



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet CATERING SERVICES	
Solicitation No. - N° de l'invitation W1568-170087/A	Date 2016-12-07
Client Reference No. - N° de référence du client W1568-170087	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-206-10923	
File No. - N° de dossier EDM-6-39230 (206)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-23	
Time Zone Fuseau horaire Mountain Standard Time MST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brent Peters	Buyer Id - Id de l'acheteur edm206
Telephone No. - N° de téléphone (780) 235-8279 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE ATTN: SUPPLY OFFICER EVANS BLDG, P.O.BOX 6666 YELLOWKNIFE Northwest Territories X1A2R3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

CATERING SERVICES

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PART 1 - GENERAL INFORMATION

1.1 Requirement

This requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

Tlicho Land Claims and Self-Government Agreement

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDERS INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids 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 bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

Definitions

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidders do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy or fax copy)

Section II: Financial Bid (1 hard copy or fax copy)

Section III: Certifications (1 hard copy or fax copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, Bidders 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 Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements of the bid solicitation.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices - Bid

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

If Annex E, Electronic Payment Instruments, is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Every bid received will be evaluated in relation to the Mandatory Evaluation Criteria contained in Annex C and the Aboriginal Opportunities Consideration (AOC) contained in Annex D. Failure to indicate that their bid meets all of the mandatory evaluation criteria listed in Annex C, prior to contract award, will render the submission non-responsive and it will be given no further consideration. In this requirement, it is not mandatory for Bidders to include the AOC as part of their proposal.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Aboriginal Opportunities Consideration

Bidders are requested to maximize Aboriginal employment, subcontracting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Aboriginal Opportunities Consideration (AOC), and bidders propose Aboriginal opportunities in their bid submission.

The proposed requirement is subject to the Tlicho Land Claims and Self-Government Agreement and the requirements of that agreement will apply to this procurement. The provisions that apply are contained in: Chapter 26 – Economic Measures, of the Tlicho Land Claims and Self Government Agreement, clauses 26.3, 26.3.1 (a). (http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/ccl_fagr_nwts_tliagr_tliagr_1302089608774_eng.pdf)

26.3 GOVERNMENT EMPLOYMENT AND CONTRACTS

26.3.1 Where government carries out public activities wholly or partly in Mòwhì Gogha Dè Nìtãèè (NWT) which give rise to employment or other economic opportunities and government elects to enter into contracts with respect to those activities, (a) the Government of Canada shall follow its contracting procedures and approaches intended to maximize local, regional and Aboriginal employment and business opportunities, including the provision of opportunities for potential contractors to become familiar with bidding systems

For purposes of interpretation:

"deliveries to" means "goods delivered to, and services performed in".

26.3.5, "Tlicho entity" means an entity which complies with the legal requirements to carry on business in the Northwest Territories and which is
(a) a corporation with more than 50 percent of the corporation's voting shares beneficially owned by Tlicho Citizens or the Tlicho Government;
(b) a co-operative controlled by Tlicho Citizens or the Tlicho Government;
(c) a sole proprietorship operated by a Tlicho Citizen; or
(d) a partnership in which at least 50 percent of the partners are Tlicho Citizens or the Tlicho Government

4.3 Basis of Selection

4.3.1 Basis of Selection - Highest Combined Rating of Aboriginal Opportunities Consideration and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of aboriginal opportunities consideration (AOC) and price. The ratio will be 5% for the AOC and 95% for the price.

4. The AOC score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 5%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 95%.
6. For each responsive bid, the AOC score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest AOC score, nor the one with the lowest evaluated price, will necessarily be accepted. The responsive bid with the highest combined rating of AOC and price will be recommended for award of a contract.

