

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

Place Bonaventure

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montreal

Montreal

Quebec

H5A 1L6

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

Food Supply, Montreal/Alimentation, Montréal

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montreal

Montreal

Quebec

H5A 1L6

Title - Sujet RMSO: Meat, poultry, fish and seafo	
Solicitation No. - N° de l'invitation E6MON-17PQVV/A	Date 2017-04-21
Client Reference No. - N° de référence du client E6MON-17-PQVV	GETS Ref. No. - N° de réf. de SEAG PW-\$MTR-502-14329
File No. - N° de dossier MTR-6-39411 (502)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-08	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Dubé, Stéphane	Buyer Id - Id de l'acheteur mtr502
Telephone No. - N° de téléphone (514)496-3710 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA Tous les ministères et organismes fédéraux Région du Québec Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

This Request for Standing Offer is a Standing Proposal. It is a description of various goods, along with specific terms, clauses and conditions, valid for a fixed period of time. The duration is for one single period of one (1) year, **divided into four (4) periods of three (3) months**. Following receipt of offers, a Standing Offer and Call-Ups Against the Standing Offer may be issued to the supplier(s) having submitted the most advantageous offer.

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: includes the certifications 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:

Annex A - Requirement

Annex B - List of Products (attached)

Annex C - Delivery Addresses

Annex D - Complete List of Company Board of Directors

Annex E - Electronic Payment Instruments

2. Summary

Description of Requirement – See Annex A – Requirement (attached).

3. Security Requirement

There is no security requirement applicable to this Standing Offer.

4. Debriefings

After issuance of a standing offer, 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

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 issued by Public Works and Government Services Canada.
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

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

2. 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.

Offers must be submitted for each period as per the pre-determined Schedule of Tender Closing Dates (See Annex B).

You must submit your offer, **by mail or facsimile**, prior to the closing time and date:

By mail at the following address:

Public Services and Procurement Canada
Acquisitions Directorate
800, rue de la Gauchetière Ouest, **Suite 1110**
Montréal, Québec H5A 1L6

By facsimile, at the following number: (514) 496-3822

Once your offer has been completed and transmitted by mail or facsimile, **a copy of the Annex B** (Excel file) **must** be sent by electronic mail to the following address:

QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7) 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 questions or may request that Offerors do so, so that the proprietary nature of the question 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.

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 the province of Quebec.

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.

5. Product Compliance

No substitute/equivalent (brand/format) will be accepted for all items marked as MANDATORY and/or NO SUBSTITUTE in Annex B. If a product has been discontinued or its format has been modified, a notification from the manufacturer must be transmitted with the Offer.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (one (1) hard copy and one (1) soft copy by email)

Section II: Certifications (one (1) 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/or 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 - List of products. The total amount of applicable taxes is to be shown separately, if applicable.

It is requested that Offerors send one (1) hard copy by mail or facsimile and one (1) excel version by electronic mail at the following address:

QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca.

Annex B – List of products (Attached separately)

This document includes the Schedule of Tender Closing Dates, the Closing Pages and the list of Products for each of the **four (4) periods**.

The Schedule of Tender Closing Dates specifies the Closing Dates for each period. It is important to use the appropriate Closing Page, matching the period for which the offer applies.

The Offerors will complete Annex B using the Excel spreadsheet and make sure it has been properly completed and contains all required information.

Electronic Payment of invoices

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.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1. Financial Evaluation

Offers will be evaluated on the “**unit price**” of each item, standardized as required, according to the estimated quantities.

A standardization using the ‘rule of 3’ will be used when the format of an item offered differs from the format requested.

Example: Format requested: 4 L
Format offered: 3.8 L at \$5.25
Standardized price: $(\$5.25 \times 4L) / 3.8L = \5.53

1.1.1 Evaluation of Price

The price of the offer will be evaluated as follows:

- a. Canadian-based offerors must submit firm prices, Canadian customs duties, packaging, shipping & delivery and excise taxes included, and Applicable Taxes excluded.
- b. Foreign-based offerors must submit firm prices including packaging, shipping & delivery. Canadian customs duties, excise taxes and Applicable Taxes must be excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

1.1.2 Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date will be applied as a conversion factor to the offers submitted in foreign currency.

