orders is \$45,000.00.

ANNEX B - Appendix 1

Note to Offerors: Annex B will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B, Basis of Payment will then be provided with any resulting Standing Offer.

Solicitation No. - N° de l'invitation
W0113-16M002/B
Client Ref. No. - N° de réf. du client
W0113-16M002

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-6-39023

Buyer ID - Id de l'acheteur
tor031
CCC No./N° CCC - FMS No./N° VME

ANNEX C

USAGE REPORTING FORM

The data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

- 1st month: December 1 to December 31;
- 2nd month: January 1 to January 31;
- 3rd month: February 1 to February 28.

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

Standing Offer No. W0113-16M002						
Month:						
Unitrak Code	Offerors Code	Item Description	Case Description	Quantity	Firm KG Price or	Firm Case Price
Monthly Total						\$

Solicitation No. - N° de l'invitation
W0113-16M002/B
Client Ref. No. - N° de réf. du client
W0113-16M002

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-6-39023

Buyer ID - Id de l'acheteur
tor031
CCC No./N° CCC - FMS No./N° VME

ANNEX D

FINANCIAL EVALUATION

For evaluation purposes, a bid price analysis will be performed using firm case prices from Annex B - Basis of Payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

ANNEX D - Appendix 1

See attached.

Solicitation No. - N° de l'invitation
W0113-16M002/B
Client Ref. No. - N° de réf. du client
W0113-16M002

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-6-39023

Buyer ID - Id de l'acheteur
tor031
CCC No./N° CCC - FMS No./N° VME

ANNEX E

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5, Certifications, Section 5.2.1 Integrity Provisions – List of Names, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____ Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors 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.

Solicitation No. - N° de l'invitation
W0113-16M002/B
Client Ref. No. - N° de réf. du client
W0113-16M002

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-6-39023

Buyer ID - Id de l'acheteur
tor031
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 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)