Contractor Selection

The Contractor selection will be based on the highest responsive combined rating of AOC and price. The ratio will be 5% for the AOC and 95% for the price.

$$\text{AOC Score} = \frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 5\%$$

$$\text{Price Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Price}} \times 95\%$$

Example: Bidder A is successful bidder

Bidder	Total Bid Price	\$ Price Calc. \$50,000/bidder	Price Score	Price Score out of 95%	AOC Score	AOC Score out of 5%	TOTAL SCORE
A	\$50,000.00	\$50,000/\$50,000	100.0	95.0	0.0	0.0	95.0
B	\$55,000.00	\$50,000/\$55,000	90.9	86.4	10.0	5.0	91.4
C	\$54,000.00	\$50,000/\$54,000	92.6	88.0	10.0	5.0	93.0

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidders is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](#), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [*Ineligibility and Suspension Policy*](#), the Bidders 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidders, and any of the Bidder's members if the Bidder 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 \(ESDC\) – Labour's*](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidders if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of the Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to January 13, 2017.

6.4.2 Delivery Date

All the deliverables must be received as specified in Annex A.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Brent Peters
Procurement Specialist
Public Works and Government Services Canada
Procurement Branch, Western Region
5th Floor, ATB Place, North Tower
10025 Jasper Avenue
Edmonton, AB T5J 1S6
Phone: 780-235-8279
Fax: 780-497-3510
E-mail: Brent.Peters@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: *(will be provided at contract award)*

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

Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Technical Authority

The Technical Authority for the Contract is: *(will be provided at contract award)*

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

Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative (should be completed by Bidder at time of bid submission)

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

Telephone: _____
Facsimile: _____
Email: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B, for a cost of \$ _____ *(to be completed upon contract award)*. Customs duties and delivery are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

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

6.7.3 Single Payment

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

6.7.4 Electronic Payment of Invoices – Contract (if applicable)

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).

6.8 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 the 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.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract 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 Bidder in its bid, if applicable)

6.11 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 Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory Evaluation Criteria;
- (f) Annex D, Aboriginal Opportunities Consideration
- (g) Annex E, Electronic Payment Instruments;

Solicitation No. - N° de l'invitation
W1568-170087/A
Client Ref. No. - N° de réf. du client
W1568-170087

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39230

Buyer ID - Id de l'acheteur
edm206
CCC No./N° CCC - FMS No./N° VME

-
- (h) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*).

6.12 SACC Manual Clauses

G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX A - REQUIREMENT

1. REQUIREMENT

1 CRPG requires Catering Services at three locations in Yellowknife, NT from 08-13 January 2017 inclusive.

2. BACKGROUND

1 CRPG will hold its annual leadership training session in Yellowknife from the 09-13 January 2017. Participants will travel from various northern communities, arriving in Yellowknife no later than 08 Jan 2017 and departing no sooner than 13 Jan 2017.

Breakfast, lunch and supper must be provided in a buffet setting for up to 160 persons as per the locations identified in para 8.

3. OBJECTIVE

The objective of this contract is to provide meals (breakfast, lunch and supper) on the training days.

4. DELIVERABLES

The Contractor must provide:

- a. Breakfast
 - i. 09-13 Jan 2017 - warm buffet style breakfast from 0630hrs to 0800hrs for 120 persons consisting of freshly baked muffins, danishes, croissants, and commercial bread. Butter, marmalade and jams. Fresh scrambled eggs. Bacon, beef and pork sausages. Buttermilk pancakes, French toast and maple syrup. Home fries. Selection of fresh fruits. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.
- b. Lunch
 - i. 09-11 Jan 2017 - Lunch 1200hrs to 1300hrs for 120 persons, a buffet lunch consisting of soup, tossed salad with assorted dressings, and an assortment of sandwiches on a variety of breads. Selection of dessert squares and fresh fruits. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.
 - ii. 12 Jan 2017 - Lunch 1200hrs to 1300hrs for 160 persons, a buffet lunch consisting of soup, tossed salad with assorted dressings, and an assortment of sandwiches on a variety of breads. Selection of dessert squares and fresh fruits. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.
 - iii. 13 Jan 2017 - Lunch 1200hrs to 1300hrs for 120 persons, a buffet lunch consisting of soup, tossed salad with assorted dressings, and an assortment of sandwiches on a variety of breads. Selection of dessert squares and fresh fruits. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.

