

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

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

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Fresh Fruit & Vegetables	
<b>Solicitation No. - N° de l'invitation</b> W0113-16F002/D	<b>Date</b> 2017-03-27
<b>Client Reference No. - N° de référence du client</b> W0113-16F002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-031-7295
<b>File No. - N° de dossier</b> TOR-6-39026 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-04-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> 2016-07-01	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905)615-2058 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 675 Dieppe Road Borden Ontario L0M1C0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

To supply and deliver fresh fruit and vegetable products, as specified in Annex B, to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario and the 32 Service Battalion Canadian Forces College (CFC) Toronto, ON on an "as and when requested" basis.

The period of the Standing Offer is from May 1 to July 31, 2017.

The estimated dollar value is \$247,000.00 including GST/HST

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: 90 days

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex 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 Appendix 1, Electronic Payment Instruments, to identify which ones are accepted.

If Appendix 1 to Part 3, 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.

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### **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

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

Item #	Mandatory Criteria
1	The Offeror must have a minimum 5 years in institutional food service supply chain experience within the last 15 years providing services similar to Annex A - Requirement.  The Offeror must provide documentation outlining their experience.
2	The Offeror must have a minimum annual sales record of \$500,000.00  The Offeror must provide documentation outlining their annual sales record.
3	The Offeror must provide a valid Hazard Analysis Critical Control Point (HACCP) Certification with their offer at bid closing.

#### 4.1.2 Financial Evaluation

- 4.1.2.1 The Offeror must submit pricing for line items 1-121 in accordance with Annex B – Appendix 1. Items 108-121 are Additional Items and Offerors must provide their Firm Unit Price and their Ordering Lead Time for each item. Additional items at Table 2, Annex B – Appendix 1 may be purchased during the Standing Offer Period.
- 4.1.2.2 The price used in the evaluation will be the Extended Price calculated by multiplying the Estimated Usages by the Firm Unit Price (Column A x Column B = Column C) for items 1-107 in accordance with Annex D, Evaluation.
- 4.1.2.3 SACC Manual Clause [M0220T](#) (2016-01-28) Evaluation of Price - Offer
- 4.1.2.4 **Mandatory Items**

If the Offeror is not able to provide a requested item, it is up to then Offeror to contact the Contracting Authority no later than seven (7) calendar days prior to the closing date and inform the Contracting Authority of the item(s) that cannot be offered. The item(s) will be reviewed and determined if it/they



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can be purchased by other means and removed from the list.

#### **4.2 Basis of Selection - Mandatory Technical Criteria Only**

##### **4.2.1 SACC Manual Clause M0031T (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only**

## 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](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](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.

## **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.3.1 Canadian Content Certification**

**5.2.1.3.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

### **5.2.3.2 Canadian Content Certification**

This procurement is conditionally 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 good(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, a mix of services or a mix of goods and services, consult [Annex 3.6](#).(9), Example 2, of the *Supply Manual*.

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## 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 Statement of Work at Annex "A".

#### 6.2 Security Requirements

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

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 C. 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 monthly basis to the Standing Offer Authority.

The monthly reporting periods are defined as follows:

- 1st month: May 1 to May 31;
- 2nd month: June 1 to June 30;
- 3rd month: July 1 to July 31.

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

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from May 1 to July 31, 2017.

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## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: [jeff.schmidt@pwgsc-tpsgc.gc.ca](mailto:jeff.schmidt@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

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_

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

## 6.6 Identified Users

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

- a. Rations and Quarters Support Services
- b. Regional Cadet Service Unit, CTC Black Down
- c. FS Cadre
- d. 32 Svc Bn, Toronto

## 6.7 Call-up Instrument

The Identified User must create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 or Unitrak Purchase Order for the required goods.

The Identified User must fax or email the PWGSC-TPSGC 942 or Unitrak Purchase Order to the Standing Offer holder.

The Offeror must acknowledge receipt of the call-up within four (4) hours of receiving the call-up.

## **6.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

## **6.9 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$247,000.00 (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 15 calendar days before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **6.10 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04) Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Usage Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_.

## **6.11 Certifications and Additional Information**

### **6.11.1 Compliance**

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

### **6.11.1 SACC Manual Clauses**

M3060C (2008-05-12) Canadian Content Certification

## **6.12 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

### **6.3 Term of Contract**

#### **6.3.2 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment - 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, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

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

#### **6.4.3 Single Payment**

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

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

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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. Invoices cannot be submitted until all work identified in the invoice is completed.

