



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Bread	
<b>Solicitation No. - N° de l'invitation</b> W0114-17B002/B	<b>Date</b> 2017-04-13
<b>Client Reference No. - N° de référence du client</b> W0114-17-B002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-690-7182
<b>File No. - N° de dossier</b> KIN-6-46176 (690)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-05-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613)545-8739 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian Forces Base Kingston PO Box 17000 Stn Forces Bldg B31 Routledge Dining Hall/ B52 Sgt/WO Mess/C1 Officers Mess/ Fort Frontenac/RMC/CFJHQ Kingston Ontario K7K 7B4 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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**ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFERS ..... 16**

This bid solicitation cancels and supersedes previous bid solicitation number W0114-17B002/A dated 23 Feb 2017 with a closing of 13 March 2017 at 2PM Kingston. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

**1.2.1** The Request for Standing Offer is to establish a Regional Individual Standing Offer for the provision of bread and bakery products, "on an as and when requested basis", for CFB Kingston, Kingston Ontario, various locations as listed in Annex A.

It is Canada's intention to issue one Standing Offer for this requirement.

Period of Standing Offer from date of issue to 30 September 2017 with (2) three month extensions.

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

### 1.3 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

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

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

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

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

### **3.1. Offer Preparation Instructions**

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### 3.1.2 Exchange Rate Fluctuation

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

#### Section II: Certifications

Offerors must submit the certifications required under Part 5.

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

#### 4.1 Evaluation Procedures

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

##### 4.1.1 Financial Evaluation

###### 4.1.1.1 Mandatory Financial Criteria

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

- a) Offers must be submitted in accordance with Attachment 1 to Annex "B" – Basis of Payment Form. Pricing must be provided for all Item numbers in Pricing Basis "A" and a Discount Percent amount must be provided for Pricing Basis "B". Offers must not contain any alteration to the preprinted or pre-typed portions of the Basis of Payment Form.
- b) Offers must not contain any condition or qualification placed upon the offer.
- c) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.
- d) Offered Weight: Where an Offered Weight for an Item number is proposed, the following must be met:
- e) The difference between the Requested Weight of an Item number and the Offered Weight of that same Item number must be no greater than 25% of the Requested Weight.

###### 4.1.1.2 Evaluation of Price

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

- a) The price of the Offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid, Canadian customs duties and excise taxes included.
- b) The Evaluated Price will be calculated as follows:

- i) If the offeror provides an Offered Weight, the Price per Gram is calculated as the Unit Price divided by the Offered Weight, otherwise the Price per Gram is the Unit Price divided by the Requested Weight.
- ii) The Extended Price for (Pricing Basis "A") is the Price per Gram multiplied by the Requested Weight multiplied by the Estimated Annual Usage (EAU) of Units.
- iii) The Evaluated Price of the Offer is the aggregate of the Extended Prices of all Items

#### **4.2 Basis of Selection**

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

#### **5.1 Certifications Required with the Offer**

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

##### **5.1.1 Integrity Provisions – Declaration of Convicted Offences**

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

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

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

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

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

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The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "Appendix 1 ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: from date 1 fevrier to 30 April
- 2nd quarter: 1 May to 31 July
- 3rd quarter: 1 August to 31 October
- 4th quarter: 1 November to 31 January.

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

#### **6.4 Term of Standing Offer**

##### **6.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from date of issue to to 30 September 2017 inclusive.

##### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) - 3 month periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.5. Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

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

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

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration

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

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name:  
Organization:  
Address:  
Telephone:

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

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

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

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence. CFB Kingston, Kingston, Ontario.

### 6.7 Call-up Procedures

### 6.8 Call-up Instrument

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

### 6.9 Limitation of Call-ups

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

### 6.10 Priority of Documents

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

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

h) the Offeror's offer dated \_\_\_\_\_

## **6.11 Certifications and Additional Information**

### **6.11.1 Compliance**

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

### **6.12 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

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

#### **6.2.1 General Conditions**

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

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

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

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

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

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

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

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

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

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

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

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

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

#### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.6 Insurance**

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

#### **6.7 SACC Manual Clauses**

SACC *Manual* clause A9062C (2011-05-16) Canadian Forces Site Regulations  
SACC *Manual* clause B7500C (2006-06-16), Excess Goods  
SACC *Manual* clause D0018C (2007-11-30), Delivery and Unloading  
SACC *Manual* clause D3004C (2007-11-30), Type of Transport

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## **ANNEX "A" - REQUIREMENT**

Bread and Bakery Products. Frozen products will not be accepted.

### **Deliveries:**

#### **Canadian Forces Bases (CFB) Kingston (including the Royal Military College, Fort Frontenac and Canadian Forces Joint Signal Regiment (CFSR), Vimy Officers Mess:**

The contractor must be able to make deliveries 5 days a week Monday to Friday excluding weekends and Statutory Holidays. (Unless there is an emergency requirement for Aid to the Civil Power then weekend delivery may be required.)

**Preparation for Delivery:** Unless otherwise specified by the Identified User, the bread or rolls shall be wrapped according to normal commercial practice.

The bread shall be delivered in clean, sanitary cartons or trays. Standard commercial method of packaging, labeling, packing and marking shall be acceptable.

Items for this Requirement shall be supplied in the type, classes, and styles, specified by the Identified User.

Delivery Slips must be provided to each delivery point. The Supplier shall issue a Credit Note to cover discrepancies on delivery.

All orders will be placed by the Foods Officer or the designated representative a minimum two (2) working days prior to delivery date. The Identified User will phone in cancellations and increases to the supplier within twenty-four (24) hours prior to delivery. Other arrangements pertaining to the placement and cancellation of orders found to be acceptable to the Supplier will be considered by the Identified User, however, such alternate arrangements are not to be implemented by the Supplier without prior consent in writing by the Identified User.