c. Supper

- i. 08 Jan 2017- Supper 1700hrs to 1800hrs for 100 persons, a buffet Supper consisting of soup, tossed salad with assorted dressings. Meat and vegetables. Selection of dessert squares and fresh fruit. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.
- ii. 09-12 Jan 2017 - Supper 1700hrs to 1800hrs for 120 persons, a buffet Supper consisting of soup, tossed salad with assorted dressings. Meat and vegetables. Selection of dessert squares and fresh fruit. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.
- iii. 13 Jan 2017- Supper 1700hrs to 1800hrs for 60 persons, a buffet Supper consisting of soup, tossed salad with assorted dressings. Meat and vegetables. Selection of dessert squares and fresh fruit. Freshly brewed regular and decaffeinated coffee, selection of teas, and a selection of at least 3 types of fruit juices.

5. MANDATORY REQUIREMENTS

- a. Preparation of food and prepared products must be in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry*.
- b. Personnel preparing the food must hold the appropriate food services qualifications, in that they must hold the equivalent to a journeyman cook qualification. (proof of qualifications may be required to be submitted prior to contract award).
- c. Minimum standard portion sizes for all meals:

Minimum Standard Portion Sizes	
Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per Kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	210 g cooked (180 g raw)
Fish (steaks, fillet)	210 g (raw)
Fish (battered)	210 g (cooked)
Stews	300 g (cooked) (250 ml ladle)

Minimum Standard Portion Sizes	
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	210 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (210g)
Submarine (21 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

6. CANADA'S RESPONSIBILITIES

DND will provide a Liaison Officer no later than seven (7) days prior to the event to inform the Contractor of exact timings, and coordinate a visit of the work locations identified in para 8.

DND will provide a steam table at the Personnel Accommodations Barracks (PAB) Kitchen, located on Deh Cho Blvd, across the street from the Robinson tank farm and the tables required at the Forward Operating Location (FOL) Bay # 3 and at the JTFN Mess.

7. LANGUAGE OF WORK

English

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8. LOCATION OF WORK

All the breakfast meals will be served at the PAB Kitchen, located on Deh Cho Blvd. All lunch meals will be served at FOL Bay #3 in Yellowknife with the exception of 12 Jan 2017 when lunch will be served at the Mess at JFTN Building, 4816 49 Street, Yellowknife, NT, XIA 2R3. Supper meals on 8,9,13 Jan 2017 will be served at the PAB Kitchen. Supper meals on 10-12 Jan 2017 will be served at the Mess at JTFN Building.

9. START TIMES

Start times to be arranged between DND Project Authority and Contractor;

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ANNEX B - BASIS OF PAYMENT

Bidder must complete

- Firm Unit prices do not include applicable taxes which will be added separately to invoice
- Firm Unit prices are in Canadian Dollars (CAD)
- Firm Unit prices include delivery to locations identified in Annex A

Item #	Description	Qty.	Price/Person	Extended Price
1	Breakfast (09-Jan-2017) at PAB	120	\$ _____	\$ _____
2	Breakfast (10-Jan-2017) at PAB	120	\$ _____	\$ _____
3	Breakfast (11-Jan-2017) at PAB	120	\$ _____	\$ _____
4	Breakfast (12-Jan-2017) at PAB	120	\$ _____	\$ _____
5	Breakfast (13-Jan-2017) at PAB	120	\$ _____	\$ _____
6	Lunch (09-Jan-2017) at FOL	120	\$ _____	\$ _____
7	Lunch (10-Jan-2017) at FOL	120	\$ _____	\$ _____
8	Lunch (11-Jan-2017) at FOL	120	\$ _____	\$ _____
9	Lunch (12-Jan-2017) at JFTN	160	\$ _____	\$ _____
10	Lunch (13-Jan-2017) at FOL	120	\$ _____	\$ _____
11	Supper (08-Jan-2017) at PAB	100	\$ _____	\$ _____
12	Supper (09-Jan-2017) at PAB	120	\$ _____	\$ _____
13	Supper (10-Jan-2017) at JFTN	120	\$ _____	\$ _____
14	Supper (11-Jan-2017) at JFTN	120	\$ _____	\$ _____
15	Supper (12-Jan-2017) at JFTN	120	\$ _____	\$ _____
16	Supper (13-Jan-2017) at PAB	60	\$ _____	\$ _____
TOTAL BID PRICE (BEFORE APPLICABLE TAX)				\$ _____