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total.
- c. The invoice must identify the call-up number
- c. The invoice must identify the consignee address where the goods were delivered
- d. Each call-up and consignee point must be invoiced separately

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

## 6.6 Insurance

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

## 6.7 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations  
B7500C (2006-06-16) Excess Goods



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## ANNEX A

### STATEMENT OF WORK

#### 1. Requirement

To supply and deliver fresh fruit and vegetable products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario and the 32 Service Battalion Canadian Forces College (CFC) Toronto, ON on an "as and when requested" basis.

All goods supplied must be in accordance with the latest issue of the relevant specification:

Canadian General Standard Board GCS 32.250

The Contactor must have a valid Hazard Analysis Critical Control Point (HACCP) Certification throughout the Standing Offer period.

#### 2. DND Food Quality Specifications

All goods supplied must be in accordance with the DND Food Quality Specifications located at Buy and Sell ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca))

Fresh Fruit (E6TOR-13RM20)  
Fresh Vegetables (E6TOR-13RM21)  
Herbs and Spices (E6TOR-13RM25)  
Legumes (E6TOR-13RM28)

#### 3. Delivery

- 3.1 Delivery must be made within two (2) calendar days from receipt of a Call-Up document;
- 3.2 Deliveries must be made directly to the location detailed in the Call-Up (i.e. directly to the appropriate facility);
- 3.3 The Offer must make deliveries to all delivery locations listed at 4. Delivery Locations below and must deliver the goods to the building listed on the call-up;
- 3.4 Delivery days must be made on Monday, Wednesday or Friday between the hours of 06:30 and 09:00 hours;
- 3.5 The offeror must deliver the goods as per the Recommended Case Description or the Offerors Case Description outlined in Annex B, Basis of Payment;
- 3.6 The best before date must be a minimum of seven to ten (7-10) calendar days after the delivery date;
- 3.7 Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request;
- 3.8 Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up;
- 3.9 There is no minimum shipment due to limited storage areas;

- 3.10 The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;
- 3.11 The Offeror must replace any rejected item within twenty-four hrs of notification of rejection;
- 3.12 All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instruction;
- 3.13 Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror;
- 3.14 The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.
- 3.15 Once notified by the user, the Contractor must provide a credit invoice no later than 10 calendar days after to correct the original invoice for payment.

#### 4. Delivery Locations

Facility Name	Civic Address	BLDG #
Curtis	118 Rafah Crescent	S-164
Vickers	179 Ortona Road	T-169
Officers Kitchen	32 Caem Circle	P-160
FS Cadre	25 Anson Road	S-149
R(C)SU Centre, CTC Blackdown	25 Command Road	BP-81
32 Service Battalion	DND Denison Buildings, 1 Yukon Lane Toronto, ON	

Buildings may be added or deleted during the Standing Offer Period.

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## ANNEX B

### BASIS OF PAYMENT

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

#### 1. Standard Inventory Products

1. Prices stated in Annex B are firm for the period of the Standing Offer.
2. See Annex B - Appendix 1, Table 1: Standard Inventory Products.
3. Refreshing of pricing will be permitted to the Standing Offer Holder on a one (1) month basis. Unit pricing that is increased more than 15% must be accompanied by price support in accordance with SACC Manual Clause C0008T (2007-05-25) Price Support- Non-competitive Bid.

#### 2. Special Orders

Product(s) ordered by DND which are not included in Table 1: Standard Inventory Products will be charged in accordance with the suppliers total cost, plus a maximum 4% mark-up. The Offeror must provide cost and mark-up pricing (if applicable) on all invoicing.

The total limitation of expenditure for all Special Orders is \$45,000.00

### ANNEX B - Appendix 1

**Note to Offerors:** Annex B will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B, Basis of Payment will then be provided with any resulting Standing Offer.

