

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

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
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet RISO Miscellaneous Canteen Items	
Solicitation No. - N° de l'invitation 21201-175115/A	Date 2017-03-13
Client Reference No. - N° de référence du client 21201-175115	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-015-5280
File No. - N° de dossier MCT-6-39075 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-26	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Drisdelle, Charlotte J.	Buyer Id - Id de l'acheteur mct015
Telephone No. - N° de téléphone (506)851-6948 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA To the Inmates' Canteens at CSC Institutions in Dorchester & Renous New Brunswic & Springhill Nova Scotia 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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Annex A – Requirement

Annex B – Basis of Payment – List of Products

Annex C – Complete List of Each Individual Who Are Currently Directors and/or Owners of the Offeror

Annex D – Electronic payment Instruments

RETURN BIDS TO:

**Public Services and Procurement Canada
Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB
E1C 1H1**

or by

Bid Fax: (506)-851-6759

Due to the nature of the Request for Standing Offers, transmission of offers by
electronic mail (email) to PSPC will not be accepted.

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: includes the certifications and additional information to be provided; |
| Part 6 | 6A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include:

- | | |
|-----------|--|
| Annex A - | Requirement |
| Annex B - | Basis of Payment - List of Products |
| Annex C - | Complete List of Each Individual who are currently Directors and/or Owners of the Offeror; |
| Annex D - | Electronic payment Instruments |

1.2 Summary

Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Miscellaneous Canteen Items, to the Inmates' Canteens** at Correctional Services Canada's (CSC) Institutions located in Renous and Dorchester New Brunswick and in Springhill Nova Scotia for the period from **01 July, 2017 to 30 June, 2018** inclusive.

"The requirement is NOT 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)."

"The requirement is limited to Canadian goods and/or services."

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
M0019T	Firm Price and/or Rates	2007/05/25

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.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than five (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 **New Brunswick**.

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 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, 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 "D"** Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: 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 Financial Evaluation**SACC Reference**

Reference	Section	Date
M0220T	Evaluation of Price - Offer	2016/01/28

4.2 Basis of Selection**4.2.1 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 on an item by item basis** will be recommended for issuance of a standing offer.

(Derived from - Provenant de: M0069T, 2007/05/25)

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 (Annex C), 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.

5.1.1 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.

5.2. Additional Certifications Precedent to Issuance of a Standing Offer

5.2.1 Canadian Content Certification

5.2.1.1 SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

5.2.1.2 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

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

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

(Derived from - Provenant de: A3053T, 11/01/10)

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** On receipt of a Standing Offer, the Supplier must provide a list of its drivers to the Institutions of Correctional Services Canada in order for the drivers to be cleared by a Canadian Police Information Center (CPIC) Security check before deliveries can be made to the various Institutions.

The Suppliers must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements.

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) (<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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **01 July 2017 to 30 June 2018** inclusive.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Charlotte Drisdelle**
Title: Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 851- 6948
Facsimile: (506) 851-6759
E-mail: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

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

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Buyer ID - Id de l'acheteur
MCT015
CCC No./N° CCC - FMS No./N° VME

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.

6.5.3 Offeror's Representative (Offeror please complete and submit with the offer)

Placing Orders:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

General Enquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6.6 Identified Users

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

[Inmates' Canteens at Correctional Service Canada Institutions as follows:](#)

Atlantic Institution
13175 Route 8
P.O. Box 102
Renous, NB E9E 2E1

Dorchester Penitentiary – Medium Sector
4902 Main Street
Dorchester, NB E4K 2Y9

Dorchester Penitentiary – Minimum Sector
4902 Main Street
Dorchester, NB E4K 2Y9

Springhill Institution
330 McGee Street
P.O. Box 2140
Springhill, NS B0M 1X0

6.7 Call-up Procedures

As per Annex A.

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, etc.*

6.9 Limitation of Call-ups

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

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$671,000.00** (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months 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.

(Derived from - Provenant de: M4506C, 2013/04/25)

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 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, Complete List of Each Individual Who Are Currently Directors and/or Owners of the Offeror;
- h) Annex D – Electronic payment Instruments
- i) Offeror's offer dated _____

6.12 Certifications and Additional Information

6.12.1 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.