Annex D - Appendix 1

Table 1: Standard Inventory Products

Item	Supplier Code	Item Code	Item Description	Recommended Case Description	Suppliers Case Description (if different)	Unit Of Sale	Additional Description	Usage Quantity (KG)	Firm KG Price	Extended Price
								A	B	C
1		10A001	TURKEY, UTILITY, WHOLE	2 x 11 kg Avg		KILOGRAM	Grade A	308	\$	\$
2		10A005	TURKEY, ROAST, RAW, WHITE & DARK MEAT	4 x 1KG avg		KILOGRAM	Grade A	768	\$	\$
3		10A007	TURKEY, WHOLE	2 X 11 kg		KILOGRAM	Grade A	340	\$	\$
4		10A015	TURKEY, ROAST, WHITE, RAW, BONELESS	4x 1.4kg avg		KILOGRAM	Grade A	455	\$	\$
5		10A030	TURKEY, GROUND	2 X 2.27 kg		CASE	Extra Lean, Higher White to Dark Ratio	199.76	\$	\$
6		10B004	CHICKEN, BREAST FILLET, BREADED	1 X 4 kg		CASE	White Meat High Quality Breading.	740	\$	\$
7		10B013	CHICKEN, KIEV, FULL MUSCLE	18 x 227g		CASE	full Muscle	824	\$	\$
8		10B040	CHICKEN, SOUVLAKI	40 x 100 g		CASE	Grade A Chicken	88	\$	\$
9		10B043	CHICKEN BONES, SOUP	1 X 18 KG		CASE		218	\$	\$
10		10B072	CHICKEN, BREADED, PIECES, 75 COUNT	1 X 4kg		CASE	White Meat High Quality Breading.	900	\$	\$
11		10B088	CHICKEN, FLORENTINE	18 X 8oz		CASE	FULL MUSCLE	824	\$	\$
12		10B122	CHICKEN, WINGS, DUSTED, PRE-COOKED	1 X 4.54 KG		CASE		2451.6	\$	\$
13		10D011	CHICKEN, DRUMSTICK	1 X 5 kg		KILOGRAM		125	\$	\$
14		10D014	CHICKEN, QUARTERS, FROZEN	15 kg Avg		KILOGRAM	Grade A Chicken, Whole chicken cut an 4,	2471	\$	\$
15		10D104	CHICKEN, BREAST, BONELESS, SKINLESS	1 X 4 KG		CASE	6oz, frozen with a minimum 17% meat	4518	\$	\$
16		10D021	CHICKEN, BREAST, BONELESS	1 X 4 kg		CASE	7-9oz Less than 18% water, Grade A, Fresh not Frozen, Skinless	12	\$	\$
17		10D040	CHICKEN, FAJITA STRIPS, COOKED	1 X 4 kg		CASE	white meat only	15.96	\$	\$
18		10D042	CHICKEN, DICED	1 X 4.54 kg		BOX	60% White Meat, 40%	667.38	\$	\$
19		10D044	CHICKEN, CORDON SWISS	18 X 227g		BOX	full Muscle	32.68	\$	\$
20		10E006	CHICKEN, LIVER	1 x 5 kg		CASE		10	\$	\$
21		10E008	CHICKEN, WHOLE, FRESH	4 x 1.5 kg		CASE	grade A fresh not frozen	48	\$	\$
22		12A013	BACON, SLICED, REGULAR	1 X 5 kg		CASE	Premium sliced 16-18 slices per LB	6665	\$	\$
23		12B003	PORK, GROUND, FROZEN, LEAN	1 x 5 kg		CASE		190	\$	\$
24		12B005	PORK LOIN, BONELESS	4 X 5 kg		KILOGRAM		1105	\$	\$
25		12B021	PORK, DICED	2 X 2.5 kg		CASE	Lean	540	\$	\$
26		12C001	PORK, CHOPS, CENTRE CUT	35 X 141 g		CASE	1/2 inch --6oz	460	\$	\$
27		12C007	PORK, CUTLET, DELICATED	40 X 120 G		CASE		499.2	\$	\$
28		12C013	PORK, STRIPS	2 x 2.5 kg		CASE		40	\$	\$
29		12C016	PORK, RIBS BABY BACK DANISH	1 x 5 kg Avg		KILOGRAM		660	\$	\$

