

Amendment No. 001 is being issued to include the solicitation document for the English Version.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 7B, 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 Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

2. Summary

- 2.1 The Department of National Defence, Canadian Forces Base (CFB/ASU) Edmonton and Wainwright have a requirement for a Regional Individual Standing Offer for the supply, delivery and off-loading of assorted carbon dioxide (CO₂), prepared sandwiches on an "as requested basis" on an "as required" basis from the date of issue to January 9th, 2019 to be provided in accordance with the terms and conditions set out herein.

NOTE: CO₂ (carbon dioxide) is the process used to alter the ratio of gases that make a difference in the prolongation of shelf life of the foods.

- 2.2 This requirement is for CFB/ASU Edmonton, Edmonton, Alberta and CFB/ASU Wainwright, Denwood, Alberta.
- 2.3 All Sandwiches must be prepared utilizing Modified Atmosphere Packaging (MAP) technology.
- 2.4 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 2.5 The requirement is subject to a preference for Canadian goods and/or services.

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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

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>) 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.

Delete: 60 days

Insert: 90 days

1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

M0019T (2007-05-25) Firm Price and/or Rates

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. Bids may be submitted by mail, courier or fax (780-497-3510).

Once your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Basis of Payment (electronic file) should be sent, by e-mail, to the following address:

PWGSC.edmontonfood-edmontonalimentation.TPSGC@pwgsc-tpsgc.gc.ca

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.

4. Applicable Laws

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

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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

1. Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy and one soft copy in an MS Excel compatible file format, file can be sent by e-mail to the following address:

PWGSC.edmontonfood-edmontonalimentation.TPSGC@pwgsc-tpsgc.gc.ca)

Section III: Certifications (one 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: 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 B**, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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1.1 Electronic Payment of Invoices - Offer

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

If **Annex "D"** 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.

1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation,

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the 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.

1.1 Technical Evaluation

1.1 Mandatory Technical Criteria

- a) Offerors must have the ability to perform the full scope of work as described in Annex "A", Requirement;
- b) Offeror must offer a minimum of 80% of the items listed in Annex B – Basis of Payment;;
- c) Offerors must clearly identify which items meet the definition of Canadian good; and
- d) The Sandwich Processing Facility must be HACCP certified by the Federal Government, the Canadian Food Inspection Agency. The Offeror must provide a copy of the certification.

1.2 Financial Evaluation

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

The total overall Offer price will be calculated as follows:

- (a) Each unit price will be multiplied by the applicable quantity to obtain an extended total line item price;
- (b) The extended total line item prices will be added together to reach an evaluated total Offer price.

2. Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1 Certifications Required with the Offer

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

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.

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.

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.

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.

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2.3 Additional Certifications Precedent to Issuance of a Standing Offer

2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 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](#).

2.3.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

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 Requirement 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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in **Annex "E"**. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st report: April 1 to June 30;
- 2nd report: July 1 to September 30;
- 3rd report: October 1 to December 31;
- 4th report: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (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 award to January 9th, 2019.

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4.2 Delivery Points

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

5 Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sandra Leslie
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 1025 Jasper Avenue
5th Floor, Telus Plaza North
Edmonton, Alberta T5J 1S6

Telephone: 780 – 616-2057
Facsimile: 780 – 497 – 3510
E-mail address: sandra.leslie2@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 *(To Be Inserted at Standing Offer Issuance)*

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.

5.3 Offeror's Representative *(To Be Filled Out By Offeror)*

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

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

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DND, Edmonton and Wainwright, Alberta.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

8. Limitation of Call-ups

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

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;
- g) Annex C, Quarterly Usage Reporting Form;
- gh) the Offeror's offer dated _____ (*insert date of offer*),

10. Certifications and Additional Information

10.1 Compliance

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

10.2. SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

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 Alberta.

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

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

2 Standard Clauses and Conditions

2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04 General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

2.2 SACC Manual Clauses

[D0018C](#) (2007-11-30), Delivery and Unloading
[D3004C](#) (2007-11-30), Type of Transport

3. Payment

3.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), 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**.

3.2 Limitation of Price

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

3.3 Single Payment

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

3.4 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);

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- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

4. 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.

5. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

6. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations
A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods

ANNEX "A"

REQUIREMENT

- 1.1 The Department of National Defence, Canadian Forces Base (CFB/ASU) Edmonton and Wainwright have a requirement for a Regional Individual Standing Offer for the supply, delivery and off-loading of assorted carbon dioxide (CO₂), prepared sandwiches on an "as requested basis" on an "as required" basis from the date of issue to January 9th, 2019 to be provided in accordance with the terms and conditions set out herein.

NOTE: CO₂ (carbon dioxide) is the process used to alter the ratio of gases that make a difference in the prolongation of shelf life of the foods.

- 1.2 This requirement is for CFB/ASU Edmonton, Edmonton, Alberta and CFB/ASU Wainwright, Denwood, Alberta.
- 1.3 All Sandwiches must be prepared utilizing Modified Atmosphere Packaging (MAP) technology.

