



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Bid Fax: (613) 545-8067

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

<b>Title - Sujet</b> Box Lunches	
<b>Solicitation No. - N° de l'invitation</b> W0114-17B111/A	<b>Date</b> 2016-12-20
<b>Client Reference No. - N° de référence du client</b> W0114-17-B111	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-690-7088
<b>File No. - N° de dossier</b> KIN-6-46167 (690)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613)545-8739 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE See herein KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

1.1	INTRODUCTION.....	2
1.2	SUMMARY .....	2
1.3	DEBRIEFINGS .....	2
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>		<b>2</b>
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2	SUBMISSION OF OFFERS.....	3
2.3	ENQUIRIES - REQUEST FOR STANDING OFFERS .....	3
2.4	APPLICABLE LAWS.....	3
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>		<b>3</b>
3.1.	OFFER PREPARATION INSTRUCTIONS.....	3
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>		<b>5</b>
4.1	EVALUATION PROCEDURES.....	5
4.2	BASIS OF SELECTION.....	5
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>		<b>5</b>
5.1	CERTIFICATIONS REQUIRED WITH THE OFFER .....	6
5.2	CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	6
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>		<b>7</b>
<b>A. STANDING OFFER .....</b>		<b>7</b>
6.1	OFFER.....	7
6.2	SECURITY REQUIREMENTS .....	7
6.3	STANDARD CLAUSES AND CONDITIONS.....	7
6.4	TERM OF STANDING OFFER .....	8
6.5.	AUTHORITIES .....	8
6.6	IDENTIFIED USERS.....	8
6.7	CALL-UP PROCEDURES.....	9
6.8	CALL-UP INSTRUMENT .....	9
6.9	LIMITATION OF CALL-UPS .....	9
6.10	PRIORITY OF DOCUMENTS .....	9
6.11	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	9
6.12	APPLICABLE LAWS.....	9
<b>B. RESULTING CONTRACT CLAUSES .....</b>		<b>9</b>
6.1	REQUIREMENT .....	9
6.2	STANDARD CLAUSES AND CONDITIONS.....	10
6.3	TERM OF CONTRACT .....	10
6.4	PAYMENT .....	10
6.5	INVOICING INSTRUCTIONS .....	10
6.6	INSURANCE .....	11
6.7	SACC MANUAL CLAUSES .....	11
<b>ANNEX "A" - REQUIREMENT .....</b>		<b>12</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>		<b>20</b>
<b>ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFERS .....</b>		<b>23</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 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
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

**1.2.1** For the supply and delivery of various Sandwiches, Submarine Sandwiches and Box Lunches that meet the specifications listed in Annex A and Annex A-1 to CFB Kingston, on an "as and when required" basis.

Period of Standing Offer from date of issue to 31 January 2018.

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

### **1.3 Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [\*Standard Acquisition Clauses and Conditions Manual\*](#)

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

(<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 (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.4 Applicable Laws**

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

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

# **PART 3 - OFFER PREPARATION INSTRUCTIONS**

## **3.1 Offer Preparation Instructions**

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

Section I: Financial Offer (1 hard copy)

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## Section II: 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: 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.

### 3.1.1 Electronic Payment of Invoices - Offer

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

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

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

### 3.1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

## Section II: 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

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

- (a) Pricing must be provided for all Item numbers listed in Annex "B" Basis of Payment.
- (b) Offers must be submitted in accordance with Annex "B" Basis of Payment and must not contain any alteration to the preprinted or pre-typed portions.
- (c) Offers must not contain any condition or qualification placed upon the offer.
- (d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

##### **4.1.1.2 Evaluation of Price**

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

The extended prices of all items listed in Annex "B" Basis of Payment will be calculated by multiplying the estimated usage figures by the prices offered by the Offerors to calculate the extended pricing for each line item.

The extended prices will be added together to calculate the Offeror's evaluated price.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **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

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

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

## **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's website \(http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969\)](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to this Standing Offer.