1.1.3 For the purpose of the RFSO, Offerors with an address in Canada are considered Canadian-based Offerors, and Offerors with an address outside of Canada are considered foreign-based Offerors.

3.1 SACC Clause: C3011T (2013-11-06) – Exchange Rate Fluctuation

2. Basis of Selection

2.1 Basis of Selection - Multiple Items

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with lowest evaluated price on a “**per item**” basis will be recommended for issuance of a standing offer.

The respect of the brands and formats requested by the client (Mandatory = No Substitute versus Acceptable = equal to or equivalent) will be taken into consideration in the evaluation.

Please note that PWGSC reserves the right to issue **up to three (3) standing offers per period and per region** if this way of proceeding proves more advantageous for Canada.

PART 5 - CERTIFICATIONS

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.

1. Certifications Required with the Offer

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

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.

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.

2.1 Integrity Provisions – Required Documentation (see Annex D)

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.

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 .

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

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with Annex "A"- Requirement, Annex “B”- List of products and Annex C – Delivery Addresses.

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

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 issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

4. General Conditions

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

5. Reporting - MANDATORY

The Offeror must compile and maintain records on its provision of goods 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 for every **3-month period**, reports on use of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports must be submitted on the appropriate document, which will be provided to the Offeror by the Standing Offer Authority, and forwarded no later than fifteen (15) days after the designated reporting period.

Reports have to be sent to the following address:

QueAlimentationRapportsMtl.QueFoodSupplyReportsMtl@tpsgc-pwgsc.gc.ca

Instructions for Submitting Data on Standing Offer usage:

Please make sure the report contains the following information:

- The Standing Offer number for which the data are submitted;
- The period for which the data have been accumulated (start date to end date);
- The total amount spent to date, by government department;
- The number of each item delivered for the period;
- The address and/or postal code of the delivery point

6. Term of Standing Offer

6.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from (*will be completed by the Contracting Authority at the time of issue of the Standing Offer*) inclusive.

7. Authorities

7.1 Standing Offer Authority

The Standing Offer Authority is:

Stéphane Dubé
Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
800, rue de la Gauchetière Ouest, **Suite 1110**
Montréal, Québec H5A 1L6

Telephone: (514) 496-3710
Facsimile: (514) 496-3822
E-mail address: stephane.dube@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.

7.2 Offeror Contacts *(to be completed by the Offeror)*

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Organization: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

Delivery follow-up

Name: _____
Organization: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

8. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the province of Quebec.

9. 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 thereof.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (including applicable taxes).

11. Financial Limitation: N/A

12. Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity)
- (e) Annex "A» - Requirement;
- (f) Annex "B" - List of Products (Attached separately);
- (g) Annex "C" - Delivery Addresses (Attached);
- (h) the Offeror's offer dated _____ (*will be completed by the Contracting Authority at the time of issue of the Standing Offer.*

13. Certifications and Additional Information

13.1 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.

14. Applicable Laws (to be completed by the Offeror)

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.

1. Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

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

3. Term of Contract

3.1 Delivery Date

The delivery must be completed in accordance with the Call-Up Against the Standing Offer.

3.2 Delivery of Fresh Chilled or Frozen Products

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18° C or lower and fresh chilled products between 4° C and 1° C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

3.3 Liability for defective products:

If an item provided by a supplier is broker or damaged, its replacement will be at the supplier's expense at the very latest at the time of the next delivery of goods.

If, following acceptance of a product, it has been determined that the product does not meet the product ordered or the norms and standards stipulated, the supplier will be required to take back the defective product at its expense and offer a discounted price based on the severity of the issue. In addition, Canada may take action under the provisions available under PWGSC's General Terms and Conditions.

4. Payment

4.1 Basis of Payment

For the mentioned period of the Standing Offer, you will be paid on the basis of firm unit prices, as listed in Annex B - List of Products.

4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

4.3 Electronic Payment of Invoices – Call-up

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

(will be completed by the Contracting Authority at the issue of the Standing Offer based on the information provided at Annex "E")

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

4.4. SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based contractors

5. 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.