6.12.2 SACC Manual Clauses

SACC Reference	Section	Date
M3060C	Canadian Content Certification	2008/05/12

6.13 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 **New Brunswick**.

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.

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

6.2.2 SACC Manual Clauses

6.2.2.1 Delivery and Unloading

1. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel
2. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

(Derived from - Provenant de: D0018C, 30/11/07)

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **firm unit prices as specified in Annex B**. 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.

(Derived from - Provenant de: C0207C, 2013/04/25)

6.4.2 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

6.4.3 Electronic Payment of Invoices – Call-up

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

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

6.5 Invoicing Instructions

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

one (1) copy must be forwarded to the consignee.

(Derived from - Provenant de: H5001C, 2008/12/12)

6.6 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
B7500C	Excess Goods	2006/06/16
G1005C	Insurance – No Specific Requirement	2016/01/28

6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) **Renous & Dorchester New Brunswick and Springhill Nova Scotia** Incoterms 2000 for shipments from a commercial contractor.

(Derived from - Provenant de: D4001C, 2008/12/12)

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
MCT015
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

“REQUIREMENT”

Canteen Items

For the Inmates’ Canteens at Correctional Service Canada’ Institutions

Delivery MUST be provided to the following Institutions:

Atlantic Institution - Renous, New Brunswick

Dorchester Penitentiary – Medium Sector - Dorchester, New Brunswick

Dorchester Penitentiary – Minimum Sector - Dorchester, New Brunswick

Springhill Institution - Springhill, Nova Scotia

CANTEEN ITEMS - SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN

REQUIREMENT

To supply and deliver **Miscellaneous Canteen Items** to the Inmates' Canteens at Correctional Service Canada's Institutions located in Renous and Dorchester New Brunswick and Springhill Nova Scotia as specified for the period **from 01 July, 2017 to 30 June, 2018**.

Please bid on all items you are able to supply regardless of whether you can only bid on one or more items. Standing Offer(s) will be awarded to the lowest price "per item" or "group of items" **ONLY if substantial savings** can be accomplished.

You must supply the Brands, Flavours, Types of Products and Packaging as listed on Annex "B" unless substitutions are approved by the Standing Offer Authority, in writing, **PRIOR to bid closing!**

You must bid on the brand requested only for items where a specific brand is indicated. Where a specific brand name is not requested, you are to bid on generic brands to have the lowest price possible as these items are purchased solely by inmates.

You are to bid on pack sizes as close to sizes requested as possible as these items are purchased solely by the inmates at their canteens. A pack size offered much larger than is requested will not be accepted, therefore the item will be awarded to the next lowest bidder.

Please note that for all items where the Unit of Issue is indicated as "case" suppliers **MUST** quote on a per case basis. Bidders who submit prices using any other Unit of Issue will not be evaluated further. In addition, the Offeror (successful bidder) must invoice on a per case basis for all items where the Unit of Issue is indicated as "case".

PRICING

All shipping must be included in the quoted prices. If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery.

CALL-UP PROCEDURES

All orders will be placed in writing. Suppliers **MUST** be able to receive orders by facsimile, Email and by telephone if required.

Call-Ups will be every (2) weeks and deliveries must be provided within one (1) week of ordering.

Institution Personnel will be able to make **MINOR amendments** to the original order up until 11h00 one (1) business day prior to the expected day of delivery.

ORDER CONFIRMATION OF AVAILABILITY

At time of a call-up, if a product is not available, you are to advise the requesting Canteen Officer from the Institution, or his delegated representative of the **unavailability of the product within (4) hours**.

Items that are not available are NOT to be back ordered.

Items are NOT to be short shipped when the entire quantity ordered is not available. All items ordered MUST be processed on a FILL or KILL BASIS.

The Canteen Officer, or his representative, is the only approving authority for substitutions, if acceptable.

DISCREPANCIES AND SUBSTITUTIONS

No items shall be substituted unless the substitution is authorized on the call-up document by the Canteen Officer or his representative.