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

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

##### **6.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "Appendix 1 ". 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 quarter: from date 1 fevrier to 30 April
- 2nd quarter: 1 May to 31 July
- 3rd quarter: 1 August to 31 October
- 4th quarter: 1 November to 31 January.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## 6.4 Term of Standing Offer

### 6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issue to to 31 January 2018 inclusive.

## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kim Rider  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence St. 2<sup>nd</sup> Floor

Telephone: 613-545-8739  
Facsimile: 613-545-8067  
E-mail address: kim.rider@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name:  
Organization:  
Address:  
Telephone:

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

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

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

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National

Defence. CFB Kingston, Kingston, Ontario.

## 6.7 Call-up Procedures

## 6.8 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.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

## 6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract;
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated \_\_\_\_\_

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

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

## 6.12 Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

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

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## **6.2 Standard Clauses and Conditions**

### **6.2.1 General Conditions**

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

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

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

The Basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

- (a) In consideration of the Offeror satisfactorily completing all of its obligations under the Call-up, the Offeror will be paid firm unit price(s), as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

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

#### **6.4.3 Method of Payment**

*SACC Manual* clause H1001C (2008-05-12) Multiple Payment

#### **6.4.4 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.6 Insurance**

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

## **6.7 SACC Manual Clauses**

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual clause D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products

SACC Manual clause D3007C (2007-11-30) Inspection and Stamping.

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "A" - REQUIREMENT

### **General:**

#### **1. Delivery Requirements**

1.1 Within 2 hours of receipt of a callup, the Offeror will be required to confirm the order and the availability of items required within the 24 hour (urgent) to 48 hour (regular) delivery timeframe, to the Ordering Office.

1.2 ASU Kingston may, on occasion, require emergency delivery of a minimum of 250 box lunches within 12 hours of notice. In such instances, the offeror may suggest alternate menus should the specified menu not be available on such short notice.

1.3 No backorders will be accepted unless previously arranged with ASU Kingston or designated delivery point for their call-ups.

1.4 There shall be no additional charge for delivery.

1.5 All deliveries must be accompanied by an itemized invoice.

1.6 Products must be delivered in cardboard cases or in bread racks.

1.7 Cases/racks must display expiry date, contents of case and quantity of product, with no more than 48 sandwiches to a case/rack. Case/rack must be secured top and bottom with tape at time of delivery.

1.8 Cases/racks must be able to withstand weight of four (4) full cases stacked on top.

1.9 Individual sandwiches must have the expiry date visible and readable.

#### **2. Delivery Locations and times:**

*CFB Kingston:*

Deliveries to be made prior to 8 am Monday to Sunday at the following location or where deemed necessary and as required by the call-up authority.

##### Routledge Hall:

Delivery and Billing Address VB31, 9 Parade rd PO Box 1700, station forces, Kingston Ontario, K7K 7B4  
Contact: Procurement Manager  
Contact Number: (613) 541-5010 ext 4233  
Fax Number: (613)541-4181

##### Royal Military Collage:

Billing and Shipping Address: RMC CDH, 22 Amiens Ave, PO BOX 17000 STN FORCES, Kingston Ontario K7K 7B4  
Contact: RMC Ration Procurement Manager  
Contact name: (613)541-6000 ext 6802  
Fax: (613)-540-8073

##### Fort Frontenac Officer's Mess:

Shipping and billing Address: Fort Frontenac Officer's Mess  
1 Ontario ST, Kingston, On, K7K 7B4  
Contact: IC Ration

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

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

JSR

Billing Address: Canadian Forces Joint Signal Regiment, PO BOX 17000 STN Forces, Kingston, ON, K7K 7B4

Shipping Address: Canadian Forces Joint Signals Regiment, E-30 Clement Bldg 20 Red Patch ave, Kingston On, K7K 5B4

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

**3. Fresh Chilled, Delivery of**

3.1 Fresh chilled products must be delivered in accordance with Canadian Food Inspection Agency definitions stipulating that fresh chilled preserved products no higher than 4°C and no lower than 1°C until delivery. All frozen or fresh chilled preserved products shall be delivered in refrigerated vehicles and show no evidence of deterioration.

