



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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

Address inquiries to the Contracting Authority at
Hussain.Noor@pwgsc-tpsgc.gc.ca

**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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Eggs, Liquid eggs and Egg Whites	
Solicitation No. - N° de l'invitation 21401-176061/A	Date 2017-01-13
Client Reference No. - N° de référence du client 21401-176061	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-007-7255
File No. - N° de dossier TOR-6-39123 (007)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-27	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée 2017-01-01	
Address Enquiries to: - Adresser toutes questions à: Noor, Hussain	Buyer Id - Id de l'acheteur tor007
Telephone No. - N° de téléphone (905)615-2080 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA 443 Union Street Kingston Ontario K7L4Y8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, Delivery Destination Addresses, and any other annexes.

1.2 Summary

- 1.2.1 To supply and deliver Corrections Canada with Eggs, Liquid Eggs and Egg Whites, as specified in Annex "B" for Institutional Food Services for Ontario Region, on an "as and when requested" basis.
- 1.2.2 This requirement has several delivery locations as detailed in Annex A – Requirement. It is the intention of Canada to issue one Regional Individual Standing Offer for the Kingston Area Institutions, and one Regional Individual Standing Offer for the Beaver Creek Complex. All of the destinations can be viewed in Annex C, Destination Addresses.

An Offeror can submit an offer for one location or both locations. In the case of an Offeror that is the successful Offeror of both locations, only one Regional Individual Standing Offer will be issued for all locations.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.4 The period of the Standing Offer is from March 01, 2017 to February 28, 2018.

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 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 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex D, Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

- The Offeror must sign off on the front page of the solicitation document.

4.1.2 Financial Evaluation

4.1.2.1 Appendix B1 & Appendix B2 of Annex B will be evaluated separately using the following criteria:

- The Offeror must complete and submit with its offer, Appendix B1 – Kingston Area Institutions and/or Appendix B2, Beaver Creek Complex in Canadian Funds. Pricing must be provided for all line items as listed.

4.1.2.2 The Price used in the evaluation will be the sum of Extended Price calculated by multiplying the Estimated Usages by the Firm Unit Price (Column A x Column B = Column C) in accordance with Annex B – Basis of Payment.

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

4.2 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.

It is the intention of Canada to issue up to a maximum of (2) Standing Offers for this requirement. One Standing Offer will be for Appendix B1 – Kingston Area Institutions and one Standing Offer for Appendix B2 – Beaver Creek Complex. If the same Offeror is deemed successful on both Annex B1 & Annex B2, then only one (1) Standing Offer will be issued for that period.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications 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

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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.

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

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

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The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". 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: March 01 to May 31;
- 2nd quarter: June 01 to August 31;
- 3rd quarter: September 01 to November 30;
- 4th quarter: December 01 to February 28.

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from March 01, 2017 to February 28, 2018.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Hussain Noor
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Dr., Suite 480C
Mississauga, ON
L5N 2N5

Telephone: 905-615-2080
Facsimile: 905-615-2060
E-mail address: Hussain.Noor@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 identified in the call-up against the Standing Offer.

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

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6.5.3 Offeror's Representative *(to be completed by bidder)*

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

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

6.6 Identified Users

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

- a. Correctional Service Canada, Ontario Region Institutions.

6.7 Call-up Instrument

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

6.8 Limitation of Call-ups

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

6.9 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____ (Inserted at Standing Offer Award) (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or five (5) days before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Delivery Destination Addresses;
- 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 _____.

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Limitation of Price

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

6.4.3 Single Payment

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

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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.

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B – Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total.;
 - b. The invoices must identify the call-up number;
 - c. The invoice must identify the consignee address where the goods were delivered;
 - d. Each call-up and consignee point must be invoiced separately.
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.
OR
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

6.7 SACC Manual Clause

SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods

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

SACC Manual clause [D3007C](#) (2007-11-30) Inspection and Stamping

ANNEX "A"
REQUIREMENT

1. Requirement

To Supply and deliver Eggs, Liquid Eggs and Egg Whites, as specified in Annex "B", to the Correctional Services of Canada, to various locations as specified in Annex "C" on an "as and when requested" basis.

Eggs must have the latest production date available. The shelf life or best before date must be indicated on a conspicuous location. Any conditions affecting the product shelf life must be clearly stated at the time of ordering.

2. Quality Specifications

- 2.1 All products must be processed in federally inspected plants;
- 2.2 The "Canadian General Standards Boards Specification", CGSB 32.184M will be used as reference for quality control. Final inspection and acceptance of the food product will rest solely with the Identified Users at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects; and
- 2.3 Unless otherwise stipulated in the call-up, the Contractor must ensure that they comply with the standard stated on the item description details.