Sizes, Product Types and Brand Names:

It is a condition that no pack size, case size, product type, brand or price be changed after award of the standing offer UNLESS the changes are from the manufacturer or if a product is discontinued by its manufacturer. **You will therefore have to notify the Standing Offer Authority of the change.**

NOTE: Changes will only take effect when the Standing Offer Authority has accepted the change.

If a product becomes temporarily unavailable for a short period of time DUE to Manufacturing Problems, you may supply a product of equal value (if available) if acceptable by the Canteen Officer (CO) or his representative. The supplier will be responsible to notify the CO or his representative as soon as the original product brand is made available again.

DELIVERY INSTRUCTIONS:

Only one delivery is to be made per order.

Deliveries MUST be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein.

All products must be delivered in its original box or case.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, COST to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

All security policies must be adhered to for deliveries on institutional grounds.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

EMERGENCY DELIVERIES:

LOCK DOWN Emergency Deliveries:

Orders should be delivered within 24 hour notice, during regular business days only, for Emergency Deliveries due to a LOCK DOWN.

Other Emergency Deliveries:

Orders should be delivered within 24 hour notice, excluding Sundays & Statutory Holidays only, for Emergency Deliveries due to a LOCK DOWN.

In the event an order CANNOT be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc..., the supplier should make delivery the following business day and NO LATER than the second business following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.

DELIVERY REQUIREMENTS for Each Individual Institution

Atlantic Institution (AI) - Renous NB

Deliveries are accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 and 15h30** (deliveries **must be completed by 11h00 and 15h30**).

Emergency Deliveries will be accepted as per their regular hours of delivery but up until 16h00 (delivery completed) with prior arrangements.

Location of Delivery - Mandatory Requirement:

All deliveries to AI MUST be made to the loading docks and are to be received by Central Receiving.

Dorchester Penitentiary (DP) – Medium and Minimum Sectors - Dorchester NB

Deliveries are accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 and 16h00** (deliveries **must be completed by 11h00 and 16h00**).

Emergency Deliveries will be accepted as per their regular hours of delivery.

Location of Delivery - Mandatory Requirement:

All deliveries to DP MUST be made to the building indicated as «Procurement & Stores».

Springhill Institution (SI) - Springhill, N.S.

Deliveries are accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 and 16h00** (deliveries **must be completed by 11h00 and 16h00**).

Emergency Deliveries will be accepted during the same hours as regular deliveries.

Location of Delivery - Mandatory Requirement:

All deliveries to SI will be made directly to the warehouse.

NOTE:

The day of delivery, for the duration of the standing offer, will be determined between the Canteen Officer from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

There MUST be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

REQUIREMENTS PERTAINING TO INVOICING

Invoices, one **(1) copy only** must be provided to the client at the time of each delivery.

The client's delivery representative will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

Invoices MUST contain the following information:

1. Purchase Order Number
2. Attention: Name of Requesting Site
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

TYPE OF TRANSPORT

Delivery of chilled, frozen food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

PALLETISING

All food items MUST be shipped to the specified delivery point on shrunk or stretch wrapped pallets not higher than 180 CM in height.

Orders MUST be separated by individual units/kitchens/canteens and clearly identified with the name of the requesting unit/kitchen/canteen on at least (2) sides.

Food items should be palletized in segregated commodities of:

***Dry goods;
Chilled products; and
Frozen Foods***

Food items MUST be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

The supplier is responsible for the offloading of all products.

PRODUCTS

All packaging and labeling must be in accordance with CGSB Standards and CFIA regulations. Individual packaging and labeling of product must indicate "Best Before" date on packaging.

EXPIRY DATES:

STANDARDS: All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts
- c) Canadian General Standards Board
- d) CFIA Inspection Standards

QUALITY ASSURANCE

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Products having outdated Best Before Dates WILL be returned to the supplier at the supplier's cost.

The "*Canadian General Standards Boards specifications*" will be used as reference for quality control.

A copy is available and may be purchased from:

Canadian General Standards Board Sales Centre
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Quebec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5644

E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

Final inspection and acceptance of the food product will rest solely with the consignee (client) at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The client will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

CSC representatives may perform quality assurance inspections at the supplier facilities as required.