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ANNEX C - MANDATORY EVALUATION CRITERIA

NO.	CRITERIA	MEET / NOT MEET (bidder must indicate response)
M1	Preparation of food and prepared products must be in accordance with the <i>Food Safety Code of Practice for Canada's Foodservice Industry</i> .	
M2	Personnel preparing the food must hold the appropriate food services qualifications, in that they must hold the equivalent to a journeyman cook qualification. (proof of qualifications may be required to be submitted prior to contract award).	
M3	Minimum standard portion sizes for all meals as indicated in Annex A	

ANNEX D - ABORIGINAL OPPORTUNITIES CONSIDERATION (AOC)
(Bidder to complete only if applicable)

Evaluation and Assessment of AOC Guarantee

For a bid to be assigned points for guarantees made in respect of any AOC bid criteria, the bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the AOC submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their AOC documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the AOC guarantee and that untrue statements may result in the tender being declared non-responsive.

AOC Bid Criteria:

BID CRITERIA		TOTAL AVAIL. POINTS
The requirements of the Tlicho Land Claims and Self-Government Agreement apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.		
1. HEAD OFFICE: The existence of head office(s), staffed administrative office(s) or other staffed facilities in the CLCA Settlement Area.		5 Points
2 .LABOUR: The employment of onsite Aboriginal people in carrying out the work of the contract. Bidder will be evaluated on their firm guarantee to use onsite Aboriginal people from the area of the CLCA in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by list of specific positions that may or will be staffed by onsite Aboriginal personnel. Percentages should be supported by list of specific positions that may or will be staffed by onsite Aboriginal personnel. Onsite Aboriginal employment will be confirmed during activities based on supporting documentation provided by the Contractor and review of Departmental Representative statistics records on Aboriginal labour on site. 0 - 25% - of total labour hours 0 - 10 points 26 - 50% - of total labour hours 11- 20 points 51 - 75% - of total labour hours 21 – 30 points 76 - 100% - of total labour hours 31 – 40 points <u>Guarantee of onsite Aboriginal Employee Content:</u> Bidders complete this section if a guarantee is being provided. <u>Total No. Of onsite Aboriginal Labour Hours For This Contract:</u> (A) A/B = _____% Total No. Of onsite Labour Hours For This Contract: (B) *** Penalty Conditions will apply to this criterion.		40 Points

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<p>3. SUB-CONTRACTORS / SUPPLIERS: The use of sub-contractors or suppliers that are Aboriginal, or Aboriginal firms, in carrying out the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Aboriginal Sub-Contractors for services or the procurement of supplies and equipment from Aboriginal person(s) from the CLCA associated with the Contract.</p> <p>Note: if the Prime Contractor is an Aboriginal owned business or Aboriginal person(s) from the CLCA, the total dollar value of the Aboriginal contracting shall also include the contractor's share of the contract.</p> <p>If Contractor is an Aboriginal firm, the entire value of the contract, LESS any non-Aboriginal sub-contracting for both goods and services, would apply to the total of line (A) below.</p> <table><tr><td>0 - 25% - of total cost</td><td>0 - 5 points</td></tr><tr><td>26 - 50% - of total cost</td><td>6- 10 points</td></tr><tr><td>51 - 75% - of total cost</td><td>11 – 15 points</td></tr><tr><td>76 - 100% - of total cost</td><td>16 – 20 points</td></tr></table> <p><u>Guarantee of Aboriginal Sub-Contracting / Supplier Costs:</u> Bidders complete this section if a guarantee is being provided.</p> <p><u>Total Est. Cost for Goods / Services procured from Aboriginal companies For This Contract (A)</u> Total Bid Price (B) A/B = %</p> <p>*** Penalty Conditions will apply to this criterion.</p>	0 - 25% - of total cost	0 - 5 points	26 - 50% - of total cost	6- 10 points	51 - 75% - of total cost	11 – 15 points	76 - 100% - of total cost	16 – 20 points	<p>20 Points</p>
0 - 25% - of total cost	0 - 5 points								
26 - 50% - of total cost	6- 10 points								
51 - 75% - of total cost	11 – 15 points								
76 - 100% - of total cost	16 – 20 points								
<p>TOTAL POSSIBLE POINTS</p>	<p>65 Points</p>								

