

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

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 Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Food - Juice with Dispensers	
Solicitation No. - N° de l'invitation W0127-16P013/A	Date 2017-03-20
Client Reference No. - N° de référence du client W0127-16P013	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-100-11040
File No. - N° de dossier EDM-6-39207 (100)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-18	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fisher, Drew	Buyer Id - Id de l'acheteur edm100
Telephone No. - N° de téléphone (780)901-4270 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 3 CDSB EDMONTON BUILDING 210 & 200 FOOD & QUARTERING EDMONTON Alberta T5J4J5 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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	3
PART 2 - OFFEROR INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	4
2.4 APPLICABLE LAWS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	7
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	8
A. STANDING OFFER	8
6.1 OFFER.....	8
6.2 SECURITY REQUIREMENTS	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER	9
6.5 AUTHORITY'S	9
6.6 IDENTIFIED USERS.....	9
6.7 CALL-UP INSTRUMENT	10
6.8 LIMITATION OF CALL-UPS	10
6.9 PRIORITY OF DOCUMENTS	10
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.11 APPLICABLE LAWS.....	10
B. RESULTING CONTRACT CLAUSES	11
6.1 REQUIREMENT	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 PAYMENT	12
6.4 INVOICING INSTRUCTIONS	12
6.5 INSURANCE	12
6.6 SACC <i>MANUAL</i> CLAUSES	13
ANNEX “A”	14
REQUIREMENT	14

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"	19
MANDATORY SPECIFICATIONS.....	19
ANNEX "C"	21
BASIS OF PAYMENT	21
ANNEX "D"	21
STANDING OFFER USAGE REPORT	22
ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	23
ELECTRONIC PAYMENT INSTRUMENTS.....	23

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 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 Statement of Requirement, the Basis of Payment, and other annexes.

1.2 Summary

The Department of National Defence CFB Edmonton, requires a Regional Individual Standing Offer (RISO) for the supply, delivery, and offloading of juice concentrate for a two (2) year period. Rental, installation, maintenance and subsequent removal of refrigerated juice dispensers is also included in this standing offer.

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

The requirement is subject to a preference for 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: 180 days

2.1.1 SACC Manual Clauses

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

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. Bids may be submitted by mail, courier or fax.

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

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

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 Alberta.

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 (one hard copy)

Section II: Financial Offer (one hard copy and one soft copy in an MS Excel compatible file format, file can be sent by e-mail to the following address:
PWGSC.edmontonfood-edmontonalimentation.TPSGC@pwgsc-tpsgc.gc.ca

Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Offer

In their technical offer, Offerors must explain and demonstrate how they propose to meet the mandatory technical criteria.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex C, 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration:

- 4.1.1.1.1** Offerors must have the ability to perform the full scope of work as described in Annex "A", Requirement;
- 4.1.1.1.2** Ability to meet the Requirement and the Minimum Specifications as described in Annex "B".

4.1.2 Financial Evaluation

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

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties and excise taxes included. Additional surcharges will not be acceptable. The estimated values identified under Annex B are for evaluation purposes only.

The total overall Offer price per category will be calculated as follows:

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

4.2 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), 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 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 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 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

This procurement is limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer 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, consult Annex 3.6(9), Example 2, of the Supply Manual.

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" and Mandatory Technical Specifications in Annex "B".

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.

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

The data must be submitted to the Standing Offer Authority no later than ten (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 _____ to _____ (to be inserted at contract award).

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: Drew Fisher
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address:

ATB Place, North Tower
5th Floor – 10025 Jasper Avenue
Edmonton, AB T5J 1S6

Telephone: 780-901-4270
Facsimile: 780-497-3510

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

E-mail address: drew.fisher@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.

6.5.2 Project Authority (will be inserted at contract award)

The Project Authority for the Standing Offer is:

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

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

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

6.5.3 Offeror's Representative (To be completed by Offeror)

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: Canadian Forces Base (CFB) Edmonton Garrison, Edmonton, Alberta.

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 a Standing Offer or an electronic version.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the standard instructions 2006 (2016-04-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements
- e) Annex "A", Statement of Requirement;
- f) Annex "B" Mandatory Specifications
- g) Annex "C", Basis of Payment;
- h) Annex "D", Standing Offer Usage Report;
- i) the Offeror's offer dated _____ (*insert date of offer*)

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.10.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

6.11 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

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

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

6.2.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer. DND will provide a minimum of 48 hours notice and an additional fee (if applicable) will apply if DND provides less than 24 hours notice as per the Basis of Payment.