Vendor's Performance:

The vendor's performance will be monitored by the Food Services Officer or his designated representative at each individual Institution.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;
- f. When units are broken open inside a case, the Canteens MUST receive a credit for the amount of damaged/broken/open units immediately upon advising the supplier of the problem. The product cannot be kept in the warehouse until there is a full case of the individual units. The warehouse may lose the units, also the drivers sometimes won't pick up the damaged goods if they don't have a pick up slip from the supplier advising to pick up.

High quality product and service as defined in «**Canadian General Standards Board Specifications**» (CGSB) will be required during the period of this standing offer.

If, at any time, the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

Failure to provide the quantity of goods as ordered or the level of service and quality goods as defined herein OR non-compliance with Annex "B" - the «List of Products» more than twelve (12) times over the period of the standing offer will result in the following:

- 1. Initial notice of failure to provide the level of service required, quantity & quality products or correct product size etc....
- 2. Additional incidents will result in a written notification requesting corrective action;
and
- 3. By the thirteenth incident, the vendor will be advised **the product in question will be awarded to the next lowest bidder** and/or their standing offer has been set-aside and no further call-ups will be processed.

PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO ALL THE MENTIONED MANDATORY REQUIREMENTS STATED HEREIN.

Signature of Authorized Representative

Inmates' Canteens at CSC Institutions in Renous & Dorchester NB and Springhill NS
 Cantines des détenus aux établissements du SCC à Renous et Dorchester N-B et Springhill N-É

File No / No de dossier: 21201-17 5115/A Annex "B" - Basis of Payment
 Title / Titre: Miscellaneous Canteen Items / Divers produits de cantines

Vendor Name / Nom du fournisseur:										
Period / Période: 2017-07-01 - 2018-06-30										
Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price		
1	416	box	Caramilk		48's				per	box
2	364	box	Aero		48's				per	box
3	104	box	Crunchie		24's				per	box
4	208	box	Coffee Crisp		48's				per	box
5	208	box	Mr Big		24's				per	box
6	208	box	Mars		48's				per	box
7	572	box	Oh Henry		24's				per	box
8	338	box	Snickers		48's				per	box
9	520	box	Wonder Bar		24's				per	box
10	156	box	Reese's Peanut Butter Cups by Hershey no substitute		48's				per	box
11	234	box	M&M Peanuts by Mars		24 x 120g - 15 x 200g				per	box

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
12	39	box	Skittles, individual portions, required flavors: Fruit and Tropical		36 x 61g				per box
13	338	cs	Granola Bar, assorted		12 x 210g (6'-8's) - 48 x 24g				per cs
14	91	cs	Mixed Nuts		12 - 24 x 275g				per cs
15	52	cs	Trail Mix, in 1 kg resealable bags no substitute		1 kg				per cs
16	338	box	Trident Gum, assorted flavours no substitute		12's				per box
17	390	box	Dentyne Gum no substitute		12's				per box
18	195	cs	Licorice, Red by Twizzlers/Y&M no substitute		24 x 227g - 250g				per cs
19	78	cs	Campinos, hard candy (strawberry and assorted) No Substitute (provide product code for each flavor with your offer)		12 x 120g				per cs
20	91	cs	Werther's Original hard candies No Substitute		12 x 158g				per cs
21	260	120 ct bag	Tiger Pop Suckers by Regal No Substitute.		1.2 kg bag = 120 count or 5 kg bag = 435 count				per bag
22	400	cs	Giant Freezies, must be 150 ml each, Kisko brand # 00072 no substitute (required all year)		72 x 150 ml				per cs
23	416	cs	Jumbo Mr. Freeze assorted flavours no substitute (required all year)		60 - 80 x 150ml				per cs
24	78	box	Tums No Substitute		18 per box				per box