6. Insurance

SACC Manual clause: G1005C (2016-01-28) Insurance – No specific requirement

7. SACC Manual Clauses

A9006C (2012-07-16), Defence Contract
A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods

ANNEX A

REQUIREMENT

DESCRIPTION:

This request for a Regional Individual Standing Offer (RISO) involves the provision of **Meats, Poultry, Fish and Seafood products**, on a ‘as and when’ ordered basis.

The Offerors must be able to deliver the goods being offered to ALL SHIPPING ADDRESSES set out in Annex C for each of the region or regions for which a bid is submitted.

IDENTIFIED USERS:

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the province of Quebec.

PERIOD OF STANDING PROPOSAL:

From July 1st 2017 to June 30, 2018, divided into four (4) periods of three (3) months.

NOTE: Up to three (3) Standing Offers may be issued for each period and each region.

DELAY:

Delivery will take place no later than forty-eight (48) hours from receipt of an order.

At all times during the period of the Standing Offer, when “Urgent” requests are made, the Offeror(s) will commit to supplying the goods within twenty-four (24) hours following receipt of an order.

SECURITY – Applies only to the institutions of Correctional Service Canada

Please note that there might be a delay at the entrance and exit of the institutions. The client may require that the supplier and its delivery staff undergo a security clearance.

Furthermore, the supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site. The delivery vehicles may be subjected to a search when entering and exiting the institutions.

Solicitation No. - N° de l'invitation
E6MON-17PQVV/A
Client Ref. No. - N° de réf. du client
MTR-6-39411

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-6-39411

Buyer ID - Id de l'acheteur
mtr502
CCC No./N° CCC - FMS No./N° VME

QUANTITIES:

The estimated quantities for each of the required items can be found in Annex B - List of Products.

APPROXIMATE SCOPE OF THE STANDING PROPOSAL:

The approximate scope of the Standing Proposal is **\$4,000,000.00** for the period **from July 1st 2017 to June 30, 2018** inclusive.

TRADE AGREEMENTS:

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation
E6MON-17PQVV/A
Client Ref. No. - N° de réf. du client
MTR-6-39411

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-6-39411

Buyer ID - Id de l'acheteur
mtr502
CCC No./N° CCC - FMS No./N° VME

ANNEX B

LIST OF PRODUCTS (Attached separately)

ANNEX C

DELIVERY ADDRESSES

IMPORTANT:

The Offeror must be able to deliver the products offered for all delivery addresses for the region or regions for which you submit an offer.

BAGOTVILLE REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
DEPARTMENT OF NATIONAL DEFENSE 3rd Squadron Bagotville Bldg. 87 Windsor Street Alouette, QC G0V 1A0	From Monday to Friday Between 7:30AM to 11:30AM and from 1 :00PM to 1 :30PM	
DEPARTMENT OF NATIONAL DEFENSE 3rd Squadron Bagotville Bldg. 55, Churchill street Alouette, QC G0V 1A0	From Monday to Friday, between 7:30 AM and 11:30 AM and between 1:00 PM and 1:30 PM	<i>Only for the months of June, July and August.</i>

QUEBEC REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Fisheries and Oceans Canada Canadian Coast Guard (CCG) Ships Central and Arctic Regions - Port of Quebec (St. Charles River and Cap Diamant) 3 MAIN PORTS: <ul style="list-style-type: none">- Port of Quebec : Estuary sector de or Anse au Foulon's sector.- Queen's Wharf : 101 Boul. Champlain, Québec, Qc, G1K 7Y7- Port of Trois-Rivières : 1545, rue du Fleuve, Trois-Rivières, Qc, G9A 6K4	FROM MONDAY TO FRIDAY, BETWEEN 6:00AM TO 6:00PM, FOR ALL PORTS. -CCG WILL DETERMINE THE DAY OF THE DELIVERY.	The important periods are: Month of June and the first 2 weeks of July; as well as November and the first 2 weeks of December ALL SUPPLIERS MUST BE ABLE TO DELIVER TO THE 3 MAIN PORTS LOCATED ALONG THE ST-LAWRENCE RIVER. POSSIBILITY OF DELIVERY TO THE OTHER 9 SECONDARY PORTS IF SUPPLIERS ARE ABLE TO DO SO.