**4. Inspection**

The premises where products are produced and packaged must be provincially inspected (or Inspected by provincially-licensed municipal inspectors) and must submit to periodic inspection by CFB Kingston personnel.

**5. Rejects**

The offeror agrees to replace any rejected or shorted item within twenty-four (24) hours of Notification of rejection. Any delivery or additional costs incurred to be solely at the offeror's expense.

**6. Box Lunches**

- 6.1 Box lunches must be ready for immediate consumption.
- 6.2 Boxes must have the following dimensions: 25 cm x 18 cm x 9 cm.
- 6.3 Offeror is responsible for supplying all boxes and are to take this into account when preparing their bid.
- 6.4 ASU Kingston Box Lunch shall consist of the following and be in accordance with the Menu Plan at Annex "A"

**Annex A-1 Part II Sandwich Specifications**

**CFB Kingston, RMC and JSR:**

Gas Flush

Lunch box style wrapping

No vegetable or onion in product

All sandwiches must be cut diagonally

CFB Kingston/RMC to specify White or Whole Wheat bread at time of call-up

Food Services Manual, Chapter 2, Annex A,

Meat weight for solid meat = 90g, and for mixed filling (ie tuna salad, chicken salad) = 110g

PRODUCT NAME	MEAT WEIGHT	CHEESE WEIGHT	PRODUCT DESCRIPTIO
Chicken salad	110 gram	0 GRAM	WHITE OR WHOLE WHEATBREAD, CHICKENSALAD
Tuna salad	110gram	0gram	WHITE OR WHOLE Wheat, tuna ,regular mayonnaise
Ham & cheese	90 gram	6 gram	WHITE OR WHOLE WHEAT BREAD, Ham, processes cheese
Roast beef & Swiss cheese	110gram	6 gram	WHITE OR WHOLE WHEAT BREAD, Roast beef, Swiss cheese
Turkey sandwich	110gram	0 gram	WHITE OR WHOLE WHEAT BREAD, whole sliced turkey
Egg salad	110gram	0 gram	WHITE OR WHOLE Wheat, Egg ,regular mayonnaise
Chicken	90gram	0 gram	WHITE OR WHOLE Wheat, whole sliced chicken
Shaved Beef on a Kaiser bun	90gram	0 gram	Shaved roast beef Kaiser bun
Black forest ham	90 gram	0 gram	WHITE OR WHOLE Wheat,
Turkey Kaiser	90 gram	0 gram	Whole shaved turkey on a Kaiser

ANNEX "A-1"

Menu	Description	Alternative/Acceptable substitute
<b>Breakfast 1</b>	<b>2 sm boiled eggs without shell indiv. Wrapped</b>	
	<b>Cereal Bar 30grams</b>	
	<b>Cheese portion 30grm indiv.</b>	
	<b>45grm ckd sliced ham indiv. Wrapped</b>	