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
25	858	box	Halls assorted including Halls with Vitamin C, assorted flavors No Substitute 9 drops per pkg / 20 pkg per box		20 x 9 drop pkg				per box
26	364	cs	Popcorn Seasoning by Pop & Top - Marplex No Substitute, BBQ, Dill, Ketchup, Ranch, Sour Cream & Chive, Salt & Vinegar & White Cheddar		24 x 15g				per cs
27	920	cs	Orville Redenbacher's Microwave Popcorn, Buttery Flavour only No substitutes		24 x 99g				per cs
28	52	cs	Crunch & Munch, Buttery Toffee No Substitute		12 x 200g				per cs
29	91	cs	Crunch & Munch, Caramel with Peanuts No Substitute		12 x 200g				per cs
30	416	cs	Natural Rippled Chips, Yum Yum, no substitute		16 x 150g				per cs
31	546	cs	BBQ Chips, Yum Yum, no substitute		16 x 150g				per cs
32	962	cs	Sour Cream & Onion Chips, Yum Yum, no substitute		16 x 150g				per cs
33	390	cs	Ketchup Chips, Yum Yum, no substitute		16 x 150g				per cs
34	468	cs	Ripple Chips Plain, Yum Yum, no substitute		16 x 150g				per cs
35	520	cs	All Dressed Chips, Yum Yum, no substitute		16 x 150g				per cs
36	52	cs	Party Mix, Yum Yum, no substitute		12 x 280g				per cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
37	210	cs	Natural Spring Water (deposit cost at last item on this list)		12 - 48 x 500ml maximum size bottle			per	cs
38	104	cs	Apple Juice, Tetra Pak only no substitute		8 x 5 x 200ml - 4 x 8 x 200ml			per	cs
39	52	cs	Water Enhancer, generic brand or equivalent or MiO etc		12's			per	cs
40	174	box	Crystal Light Singles by Kraft, Lemon Lime No Substitute		4 x 30 x 4g			per	box
41	104	box	Crystal Light Singles by Kraft, Strawberry-Kiwi. No Substitute		4 x 30 x 4g			per	box
42	174	box	Crystal Light Singles by Kraft, Banana-Orange No Substitute		4 x 30 x 4g			per	box
43	104	cs	Orange Crystals, Tang No Substitute 3-pak per bag		20 x 3 x 92g			per	cs
44	104	cs	Evaporated Milk, Carnation No Substitute		48 x 370 ml			per	cs
45	78	cs	Coffee Whitener, Carnation Coffee Mate by Nestle, MUST be in a plastic container with a plastic lid No Substitute		12 x 311g-450g 500g maximum container size			per	cs
46	234	cs	Coffee Whitener, <u>MUST be in Bags</u> and by Mother Parker Only no substitute		24 x 500g maximum jar size			per	cs
47	442	cs	Maxwell House Instant Coffee, Mellow Blend , No Substitute must be in plastic jar only		12 x 200g			per	cs
48	520	cs	Instant Coffee, Folgers no substitute must be in plastic jars only		12 x 200g			per	cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
49	26	cs	Perk Coffee, Fine Grind by Nabob Traditional No Substitute in type or brand		6 x 400g			per	cs
50	143	cs	Red Rose Tea Bags No Substitute		12 x 36's			per	cs
51	260	cs	Mother Parker Hot Chocolate, Individual Portions No Substitute		4 x 50 x 28 g			per	cs
52	130	cs	Ritz Crackers, original, Cristies No Substitutes		12 x 200 g			per	cs
53	26	cs	Crackers, Soda Biscuits, Salted No Substitutes		12 - 24 x 454g			per	cs
54	1482	cs	Dare Breaktime Cookies , consisting of Oatmeal, Coconut, Chocolate Chip Cookies No Substitute		12 x 250g			per	cs
55	182	cs	Dare Breaktime Ginger Cookies , No Substitute		12 x 250g			per	cs
56	26	cs	Arrowroot Cookies		12 x 350g			per	cs
57	78	cs	Oatmeal, Quaker Oats, Variety Pack No Substitute		6 x 380g			per	cs
58	195	cs	Quaker Oatmeal - Quick Oats No Substitute		12 x 1 kg maximum pack size			per	cs
59	52	cs	Shredded Wheat No Substitute		12 x 425g			per	cs
60	52	cs	Vector Cereal by Kellogg's No Substitute		14 x 400g			per	cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
61	45	cs	Raisin Bran Cereal No Substitute		12 x 350g				per cs
62	26	cs	Capt'n Crunch by Quaker No Substitute		24 x 350g				per cs
63	148	cs	Honey Nut Cheerios by General Mills No Substitute		12 x 330g				per cs
64	123	cs	Harvest Crunch, Almond - Raisin by Quaker No Substitute		14 x 600g				per cs
65	26	cs	Froot Loops by Kellogg's No Substitute		12 x 345g				per cs
66	26	cs	Cinnamon Toast Crunch by General Mills No Substitute		12 x 360g				per cs
67	26	cs	Kellogg's Special K No Substitute		12 x 405g				per cs
68	45	cs	Frosted Flakes No Substitute		12 x 445g				per cs
69	312	cs	Kellogg's Pop Tarts, Variety Pack, Strawberry, Chocolate, Raspberry, Smores & Blueberry No Substitute		12 x 400g				per cs
70	104	cs	Nestlé Breakfast Anytime, Variety Pack: Strawberry, Vanilla and Chocolate Must be Variety Pack Only No Substitute Confirm you are quoting on a Variety Pack: Yes or No Yes_____No_____		6 x 10 x 40g				per cs
71	52	cs	Nestlé Breakfast Anytime, Variety Pack: Strawberry, Vanilla or Chocolate No Substitute		6 x 10 x 40g				per cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
72	26	cs	Chocolate Syrup No Substitute (must be a plastic bottle and bottle must not exceed 500ml per plastic bottle)		12 x 500ml maximum bottle size			per	cs
73	52	cs	Nutella no substitute must be in plastic jars		15 x 375g			per	cs
74	546	cs	Peanut Butter, Must be Smooth only No Substitute must be in plastic jars		12 x 500g maximum jar size			per	cs
75	127	cs	Peanut Butter, Smooth, Individual Portions, Jif or Kraft No Substitute		200 x 18g			per	cs
76	262	cs	Strawberry Jam individual portions no substitute		140 - 200 x minimum 10ml			per	cs
77	52		Jam, Strawberry and/or Raspberry, in PLASTIC JARS only if available no substitute (provide product code for each flavor if available)		12 x 500g maximum jar size			per	cs
78	130	cs	Catelli Meat Pasta Sauce No Substitute		24 x 398 ml			per	cs
79	52	cs	Pasta, Spaghetti, White, uncooked No Substitute		24 x 500 g			per	cs
80	130	cs	Chef Boyardee Ravioli, canned No Substitute		24 x 425 g			per	cs
81	26	cs	Corned Beef, canned no substitute		24 x 425g - 500g			per	cs
82	130	cs	Pink Salmon		24 - 48 x 213g			per	cs
83	182	cs	Tuna, Flaked, Light must be in water only, OCEANS no substitute		24 x 170g			per	cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
84	26	cs	Baby Clams		24 x 142g (drained) = 284g not drained			per	cs
85	26	cs	Smoked Mussel		24 x 85 g			per	cs
86	104	cs	Smoked Oysters		24 x 85 g			per	cs
87	104	cs	Boneless Herring (Kipper Snacks)		18 x 100g			per	cs
88	221	cs	Beans Baked with Pork in Molasses No Substitute		6 - 24 x 398 ml approx			per	cs
89	52	cs	Holiday Luncheon Meat no substitute		24 x 340g			per	cs
90	26	cs	Ham Flakes		24 x 156g			per	cs
91	104	cs	Flakes of Chicken		24 x 156g			pe	cs
92	78	cs	Campbell's Soup, Chicken Noodle No Substitute		48 x 284 ml (10oz)			per	cs
93	52	cs	Campbell's Soup, Vegetable No Substitute		48 x 284 ml (10oz)			per	cs
94	78	cs	Campbell's Soup, Tomato No Substitute		48 x 284 ml (10oz)			per	cs
95	78	cs	Campbell's Soup, Cream of Mushroom No Substitute		48 x 284 ml (10oz)			per	cs
96	26	cs	Chunky Soup, Campbell's Chunky Beef Soup No Substitute		24 x 540 ml			per	cs
97	26	cs	Chunky Soup, Campbell's Chunky Chicken Soup No Substitute		24 x 540 ml			per	cs