Solicitation No. - N° de l'invitation  
W0113-16F002/D  
Client Ref. No. - N° de réf. du client  
W0113-16F002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39026

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX C

### USAGE REPORTING FORM

The data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

- 1st month: May 1 to May 31;
- 2nd month: June 1 to June 30;
- 3rd month: July 1 to July 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

Standing Offer No. W0113-16F002						
Month:						
Unitrak Code	Offerors Code	Item Description	Case Description	Quantity	Firm KG Price or	Firm Case Price
Monthly Total						\$

Solicitation No. - N° de l'invitation  
W0113-16F002/D  
Client Ref. No. - N° de réf. du client  
W0113-16F002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39026

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D**

### **FINANCIAL EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm case prices from Annex B - Basis of Payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

#### **ANNEX D - Appendix 1**

See attached.

Solicitation No. - N° de l'invitation  
W0113-16F002/D  
Client Ref. No. - N° de réf. du client  
W0113-16F002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39026

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

## ANNEX E

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Part 5, Certifications, Section 5.2.1 Integrity Provisions – List of Names, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

#### 2. Procurement Business Number (PBN)

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

Procurement Business Number - \_\_\_\_\_

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

Solicitation No. - N° de l'invitation  
W0113-16F002/D  
Client Ref. No. - N° de réf. du client  
W0113-16F002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39026

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX 1 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)

Table 1: Standard Inventory Products

Item	Supplier Code	Item Code	Item Description	Recommended Case Description	Suppliers Case Description (if different)	Additional Description	Usage Quantity	Firm Unit Price	Unit of Sale	Extended Price
							A	B		C
1		18B005	GARLIC, FRESH	1 x 13.6 kg			54	\$	kg	\$
2		18B033	GINGER, ROOT	1 X 13.6 kg			136	\$	kg	\$
3		28A003	POTATOES, RUSSET	1 x 22.68 kg		Large # 1	6781	\$	kg	\$
4		28A007	POTATOES, PEELED	1 X 10 kg			1170	\$	kg	\$
5		28A010	POTATOES, RED, BABY	1 x 22.68 kg		Baby - 11/2 inch and smaller, "B" Size	2155	\$	kg	\$
6		28A012	POTATOES, PARISIANNE	1 X 10 kg			410	\$	kg	\$
7		32A001	LETTUCE, SHREDDED	4 X 2.27 KG		1/4 " cut	45	\$	kg	\$
8		32A005	MUSHROOMS, WHITE BUTTON	1 x 2.27 kg		Premium No.1 Quality	1217	\$	kg	\$
9		32A006	MUSHROOMS, CAFÉ (CREMINI)	1 x 2.27 kg		No.1 Grade	127	\$	kg	\$
10		32A007	MUSHROOMS, PORTOBELLO	1 x 2.27 kg		Min 4 " ,clean of dirt	75	\$	kg	\$
11		32A008	ONIONS, YELLOW	1 x 22.68 kg		Large cooking product of Ontario or USA	1905	\$	kg	\$
12		32A009	ONIONS, SPANISH	1 X 22.68 kg		Jumbo # 1	1996	\$	kg	\$
13		32A011	ONIONS, RED	1 X 11.34 Kg		Large # 1	510	\$	kg	\$
14		32A016	PEPPERS, YELLOW	1 X 11.34 Kg		Jumbo XL No.1 Product	1247	\$	kg	\$
15		32A017	PEPPERS, GREEN	1 X 11.34 Kg		Large # 1	1701	\$	kg	\$
16		32A019	PEPPERS, RED	1 X 11.34 Kg		Jumbo XL No.1 Product	1452	\$	kg	\$
17		32A024	TOMATOES	1 x 11.4 kg		No. 1, 6 X 7 Medium Size, Washed/Rolled	3169	\$	kg	\$
18		32A026	TURNIPS	1 X 22.68 kg		Waxed Rutabaga	454	\$	kg	\$
19		32A027	ZUCCHINI, GREEN	1 X 8.2 kg		No. 1 Grade Medium Size	459	\$	kg	\$
20		32A029	ASPARAGUS SPEARS, GREEN	1 X 5 kg		No 1 Grade Standard Size	110	\$	kg	\$
21		32A031	BEAN SPROUTS, FRESH	1 X 4.54 KG			5	\$	kg	\$
22		32A032	BEETS, FRESH	1 X 11.34 Kg			226	\$	kg	\$
23		32A039	CABBAGE, GREEN, SHREDDED	4 x 2.27 kg		1/4" cut with sep Carrots and Cabbage	763	\$	kg	\$
24		32A041	CARROTS	1 x 22.68 kg		Jumbo No.1	2223	\$	kg	\$
25		32A042	CARROTS, WITH TOPS	1 X 2.27 kg		Peeled	23	\$	kg	\$
26		32A050	EGGPLANT	1 x 9.08 kg		Fancy	246	\$	kg	\$
27		32A056	ZUCCHINI, YELLOW	1 X 9.08 KG		No. 1 Grade Medium Size	145	\$	kg	\$
28		32A098	PEAS, SNOW	2 X 2.27 kg		Cleaned, Snipped	136	\$	kg	\$
29		32A099	MUSHROOMS, SHITAKE	1.4 kg			32	\$	kg	\$
30		32A130	PEPPERS, ORANGE	1 X 11.34 Kg		Jumbo XL No.1 Product	692	\$	kg	\$
31		32A160	YAMS, JUMBO	1 x 18 kg			810	\$	kg	\$
32		32A199	SQUASH, BUTTERNUT	1 x 18.16 kg			690	\$	kg	\$
33		32A211	SPINACH, BABY, FRESH	5 x 908g			799	\$	kg	\$
34		32A281	CHILI, RED, FRESH	1 X 454g			5	\$	kg	\$
35		32A282	CHILI, GREEN, FRESH	1 X 4.54 kg			23	\$	kg	\$
36		32B001	CARROTS, BABY	4 X 2.27 kg			581	\$	kg	\$