	<b>Fresh Croissant 90-110grm</b> <b>Fresh Muffin ,whole grain, ie blueberry bran, whole wheat carrot, etc. 90-110grm</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250 ml milk 250ml</b> <b>Butter Patties/6.5 g</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b>	
<b>Breakfast 2</b>	<b>2 X Breakfast Wraps Ham &amp; cheese – 115grams</b> <b>Cereal Bar 30grams</b> <b>Fresh Muffin ,whole grain, ie blueberry bran, whole wheat carrot, etc. 90-110grm</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250ml /250 ml milk</b> <b>Butter Patties/6.5 g</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>	
<b>Halal</b>	<b>HALAL Roast Beef Submarine</b> <b>150grm Vegetable pkg 3 types</b> <b>Dip</b> <b>70grm indiv. Coleslaw</b> <b>Indv. Cake</b> <b>45grm indiv. Cheese &amp; crackers</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>Butter Patties/6.5 g</b> <b>Indv. Mayonnaise</b> <b>Indv. Mustard</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b>	
<b>Lunch/ Super 1</b>	<b>White Bread Roast Beef w Swiss cheese</b> <b>Whole Wheat Bread Chicken Salad</b> <b>Coleslaw 125 ml</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250ml</b> <b>Bottled Water 330 ml</b> <b>Prepared Pudding 99grm</b> <b>Indv. Packed almonds 55 grams</b>	

	<b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b> <b>Indv. Mustard 5-7ml</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>
<b>Lunch / Super 2</b>	<b>Whole Wheat Bread Ham and cheese</b> <b>White Bread Egg Salad</b> <b>Freshly Baked Desert i.e date squares 45-55 grams see note 1</b> <b>Raw Vegetable 3 types 50grm – 125ml (1/2 cup)</b> <b>Dip/43 grams</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>Cereal Bar 30grm</b> <b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b> <b>Indv. Mustard 5-7ml</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>
<b>Lunch/ Super 3</b>	<b>White Bread Tuna Salad</b> <b>Whole Wheat Bread Turkey</b> <b>Raw Vegetable 3 types 50grm 125ml or ½ cup</b> <b>Dip/43 grams</b> <b>Fresh Fruit (min 150grm max 250grm)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>Indv. Cake</b> <b>Indv. Cheese and Crackers 45grm as before</b> <b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b> <b>Indv. Mustard 5-7ml</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>
<b>Lunch /Supper 4</b>	<b>Croissant Egg Salad</b>

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

	<b>Whole Wheat Bread Sliced Chicken Meat</b> <b>Raw Vegetable 3 types 50gms - 125ml (1/2 cup)</b> <b>Dip/43 grams</b> <b>Fresh Fruit (min 150gms max 250gms)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>cookies 2 x 7.5cm or 1 x 12.5cm</b> <b>Cereal Bar 30gms</b> <b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b> <b>Indv. Mustard 5-7ml</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>
<b>Lunch /Super 5</b>	<b>White Kaiser Bun Ham and Cheese</b> <b>Whole Wheat Bread Tuna Salad</b> <b>Macaroni Salad 70gms- 125ml</b> <b>Fresh Fruit (min 150gms max 250gms)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>Prepared Pudding 99gms</b> <b>Indv. Almonds 45gms</b> <b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b> <b>Indv. Mustard 5-7ml</b> <b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b> <b>Lunch Boxes</b> <b>Label for Lunchbox</b>
<b>Lunch /super 6</b>	<b>Shaved roast beef on a Kaiser</b> <b>Black forest ham on Whole Wheat</b> <b>Freshly Baked Desert without nuts 45-55 gm see note 1</b> <b>Creamy Coleslaw 125ml</b> <b>Fresh Fruit (min 150gms max 250gms)</b> <b>Juice 250ml</b> <b>Bottled Water 330ml</b> <b>Bits &amp; bits 50gms</b> <b>Butter Patties/6.5 g</b> <b>Ind. Mayo 18ml X2</b>

	<b>Indv. Mustard 5-7ml</b>
	<b>Knife, Fork, Spoon, Napkin, Salt, Pepper</b>
	<b>Lunch Boxes</b>
	<b>Label for Lunchbox</b>