6.3 Payment

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, 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.

6.3.1 Single Payment

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

6.3.2 SACC Manual Clauses

M3000C (2006-08-15) Price Lists

6.3.3 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)

6.4 Invoicing Instructions

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.

Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

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

6.5 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance-No Specific Requirement

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

6.6 **SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
D0018C (2007-11-30) Delivery and Unloading
D3004C (2007-11-30) Type of Transport
D5328C (2014-06-26) Inspection and Acceptance

ANNEX A-Requirement

REQUIREMENT

The Department of National Defence CFB Edmonton, requirements a Regional Individual Standing Offer (RISO) for the supply, delivery, and offloading of juice concentrate for a two (2) year period. Rental, installation, maintenance and subsequent removal of refrigerated juice dispensers is also included in this standing offer:

Locations of delivery:

Garrison Edmonton

Combined Mess

Building 210

SCOPE

To provide food commodities at specified times to meet the particulars of the standing offer. Personnel from Canadian Forces will meet your employees at the specified points of delivery to receive the food order.

ITEMS REQUIRED

- Juice, Concentrate, Guava
- Juice, Concentrate, Orange
- Juice, Concentrate, Apple
- Juice, Concentrate, Cranberry
- Juice Dispensers

The Contractor shall for a Two (2) year period following award, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

The Contractor agrees to remove all pallets at the time of each delivery.

JUICE SPECIFICATIONS

- (a) The concentrated juice offered must be compatible for use in the dispensing machines provided.

JUICE DISPENSER SPECIFICATIONS

- (a) The juice dispenser(s) must be provided for rental free of charge during the standing offer period and include all hook-up lines, if applicable.

(b) Any installation, demonstration and/or removal of the dispensing equipment must be provided at no additional cost and coordinated with the Project Authority.

(c) Up to six (6) over-the-counter juice dispenser(s) with four (4) dispensing valves may be required.

(d) The juice dispensers must be refrigerated.

(e) Regular maintenance and servicing of the dispensing machine is the responsibility of the Offeror and must be provided at no additional cost.

QUALITY

1. All products will be provided in accordance with the following Acts and their relevant regulations:
 - (a) Agriculture & Agri-Foods Administrative Monetary Penalty Act
 - (b) Canada Agriculture Products Act
 - (c) Canadian Food Agency Inspection Act
 - (d) Consumer Packaging and Handling Act (as it relates to food)
 - (e) Food and Drug Act (as it relates to food)

2. All products offered must be provided in accordance with the Canadian General Standards Board (CGSB) Standards, current editions.
Note: Canadian General Standards Board (CGSB) Standards are available from:

CGSB Sales Unit
Ottawa, Ontario K1A 1G6
Phone: (613) 941-8703 or 8704 FAX: (613) 941-8705

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

3. No substitute on the packaging, containers or sizes including case quantities will be accepted unless approved prior to shipping.

FOOD LIST-MANDATORY REQUIREMENTS

The contractor must ensure that 100 % compliance to the attached in "ANNEX B". Failure to do without prior consent of Public Works and Government Services; Edmonton Office will result in rejection of bid.

FOOD DELIVERIES

Deliveries are to be made directly to a specified location within the geographies of Canadian Forces Base Edmonton between the hours of 0700 hr and 1200 hrs. Primary delivery days are Monday through Friday, inclusive. Deliveries may, on occasion, be required on Saturdays due to operational requirements. Arrangements for additional delivery days, times and locations, will be mutually agreed upon by the Offeror and the designated Food Services representative. The Offeror will bear all risks of loss or damage to the goods until such time as the goods have been inspected and accepted by the Food Services Representative.

SERVICE LEVELS

All orders will be placed a minimum of 48 hours prior to the expected day of delivery, by phone, fax, or hard copy.

A window time of 24 hours before delivery is required to make **MINOR** amendments to the original order.

ORDER CONFIRMATION

Potential shortfalls in providing the specified food commodities shall be immediately brought to the attention of the designated Food Services representative, who in turn is the only approving authority for substitutions.