61	5A090	WATERMELON, SEEDLESS	1 x 4 ea				528	\$		ea	\$
62	5A001	APPLES, MACINTOSH	1 x 113 ea			Fancy Grade 100-125 Ct Accepted	6667	\$		ea	\$
63	5A002	APPLES, GRANNY SMITH	1 x 113 ea			X Fancy Grade 100-125 Ct Accepted	7797	\$		ea	\$
64	5A007	GRAPEFRUIT	1 x 48 ea			Pink 48-56 Ct Accepted	2352	\$		ea	\$
65	5A008	ORANGES	1 X 113 ea			Navel	15481	\$		ea	\$
66	5A009	PEARS	1 x 100 ea			Bartlett/D'Anjou 100 Ct-110 Ct Accepted	5500	\$		ea	\$
67	5A010	MELON, HONEYDEW	1 X 5 Ct			Jumbo 5 Ct- 9 Ct Accepted	555	\$		ea	\$
68	5A011	CANTALOUPE	1 X 9 Ct			Jumbo 9Ct-15Ct Accepted	963	\$		ea	\$
69	5A012	KIWI	1 X 41 Avg				615	\$		ea	\$
70	5A015	PLUMS, FRESH	1 X 150 ea				3450	\$		ea	\$
71	5A031	APPLES, GOLDEN DELICIOUS	1 X 113 ea			Ex Fancy 100Ct-125Ct Accepted	7232	\$		ea	\$
72	5A033	APPLES, RED DELICIOUS	1 X 113 ea			Ex Fancy 100Ct-125Ct Accepted	8588	\$		ea	\$
73	5A042	APPLES, ROYAL GALA	1 X 125 EA			Ex Fancy 100Ct-125Ct Accepted	6750	\$		ea	\$
74	5A060	AVOCADO	1 X 16 Ea			Green	816	\$		ea	\$
75	5A216	PINEAPPLE, GOLDEN	1 x 6 ea			6Ct-8Ct Accepted	786	\$		ea	\$
76	18B096	LEMONGRASS, FRESH	3 X 12 ea				180	\$		ea	\$
77	32A002	LETTUCE, HEAD, ICEBURG	1 X 24 ea			Medium Heads No. 1 Grade,USA Liner	480	\$		ea	\$
78	32A003	LETTUCE, LEAF	1 X 24 ea			No. 1 Grade,USA Liner	192	\$		ea	\$
79	32A004	LETTUCE, ROMAINE	1 X 24 ea			No. 1 Grade Full Heads,USA Liner	360	\$		ea	\$
80	32A010	ONIONS, GREEN	1 x 48 ea			Washed product of USA	3552	\$		ea	\$
81	32A012	SHALLOTS	1 x 1.81 kg				22	\$		kg	\$
82	32A033	BOK CHOY	1 X 24 Ct			Full Size	816	\$		ea	\$
83	32A038	CABBAGE, GREEN	1 X 22.68 kg			Large	318	\$		kg	\$
84	32A040	CABBAGE, RED	1 X 22.68 KG			Large	181	\$		kg	\$
85	32A044	CAULIFLOWER, FRESH	1 X 12 EA			Product of USA	1284	\$		ea	\$
86	32A045	CELERY, FRESH	1 X 24 ea			No. 1 Grade	1680	\$		ea	\$
87	32A047	CORN ON THE COB	1 X 48 ea				96	\$		ea	\$
88	32A049	CUCUMBERS, ENGLISH	1 X 12 ea			Large No.1	6576	\$		ea	\$
89	32A053	LEEKs, WHOLE	1 X 12 EA				96	\$		ea	\$
90	32A124	LETTUCE, BOSTON	1 X 24 ea				24	\$		ea	\$
91	32A149	WATERCRESS	1 X 12 ea				12	\$		ea	\$
92	32A213	LETTUCE, ENDIVE, BELGIUM	12's			7lb weight case	12	\$		ea	\$
93	32A264	RADISHES, RED	14 x 1lb				102	\$		kg	\$
94	32A273	CABBAGE, CHINESE (NAPPA)	1 X 45lb				20	\$		kg	\$
95	32A480	KALE, RED	1 X 24 Ct				120	\$		ea	\$
96	32A494	CELERY ROOT, CELERIAC	1 X 12 CT				12	\$		ea	\$
97	32A496	LETTUCE, ESCAROLE	1 X 24 ct				24	\$		ea	\$
98	32A022	TOMATOES, CHERRY	1 x 12 pints				3576	\$		pint	\$
99	32A246	TOMATOES, GRAPE	12 x 1 pt				120	\$		pint	\$
100	5A016	RASPBERRIES, FRESH	12 x .5 pt				138	\$		pint	\$