The Identified User is to be advised within one (1) working day prior to delivery of any delays and before backordering. Only back orders approved by the Identified Department will be accepted. Approved back orders are to be noted on packing slips. Items not received within the required time shall be subject to cancellation.

### **Product Codes:**

Supplier to provide product codes upon request to the Identified User

### **Price List:**

Current Wholesaler Published Price List are to be supplied to the identified departments upon request. The Supplier shall provide electronic copies (in the form of a CDs or Excel spreadsheet sent by e-mail) of the products and price lists to the Site/Call-up Authority.

### **Standards:**

All bread and bread products shall comply with the following Canadian Government Specifications Board (CGSB) where indicated in Annex "B" and outlined below and available <http://www.tpsgc-pwgsc.gc.ca/cgsb/pubs/catalogue/notice-e.html>

Solicitation No. - N° de l'invitation  
W0114-17B002/B  
Client Ref. No. - N° de réf. du client  
W0114-17-B002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46176

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

**Delivery Addresses and Location Specific Instructions**

**Routledge Hall:**

Delivery and Billing Address VB31, 9 Parade Rd. PO Box 1700, Stn Forces  
Kingston, On K7K 7B4  
Contact: Procurement Manager  
Contact Number 613-541-5010 Ext 4233  
Fax # 613-541-4181

**WO & Sgt Mess:**

Delivery and Billing Address B52, 18 Craftsman Rd., PO Box 1700, Stn Forces  
Kingston, On K7K 7B4  
Contact: Procurement Manager  
Contact Number 613-541-5010 Ext 4232  
Fax # 613-541-4181

**Royal Military College:**

Delivery and Billing Address RMC CDH, 22 Amiens Ave. PO Box 1700, Stn Forces  
Kingston, On K7K 7B4  
Contact: RMC Ration Procurement Manager  
Contact Number 613-541-6000, Ext 6802  
Fax # 613-540-8073

**Fort Frontenac Officer's Mess**

Shipping and Billing Address Fort Frontenac Officer's Mess  
10 Ontario St.  
Kingston, On K7K 7B4  
Contact: IC Ration  
Contact Number 613-541-5010-4067  
Fax # 613-541-5830

**JSR:**

Billing Address Canadian Forces Joint Signal Regiment, PO Box 1700, Stn Forces  
Kingston, On K7K 7B4

Shipping Address: Canadian Forces Joint Signals Regiment E-30 Clement  
Bldg 20 Red Patch Ave. Kingston, Ontario K7K 5B4  
Contact Name: Chief Cook  
Contact Number 613-541-5010, Ext 4067  
Fax # 613-541-4367

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## **ANNEX "B" BASIS OF PAYMENT**

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

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

**SEE ATTACHMENT to ANNEX "B" – BASIS OF PAYMENT FORM**

Solicitation No. - N° de l'invitation  
W0114-17B002/B  
Client Ref. No. - N° de réf. du client  
W0114-17-B002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-6-46176

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

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

**Annex "B" - Basis of Payment CFB Kingston**

**Pricing Basis A**

<b>Item #</b>	<b>Description of Bread &amp; Bakery Product</b>	<b>Unit of Issue (UOI)</b>	<b>Requested Weight (grams per UOI)</b>	<b>Estimated Annual Usage (EAU) of Units</b>	<b>Offered Weight* (grams per UOI)</b> <small>*difference from Requested Weight must no greater than +/-25% of Requested Weight]</small>	<b>Unit Price</b>
1	Bread, French thick sliced	Each	570	212		
2	Bread, Pumpernickel	Each	1x450	240		
3	Bread,Rasin	Each	1 X 340	636		
4	Bread Ancient Grains	Each	680	200		
5	Bread,Rye	Each	1x450	148		
6	Bread,Rye Marble	Each	1	148		
7	Bread, 12 Grain 675 G	Each	1x680	756		
8	Bread, Multi-Grain, 675 G	Each	1x675g	652		
9	Bread Flax	Each	680	64		
10	Bread, Rye, Dark 675G	Each	1x675g	556		
11	Bread, Wheat & Oat	Each	1x680g	60		
12	Bread, wheat & Flax, 680g	Each	1x680g	632		
13	Bread, Sandwich, White, 675g	Loaf	1x675g	756		
14	Bread, Sandwich, Whole Wheat 100%	Loaf	1x675g	756		
15	Hamburger Buns	Package	1x12	336		
16	Hamburger Buns, Sesame Seed	Bag	1x12ea	200		
17	Hot Dog buns	Bag	1x12ea	336		
18	Hamburger Buns, whole wheat	Case	8x12ea	336		
19	Bagels, Cinnamon & Raisin	XBG	6x4 oz	564		
20	Bagels, Plain 6 X 113g	Each	1x6ea	216		
21	Bagels, 12 Grain	Each	6 X 113g	320		
22	Bagels, Sesame	Each	1x310g	220		
23	Bagels, everything	Bag	1x6ea	776		
24	Bagels, Multi Grain	Bag	6 X 175 g	152		
25	English Muffins, plain	Bag	1x6ea	900		
26	English Muffins, whole wheat	Bag	1 X 6e	1,000		
27	Bagels, Whole Wheat 100%	Each	6x4oz	24		

**Pricing Basis B**

Item #	Description	Unit of Issue (UOI)	Estimated Annual Usage (EAU) of Units	Discount %
36	<p><b>Other Bread and Bakery Products:</b></p> <p>The Supplier offers to sell any available products other than those listed in Annex B at prices matching those of their general seasonal and sideline catalogue and / or their published price list, less a discount of:</p>	Dollars (CAD)	\$5,000	

Note to Supplier: Despite the prices established herein, the Supplier can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the price is lower than the prices listed herein.