2. PLACEMENT OF ORDERS

- 2.1 Orders will be placed with the Offeror within seventy-two (72) working hours in advance of the expected delivery day.
- 2.2 Notification of any additions or deletions to an individual call-up will be mutually arranged between the Offeror and the consignee. If two (2) or more shipments are made on the same day, the Offeror must supply separate waybills.
- 2.3 Orders arriving prior to delivery date will be not be accepted.
- 2.4 Three or more shipments of products that fail to meet the Requirements for Annex "A" may result in no further orders being placed and the Standing Offer may be set-aside.

3. DELIVERIES LOCATIONS

- 3.1 Food deliveries are to be made directly within the geographies of the Canadian Forces Base areas of responsibilities identified herein. The delivery locations will be identified on each individual call-up.
- 3.2 The following delivery locations will be included in the areas of responsibility:

Department of National Defence
CFB/ASU Edmonton
Bldg 210 Quarters Services
P.O. Box 10500 Station Forces
Edmonton, AB
T5J 4J5

And

Department of National Defence
CFB/ASU Wainwright
Food Services Complex, Bldg 614
Denwood, AB
T0B 1B0

3.3. Unless otherwise specified in the call-up document.

- a) Deliveries must be made within seventy-two (72) working hours of call-up as per specified delivery date.
- b) Deliveries for CFB/ASU Edmonton and CFB/ASU Wainwright MUST be made between the hours of 7:00 am and 3:00 pm.
- c) If for any reason, deliveries will be late, the Offeror will notify the Base Food Services Officer or designated representative of the estimated arrival time so that the Base Foods Service Officer or designated representative can make alternate arrangements to have enough DND staff available at the revised arrival time.

4. Order Confirmation of Availability

- 4.1 The Contractor must respond within 4 hours of receipt of a Purchase Order and/or Call-up Against a Standing Offer to confirm receipt, via return fax or email.
- 4.2 DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.
- 4.3 Potential shortfalls or cancellations in providing any products shall be immediately brought to the attention of the Base Food Services Officer or designated representative.

5. Discrepancies and Substitutions

- 5.1 Substitutions will be rejected unless prior authorization of the requesting Contracting Authority and Base Food Services Offer or designated representative has been received by the Offeror

6. Reject or Shortfalls

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

7. Delivery of Products Not Meeting Product Quality Requirements

- 7.1 Any products not meeting the Product Quality Requirements delivered to the Department of National Defence will be returned (opened and unopened) at the supplier's expense.

8. Quality Standard Requirements:

(a) All products must adhere to the following Acts and their regulations:

Agriculture & Agri-Foods Administrative Monetary Penalty Act
Canada Agriculture Products Act
Canadian Food Agency Inspection Act
Meat Inspection Act
Consumer Packaging and Handling Act (as it relates to food)
Food and Drug Act (as it relates to food)

(b) Products must comply with the Canadian General Standards Board (CGSB) standards and specifications related to food procurements (most current version at time of call-up)

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Note: Canadian General Standards Board (CGSB) Standards are available from :
Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Quebec
K1A 1G6
Canada
Telephone: 819-956-0425 or 1-800-665-2472
Fax: 819-956-5740
E-mail: ncr.cgsb-onqc@pwgsc.gc.ca

A complete collection of The Canadian General Standards Board standards and specifications is also available for viewing at Depository Libraries. For information on Depository Libraries in the Offeror's area, contact the Canadian General Standards Board Sales Unit.

(c) All individual packaging of products must indicate the best before date on the packaging. Fresh deli-style products must have a shelf-life of at least seven (7) days remaining from date of shipment. All other products are to have at least fourteen (14) days of shelf-life remaining on the product from date of shipment.

9. General

- 9.1 The Sandwich Processing Facility must be Hazard Analysis Critical Control Point (HACCP) certified by the Federal Government, the Canadian Food Inspection Agency.
- 9.2 In the case where the Offeror is not the sandwich manufacturer, the Offeror must provide the Standing Offer Authority the company name which will be providing the sandwiches.

10. Type of Transport

- a) The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.
- b) The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of Canadian Food Inspection Agency (CFIA).
- c) The vehicle shall be a dedicated transport.

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ANNEX "B"

BASIS OF PAYMENT

Firm prices will be in Canadian dollars, Applicable Taxes excluded, FOB destination, including all delivery, offloading and fuel charges, Canadian customs duties and excise taxes included. Additional surcharges will not be acceptable.

Standard Product List - Please see attached Excel file - entitled – W0127-16P014 Annex B, which includes the following:

- Working Document Information
- Product List

G.S.T. / H.S.T will be shown as a separate line item on any resulting invoices.

Offerors may submit an offer on the product list(s) included in W0127-16P014 Annex B, however Offerors must provide prices for eighty percent (80%) of line items listed on the product list.

The estimated usage provided in the Excel File, entitled W0127-16P014 Annex B, is for the sole purpose of establishing an evaluation tool, based only on a best estimate, and in no way reflects the actual usage expected or any commitment on the part of Canada.

Pricing is to remain valid for the period of Standing Offer.

For the purpose of the financial evaluation, any variance in offered formats between offers will be calculated based on the "price per unit of measurement".

(See Attached Excel Spreadsheet for Basis of Payment)

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ANNEX "C"

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Sandra Leslie		

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

NIL REPORT: During the above reporting period there have been no call-ups issued against this Standing Offer ()

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: WST.PA-EDM@pwgsc-tpsgc.gc.ca or Fax to: (780) 497-3510

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ANNEX "D" 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)