101	5A018	STRAWBERRIES	1 x 8 pt		No. 1 Grade	192	\$	pint	\$
102	5A024	BLUEBERRIES, FRESH	12 X .5 pt			288	\$	pint	\$
103	5A061	BLACKBERRIES, FRESH	12 X .5 pt		No. 1 Grade	48	\$	pint	\$
104	5A137	PINEAPPLE, GOLDEN SECTIONS,	1 X 12 L		Price per lb must be	1332	\$	litre	\$
105	5A150	GRAPEFRUIT, SEGMENTS,	1 X 12 L		Price per lb must be	1152	\$	litre	\$
106	5E004	FRUIT SALAD, FRESH	1 X 11.4 Lt		Price per lb must be	3055	\$	litre	\$
107	5E007	CANTALOUPE, CHUNKS	1 x 12 L		Price per lb must be	288	\$	litre	\$

**Table 2: Additional Products**

**Note:** Additional items may be purchased during the Standing Offer Period. Suppliers are required to provide an Ordering Lead Time for DND's kitchen managers.

Item	Supplier Code	Item Code	Item Description	Recommended Case Description	Suppliers Case Description (if different)	Additional Description	Ordering Lead Time (Supplier to complete)	Firm Unit Price	Unit of Measure
108		32A037	BRUSSEL SPROUTS, FRESH	1 X 11.34 Kg				\$	kg
109		32A259	MUSHROOMS, OYSTER	907g				\$	kg
110		32A319	BEANS YELLOW, FRESH	1 X 11.34 Kg				\$	kg
111		32A323	BEANS, GREEN, WHOLE	1 x 4.54 kg		Shipped		\$	kg
112		18B021	CHERVIL, FRESH	1 x 12 ea		No more than 12 ea (bunches) accepted due to shelf life		\$	ea
113		5A086	DRAGON FRUIT	1 X 12 ea				\$	ea
114		5A108	STAR FRUIT	1 x 20 ea				\$	ea
115		5D028	FIGS, DRIED	18 - 24 ea				\$	ea
116		18B041	FLOWERS, EDIBLE	1 X 24 Ct				\$	ea
117		32A004	LETTUCE, ROMAINE	1 X 24 ea		No. 1 Grade Full Heads, USA Liner		\$	ea
118		32A015	PARSNIPS	1 X 4.54 Kg		Loose 10lb product		\$	kg
119		32A052	KALE	1 X 24 Ct		Green		\$	ea
120		32A495	LETTUCE, CHICORY	1 X 24 CT				\$	ea
121		32A506	DANDELION GREENS	1 X 24 CT				\$	ea