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
98	52	cs	Campbell's Chunky Clam Chowder Mfg Code 6321100524 No Substitute		24 x 540ml				per cs
99	7410	cs	Mr. Noodles , No Substitute Chicken, Spicy Chicken, Beef, Oriental, Spicy Beef, Vegetable & Mushroom		24 x 85 g				per cs
100	52	cs	Mushrooms, must be Sliced No Substitute		24 x 284ml / 10 oz				per cs
101	117	cs	Gravy, Beef, canned No Substitute		24 x 284 ml				per cs
102	39	cs	Dainty Rice No Substitute assorted flavors Chicken Fried Rice, Beef, Oriental		12 x 350 g				per cs
103	104	cs	Minute Rice, plain white rice no substitute		24 x 350g				per cs
104	338	cs	Kraft Dinner, Original KRAFT No substitute		35 x 225 g				per cs
105	26	cs	Side Kickers, various, Betty Crocker or any brand (provide product code for available flavors)						per cs
106	26		Mayonnaise or Miracle Whip, in plastic jars only no substitute		12 x 350g - 500g maximum				per cs
107	117	tray	Kraft Miracle Whip, individual portions, Regular and Calorie Wise No Substitute		200's				per tray
108	117	tray	Kraft Cheese Whiz, individual portions, by KRAFT No Substitutes		200's				per tray