<b>Veg Lunch /Super menu 1</b>	<b>Ciabetta Roll with Hummus &amp; Minced Vegetables X2</b>
	<b>150 grams vegetables pkg 3 types</b>
	<b>Dip</b>
	<b>Cheese portion 21 grm indiv.</b>
	<b>70 grm indiv. Coleslaw</b>
	<b>Indv. Cake</b>
	<b>45 grm indiv. Cheese &amp; crackers</b>
	<b>Fresh Fruit (min 150 grm max 250 grm)</b>
	<b>Juice 250 ml</b>
	<b>Bottled water 500 mld 5-7ml</b>
	<b>Butter Patties</b>
	<b>Indv Mayonnaise</b>
	<b>Indv Mustard</b>
<b>Knife, fork, spoon, napkin, salt, pepper Lunch Boxes.</b>	

<b>Veg Lunch /Super Menu 2</b>	<b>Bagel with Herb Cream Cheese &amp; minced vegetables X2</b>
	<b>150 grams vegetables pkg 3 types</b>
	<b>Dip</b>
	<b>Cheese portion 21 grm indiv.</b>
	<b>70 grm indiv. Coleslaw</b>
	<b>Indv. Cake</b>
	<b>45 grm indiv. Cheese &amp; crackers</b>
	<b>Fresh Fruit (min 150 grm max 250 grm)</b>
	<b>Juice 250 ml</b>
	<b>Bottled water 500 mld 5-7ml</b>
	<b>Butter Patties</b>
	<b>Indv Mayonnaise</b>
	<b>Indv Mustard</b>
<b>Knife, fork, spoon, napkin, salt, pepper</b>	

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

**Lunch Boxes.**

**Note 1**

-1 pce 5x5x7cm, square 5x5x2.5cm, Cookies- 2-7.5 cm, 1-12.5 cm, Sweet buns-1  
– prepared dessert such as pudding is also acceptable.

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B" BASIS OF PAYMENT

The Standing Offer will be limited to the actual supplies ordered and delivered.

Proposed pricing must be firm, all-inclusive F.O.B. Destination unit pricing in Canadian dollars. Harmonized Sales Tax (HST) is not to be included in the Unit price but will be shown as a separate line item on all invoices.

### A. Sandwiches/Submarine Sandwiches

#### Sandwiches

Item	Sandwich	Unit of Issue	Estimated Usage/ Yr	Unit Price
1	Chicken Salad	Ea	29	
2	Tuna Salad	Ea	800	
3	Ham & cheese	Ea	450	
4	Roast Beef & Swiss Cheese	Ea	294	
5	Turkey Sandwich	Ea	294	
6	Egg Salad	Ea	294	
7	Chicken	Ea	294	
8	Black Forest Ham	Ea	400	
9	Turkey Kaiser	Ea	1500	

**Submarine Sandwiches**

Item	Submarine Sandwich	Unit of Issue	Estimated Usage/ Yr	Unit Price
10	Ham & Cheese on a Bagel	Ea	265	
11	Italian	Ea	165	

For other type of sandwiches/submarines sandwiches, not listed above but regularly available, pricing shall be at cost (subject to verification) plus a firm mark-up of 0%.

**B. Box Lunches**

**Breakfast**

Item		Unit of Issue	Estimated Usage/ Yr	Unit Price
12	Menu 1	Ea	365	
13	Menu 2	Ea	368	
14	Halal	Ea	20	

**Lunch/Supper**

Item		Unit of Issue	Estimated Usage/ Yr	Unit Price
15	Menu 1	Ea	294	
16	Menu 2	Ea	800	

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

17	Menu 3	Ea	1500	
18	Menu 4	Ea	600	
19	Menu 5	Ea	400	
20	Menu 6	Ea	659	

**Vegetarian  
Lunch/Dinner**

<b>Item</b>		<b>Unit of Issue</b>	<b>Estimated Usage/ Yr</b>	<b>Unit Price</b>
21	Menu 1	Ea	2600	
22	Menu 2	Ea	2600	

---

Solicitation No. - N° de l'invitation  
W0114-17B111/A  
Client Ref. No. - N° de réf. du client  
W0114-17-B111

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-44122

Buyer ID - Id de l'acheteur  
kin690  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);