3. Delivery

- 3.1 Delivery must be made within two (2) business days from receipt of a Call-Up document;
- 3.2 Delivery must be made Monday to Friday excluding Statutory Holidays, as requested by each institution;
- 3.2 Delivery must be made before 12 noon on delivery day in the Call-Up document. The Offeror must notify 1-2 hours prior to noon if shipment is delayed;
- 3.2 Deliveries must be made directly to the location detailed in the Call-Up;
- 3.4 The Contractor must be prepared to split cases for the smaller institutions if required by the identified user;
- 3.5 The Contractor must provide delivery slips for each delivery and if required must issue credit note to cover discrepancies on delivery;
- 3.6 The identified user will have the right to reject substandard or damaged product at the time of delivery and any unacceptable product(s) will be removed immediately by the Offeror. Rejected items discovered after delivery must be picked-up within 1 working day of notification of the rejection;
- 3.7 In case of a recall, the customer will be notified by phone as soon as possible, product pick up arranged and credit issued;
- 3.8 Each container must be packed in such a manner that the faced shown surface represent the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package; and
- 3.9 All boxes/cartons must be clearly labelled to show the Contractors name and address.

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ANNEX "B"

BASIS OF PAYMENT

Firm unit prices in Canadian funds including fuel costs, delivery costs, FOB Destination, transportation/storage costs, and any overhead costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable

Appendix B1 – Kingston Area Institutions

Item Description	Case Description	Estimated Usage A	Firm Case Price B	Extended Price C = (AxB)
Fresh Canada Grade "A" large eggs white (Minimum 56 grams per egg)	15 dz	10,154 cases	\$ _____	\$ _____
Eggs, whole liquid: fresh with citric acid	2 x 10 kg	912 cases	\$ _____	\$ _____
Eggs patty scrambled 4" round	144 x 2 oz	1,232 cases	\$ _____	\$ _____

Total Evaluated Price for AppendixB1 = \$ _____

Appendix B2 – Beaver Creek Complex

Item Description	Case Description	Estimated Usage A	Firm Case Price B	Extended Price C = (AxB)
Fresh Canada Grade "A" large eggs white (Minimum 56 grams per egg)	15 dz	1,560 cases	\$ _____	\$ _____
Eggs, whole liquid: fresh with citric acid	2 x 10 kg	120 cases	\$ _____	\$ _____
Eggs patty scrambled 4" round	144 x 2 oz	120 cases	\$ _____	\$ _____

Total Evaluated Price for Appendix B2 = \$ _____

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File No. - N° du dossier
TOR-6-39123

Buyer ID - Id de l'acheteur
TOR007
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

DELIVERY DESTINATION ADDRESSES

Kingston Area Institutions

DELIVER TO	CONSIGNEE CODE	MAIL INVOICE TO
Collins Bay Medium Institution c/o Frontenac Inst. Stores 1455 Bath Road, Kingston, Ontario	21440	Correctional Service Canada Collins Bay Institution P.O. Box 190 Kingston ON K7L 4V9
Collins Bay Minimum Institution 1455 Bath Road, Kingston, Ontario	21441	Correctional Service Canada Frontenac Institution P.O. Box 7500 Kingston ON K7L 5E6
Millhaven Institution Highway 33, Millhaven, Ontario	21421	Correctional Service Canada Millhaven Institution P.O. Box 280 Bath ON K0H 1G0
Bath Institution Highway 33, Millhaven, Ontario	21423	Correctional Service Canada Bath Institution P.O. Box 1500 Bath ON K0H 1G0
Joyceville Medium Institution c/o Joyceville Inst. Stores Highway 15, Joyceville, Ontario	21450	Correctional Service Canada Joyceville Institution P.O. Box 880 Kingston ON K7L 4X9
Joyceville Minimum Institution Highway 15, Joyceville, Ontario	21451	Correctional Service Canada Pittsburgh Inst., c/o Joyceville Inst. P.O. Box 880 Kingston ON K7L 4X9
Warkworth Institution County Road 29, off Highway 30, Warkworth, Ontario	21460	Correctional Service Canada JWarkworth Institution P.O. Box 769 Campbellford ON K0L 1L0

Beaver Creek Complex

DELIVER TO	CONSIGNEE CODE	MAIL INVOICE TO
Beaver Creek Medium Institution c/o Beaver Creek Inst. Stores Beaver Creek Drive, Gravenhurst, Ontario	21422	Correctional Service Canada P.O. Box 5000 Gravenhurst ON P1P 1Y2
Beaver Creek Minimum Institution Beaver Creek Drive, Gravenhurst, Ontario	21443	Correctional Service Canada P.O. Box 1240 Gravenhurst ON P1P 1Y2

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ANNEX D

STANDING OFFER REPORTING

The data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

- 1st quarter: March 01 to May 31;
- 2nd quarter: June 01 to August 31;
- 3rd quarter: September 01 to November 30;
- 4th quarter: December 01 to February 28.

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

Standing Offer No.	Start Date of SO dd/mm/yyyy	End Date of SO dd/mm/yyyy
Total Value to Date \$ _____	Total Value for Report Period \$ _____	Start Date - End Date dd/mm/yyyy-dd/mm/yyyy
Invoice Number	Date of Call-up	Total Value of Call-Up

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21401-176061

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TOR-6-39123

Buyer ID - Id de l'acheteur
TOR007
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 5.1.1, Integrity Provisions – Required Documentation, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____

2. Procurement Business Number (PBN)

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

Procurement Business Number - _____

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