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BIDDER GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

TABLE 1 – Head Office

Provide Current Business address

TABLE 2 – Guarantee of onsite Aboriginal Labour Content

Total No. Of onsite Aboriginal Person Hours for This Contract = _____ %
Total No. Of onsite Labour Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Aboriginal Employee Hours	Onsite Non-Aboriginal Employee Hours

TABLE 3 – Guarantee of Aboriginal Content for Sub-Contracting/Suppliers Content

Total Est. Cost For Goods / Services Procured From Aboriginal Companies for This Contract = _____ %
Total Bid Price

Company Name	Aboriginal Company Sub-contract \$ Value	Non- Aboriginal Company Sub-contract \$ Value

Bidder Certification

The Bidder must submit the following certification if an AOC guarantee is being provided, either at time of bid submission, or prior to contract award.

PRINT NAME

SIGNATURE

DATE

The Bidder certifies that the above information is accurate and complete.

CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For successful Contractor only - If an AOC guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the AOC portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor at end of contract prior to final payment.
2. Information provided may be subject to verification.
3. The AOC Certification and AOC Achievement Reports must be submitted prior to final payment with details how the Contractors met its' AOC guarantee.
4. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.

Return Reports to: PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca

TABLE 1 – Head Office Confirmation

Provide Current Business address

TABLE 2 – Achievement of onsite Aboriginal Labour Content

Total No. Of onsite Aboriginal Person Hours for This Contract = _____ %
Total No. Of onsite Labour Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Aboriginal Employee Hours	Non – Aboriginal Employee Hours

TABLE 3 – Achievement of Aboriginal Content for Sub-Contracting/Suppliers Content

Total Est. Cost For Goods / Services Procured From Aboriginal Companies for This Contract = _____ %
Total Contract Price

Company Name	Aboriginal / Company Sub-contract \$ Value	Non- Aboriginal Company Sub-contract \$ Value

Contractor Certification

PRINT NAME

SIGNATURE

DATE

The Contractor certifies that the above information is accurate and complete.

ABORIGINAL OPPORTUNITIES CONSIDERATION PENALTY CONDITIONS

1. Under the provisions of the proposed contract, where the contractor meets the AOC guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor does not meet the certified percentage of onsite Aboriginal employee hours worked on the Contract and fails to fulfill their onsite Aboriginal employment guarantees, an amount of up to 0.5 % of the final contract value may be deducted from the final payment. (Table 2A)
3. If the contractor does not meet the certified percentage of Aboriginal Sub-contractors/Suppliers, and fails to fulfill their Aboriginal sub-contractors/suppliers guarantees, an amount of up to 0.5% of the final contract value may be deducted from the final payment. (Table 2B)
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the AOC guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the AOC calculation at the time of change order or amendment negotiation.

TABLE 2A - ASSESSMENT OF ONSITE ABORIGINAL LABOUR PENALTY			
ITEM #	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Onsite Aboriginal content based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% \times 60\%$</p> <p>Notes: percentage of 50% or less receives zero points</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite Aboriginal employment guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the AOC employment guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the AOC employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the AOC employment guarantee.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.5%.</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

TABLE 2B - ASSESSMENT OF ABORIGINAL SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM #	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Aboriginal content based on the following formula, where:</p> $\text{Guarantee percentage} = \frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% \times 60 \%$ <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Aboriginal / Inuit sub-contracting / supplier guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the AOC sub-contracting/supplier guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the AOC sub-contracting/supplier guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the AOC sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.5%</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

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ANNEX E - ELECTRONIC PAYMENT INSTRUMENTS
(Bidder to complete only if applicable)

The Bidders 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).