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price	
109	26	cs	Cheese Spread or Kraft Cheese Whiz, in plastic jars only. Will accept any brand if available in plastic jars. No Substitutes		12 x 350g - 500g maximum			per	cs
110	130	cs	Dave's Hot Sauce in plastic bottles no substitute		12 x 300 - 500ml maximum			per	cs
111	26	cs	Prepared Mustard individual portions Heinz no substitute		500's			per	cs
112	650	cs	Splenda individual portions No Substitute		12 x 100's			per	cs
113	26	cs	Honey, Liquid No Substitute in plastic bottles/jars only		12 - 24 x 120g - 500g maximum			per	cs
114	52	cs	Soya Sauce, must be in plastic bottles no substitute		12 x 300 ml - 500ml maximum			per	cs
115	78	cs	Battery, AAA Eveready no substitute		48 x 8's etc...			per	cs
116	78	cs	Battery, AA Eveready no substitute		54 x 4's etc			per	cs
117	104	cs	Playing Cards, MUST be Plastic Coated, Bicycle only No Substitutes		12's			per	cs
118	104	box	Pens, Medium Point, BLUE No Substitute, BIC, Papermate or Equivalent Brand (NO GEL PENS allowed)		12 x 2's			per	box
119	260	bundle	Lined Writing Pads, 8-1/2" x 14" no substitute		5 pads per bundle - 96 sheet per pad approximately			per	bundle

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price		
120	156	box	Lypsyl No Substitute		8's				per	box
121	312	cs	Laundry Detergent, must be Powder , must be Individual load packs, Tide No Substitute		156 x 41g				per	cs
122	104	cs	BOUNCE Fabric Softener, must be Sheets only No Substitute		12 x 34's				per	cs
123	1	each	Deposit Cost on items where applicable					\$0.10	per	each
124			Miscellaneous Items not listed herein at wholesale price less a _____% discount or at cost price plus a _____% markup to a maximum of 10%.							
124			Quantities are based on a one (1) year period.							
			MANDATORY REQUIREMENTS							
			Supplier MUST quote on the Brand requested ONLY at items where a specific Brand is indicated.							
			All products MUST come in its original box/case when delivered. Only plastic Jars and Bottles are acceptable.							
			No handwritten Pricing Sheets will be accepted. Prices must be submitted with this Annex "B". A copy in Excel format can be obtained by contacting the Supply Officer.							

Item No.	Yearly Estimated Quantities	Unit of Issue	DESCRIPTION	Confirm Brand to be provided	Sizes required	Sizes to be provided	Product No.	Price		
			If this Annex "B" is reproduced, it must reflect all columns and all the items must remain listed in the same numerical order as listed herein. If this Annex is reproduced, it must be done in compliance as indicated herein.							
			NOTE: You must always adjust, when necessary, the columns to assure that each column of the Pricing Sheets appear on one page. Each page must show from the first column with the numbering up to the last column indicating if the price is per box, case or each.							