REJECTS AND SHORTFALLS

The contractor agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item within 24 hours, *(delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractors expense).*

DELIVERY OF PRODUCTIONS NOT MEETING QUALITY STANDARDS

-Any products not meeting the Quality Standard Requirements will be returned (opened or unopened) to the Offeror at the Offeror's expense.

-Three shipments of products that fail to meet the quality Standard Requirements may result in no further orders being placed and the Standing Offer may be set aside.

DISCREPANCIES AND SUBSTITUTIONS

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

Substitutions will not be accepted without the approval of the requesting Food Services representative

INVOICING

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.

Each invoice must be supported by:

- b) a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

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

The consignee's delivery representative will verify with the contractor's representative that all items shipped have been received using the bill of lading provided by the contractor.

The contractor must only charge for the items delivered and accepted. The contractor is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The contractor agrees to provide the consignee with a detailed credit receipt within (3) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the Contractor provides the Consignee with approved credit receipt. The contractor 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:

Attn:

Name of Requesting Kitchen
Kitchens Complete Mailing address
Invoice control number
Delivery Date

INVOICE PAYMENT

The Contractor must respond within 4 hours of receipt of a PWGSC 942 Call-up Against a Standing Offer to confirm receipt, via return fax. Potential shortfalls of any requested items must be immediately brought to the attention of the designated Food Services representative.

TYPE OF TRANSPORT

The vehicles utilized for the transportation of Juice 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.

QUALITY ASSURANCE

All products must be processed in federally inspected plants.

Juice products must be of recent production and have the latest production date available. The shelf life must have a minimum of 30 days and the 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. The Canadian Government Standards Boards Specifications will be used as reference for quality control. Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

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

ANNEX B: MANDATORY SPECIFICATIONS

Minimum Performance Specifications

To be considered responsive Bidders **must** clearly indicate compliance or noncompliance with each article below by inserting "X" under the "Meets/Does Not Meet" Columns.

To demonstrate compliance, Bidders should also include and appropriately cross reference published technical information that confirms compliance with each mandatory criterion specified herein (unless stipulated as "not applicable for this item").

If published technical documentation does not exist for a specific requirement, then a written narrative explaining how the product offered meets the specification should be included with the Proposal. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

To ensure compliance is clear, the bidder should utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a Tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

MANDATORY TECHNICAL SPECIFICATIONS

	Specifications	Meets	Does Not Meet	Reference
1	Able to provide juice Concentrate, Guava			
2	Able to provide juice Concentrate, Orange			
3	Able to provide juice Concentrate, Apple			
4	Able to provide juice Concentrate, Cranberry			
5	Able to provide juice Dispensers			
6	The concentrated juice offered must be compatible for use in the dispensing machines provided.			
7	The juice dispenser(s) must be provided for rental free of charge during the standing offer period and include all hook-up lines, if applicable.			
8	Any installation, demonstration and/or removal of the dispensing equipment must be provided at no additional cost			

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

	and coordinated with the Project Authority.			
9	Must provide up to six (6) over-the-counter juice dispenser(s) with four (4) dispensing valves may be required.			
10	The juice dispensers must be refrigerated.			
11	Regular maintenance and servicing of the dispensing machine is the responsibility of the Offeror and must be provided at no additional cost.			

Bids which do not meet all of the Minimum Specifications listed above will be deemed non-compliant and given no further consideration.

If your literature/specification is not enclosed with your tender at solicitation closing, your literature/specification must be received within two (2) working days of request by the Contracting Authority.

If upon delivery and acceptance, the product is found not to meet the Minimum Performance Specifications, the product will be returned at the Suppliers expense and the Contract terminated for default.

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

Annex C Basis of Payment (Excel Document)

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

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

Offerors must provide prices for one hundred percent (100%) of line items listed on the product list.

The estimated usage is for the sole purpose of establishing an evaluation tool, based only on a best estimate, and in no way reflects the actual usage expected or any commitment on the part of Canada.

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

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

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

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

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

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Drew Fisher		

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

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

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca or fax to: (780) 497-3510.

Solicitation No. - N° de l'invitation
W0127-16P013/A
Client Ref. No. - N° de réf. du client
W0127-16P013

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39207

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” 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)