30	12D007	PORK, SOUVLAKI	40 X 100 G	CASE		72	\$
31	12D58	PORK, SHREADEDD, IN A BAG	4 x 1.13 kg	CASE		320.92	\$
32	12E002	HAM, SMOKED, SKIN ON, BONE IN	1 x 10 kg Avg	KILOGRAM	fresh	1250	\$
33	12E010	HAM, TOUPIE, FRESH	2 x 6 kg	KILOGRAM	AVG 3kg per Toupie fresh	144	\$
34	13C004	LAMB, CUBED	1 X 5 kg	CASE		445	\$
35	14A001	VEAL, INSIDE ROUND	1 x 5.kg Avg	KILOGRAM	Grade AAA	635	\$
36	14A024	VEAL, BONES, SOUP	1 x 22 kg Avg	CASE		44	\$
37	14C002	VEAL CUTLETS	40 x 115 g	CASE		119.6	\$
38	14C004	VEAL CUTLETS, TENDERIZED	40 x 125 g	CASE		80	\$
39	15B010	SHRIMP, PEELED & DEVEINED, 26 / 30 COUNT	2 X 2.5 LB	CASE	Tail OFF	230	\$
40	15B032	SHRIMP, 31 / 40 COUNT, COOKED, TAIL OFF, PEELED AND DEVEINED	5 x 2lb	CASE		40.86	\$
41	15B098	SHRIMP SALAD 150-250 CT	5 X 2 lbs	CASE		108.96	\$
42	15B112	SCALLOPS, 20 / 30 COUNT	2 X 2.27 KG	CASE		90	\$
43	15C003	HADDOCK, BATTERED	35 X 112 g	CASE	5oz	19.6	\$
44	15C012	COD, FILLETS, BREADED	1 x 4.54 kg	CASE	IQF 5oz	72.64	\$
45	15C022	SOLE, FILLETS, BREADED	1 x 4.536 kg	CASE	5oz	95.26	\$
46	15C045	CRAB, CHUNKS, IMITATION	1 X 2.5lb	EACH		31.75	\$
47	15C065	SHRIMP, SKEWERS	6 x 12ea	CASE		2592	\$
48	15C111	COD, HERB, CRUSTED	32 X 141 g	CASE		54.14	\$
49	15D002	SOLE, FILLETS, RAW	1 x 4.54 kg	CASE	IQF 6oz	580	\$
50	15D012	HALIBUT, FILLETS	1 x 4.54 kg / cs	CASE	IQF 6oz	10	\$
51	15D018	SALMON, WHOLE	1 X 4 kg	KILOGRAM	Fresh Not Frozen	128	\$
52	15D034	TROUT, FILLETS	1 x 5 kg	CASE	IQF 6oz	260	\$
53	15D066	COD, LOIN	1 X 10LB	CASE	IQF 6oz	635.6	\$
54	15D096	HADDOCK, LOIN	1 x 10lb	CASE	IQF 6oz	740	\$
55	15D130	TILAPIA, FILLET, FROZEN	1 X 10LB	CASE	IQF 6-7oz	222.46	\$
56	15D134	SALMON, LOIN, BONELESS, SKINLESS	1 x 4.54kg	CASE	6oz,	590.2	\$
57	24A016	MEATBALLS, ITALIAN, COOKED	1 X 4.54 kg	CASE		163.44	\$
58	26A013	WEINERS, 7 INCH	1 X 5.44 kg	CASE	All Beef	847.6	\$
59	26A014	WEINERS, VEGETARIAN	1 X 5.44 kg	CASE		10.88	\$
60	26B001	SAUSAGE, BRATWURST, COOKED	1 X 5 kg	CASE	8 Inches / 3 lbs	20	\$
61	26D14	SAUSAGE ROUNDS, PORK, PRE-COOKED	100 x 45 g	CASE		9	\$
62	26E006	SAUSAGE, DEBRAZINI	1 X 4.54 KG	CASE		626.52	\$
63	26G001	SAUSAGE, PORK	1 X 5 kg	CASE		2745	\$
64	26G002	SAUSAGE, ITALIAN, HOT	1 X 5 kg	CASE		20	\$
65	26G003	SAUSAGE, ITALIAN, MILD	1 X 5 kg	CASE		55	\$
66	34S013	VEGETARIAN, GROUND BEEF	6 x 1kg	EACH		24	\$
67	6F006	GYROS, SLICED	4 X 2.27 kg	KILOGRAM	Lamb & Beef	169	\$
68	6F008	MEATBALLS, BEEF	1 X 4.54 kg	CASE		36.32	\$
69	8A006	SALAMI, GENOA	2 x 2 kg Avg	EACH	Fresh	482	\$
70	8A014	PEPPERONI, SLICED	1 X 4.54 kg	KILOGRAM	2 Inch Slice	504	\$
71	8A022	SAUSAGE, KIELBASA, COIL	3 X 1.75 kg	KILOGRAM		22	\$

103	23A016	BISON, TENDERLOIN	1 x 4 kg	KILOGRAM	1-2 Time Buy	\$
104	23A23	BISON, BURGER	40 x 170 g	CASE	1-2 Time Buy	\$
105	23B19	QUAIL, WHOLE, ROYAL	48 x 190 g	CASE	1-2 Time Buy	\$
106	8E018	HAM, PROSCIUTTO COTTO (GRAN	1 x 4.5 kg Avg	KILOGRAM	Fresh	\$