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
<p>9 SECONDARY PORTS:</p> <p>AS PER MUTUAL AGREEMENT BETWEEN CCG AND THE SUPPLIERS IN ACCORDANCE WITH THE ORDERS PROVIDED.</p> <ul style="list-style-type: none"> - Cacouna - La Baie - Port-Alfred - Matane - Sept-îles - Gaspé - Sorel - Montréal - Ste-Catherine 		<p>DETAILED DELIVERY ADDRESSES WILL BE PROVIDED AT THE TIME OF THE ORDER OR CALL-UP.</p>
<p>Department of National Defence Valcartier Support Base Food Services Building 505 P.O. Box 1000, Succ Forces Courcellette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:00 AM to 11:00 AM</p> <p><i>NO DELIVERIES OUTSIDE OF THESE TIMES WILL BE ACCEPTED</i></p>	<p>Delivery on palettes 48" long, 40" wide and 53" high.</p> <p>Possibility of extra deliveries during peak traffic</p> <p>Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.</p>
<p>Department of National Defence Valcartier Support Base Ration Unit Depot Building 188, Door J (at the back) P.O. Box 1000, Succ. Forces Courcellette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:30 AM to 3:00 PM</p>	<p>Order to be placed on a palette, wrapped individually in plastic wrap and the identification of the Ordering Unit must be visibly affixed to the palettes.</p> <p><i>IMPORTANT: The frequency of orders will vary depending on the military activity calendar.</i></p> <p>Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.</p>

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Client Ref. No. - N° de réf. du client
MTR-6-39411

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-6-39411

Buyer ID - Id de l'acheteur
mtr502
CCC No./N° CCC - FMS No./N° VME

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Department of National Defence Valcartier Support Base Cadets Kitchen Building CC-119 P.O. Box 1000, Succ Forces Courcelette, Qc, G0A 4Z0	Monday through Friday From 7:00 AM to 11:00 AM	Delivery on palettes 48" long, 40" wide and 53" high and be secured with plastic wrap. <i>No orders will be placed during the summer months (May to August).</i>
Department of National Defence Valcartier Support Base Camp Vimy Kitchen Building CM-3 P.O. Box 1000, Succ Forces Courcelette, Qc, G0A 4Z0	Monday through Friday From 7:00 AM to 11:00 AM	<i>During the summer months (May to August) orders could double.</i> Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
Department of National Defence Quebec Citadel Kitchens C-14 and C-18 1, Côte de la Citadelle Québec, Qc, G1R 3R2	Monday through Friday From 7:00 AM to 11:00 AM <i>No deliveries between 9:30AM and 11:00AM from June to September (changing of the guard)</i>	Suppliers must verify if their delivery trucks can pass through the doors to access the Citadel. <i>MANDATORY REQUIREMENT: NO DELIVERIES will be accepted at Quebec's Old Citadel between 9:30AM and 11:00AM from June to Labor Day in September.</i> Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
Department of National Defence St-Malo Armoury Kitchen 1020, Vincent-Massey Street St-Malo Industrial Park Québec, Qc, G1N 1M8	Monday through Friday From 7:30 AM to 11:00AM	Orders average once a week between the months of September to May. Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
Department of National Defence Naval Reserve Headquarters Pointe-à-Carcy Kitchen 144, Dalhousie Street Québec, Qc, G1K 4C1	Monday through Friday From 7:30 AM to 11:00AM	Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.

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<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Service Canada Donnacona Institution 1537, route 138 Donnacona (Québec) G3M 1C9	Monday through Friday 8:00 AM to 10:45 AM and from 1:00 PM to 2:45 PM	

MONTREAL REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Department of National Defence SAINT-JEAN Garrison St-Jean Garrison (Grand-Bernier Road South, St-Jean-sur-Richelieu (Quebec), Building General Jean-Victor-Allard «Méga » J0J 1R0	Monday to Friday from 7:30 AM to 11:30 AM <i>NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED</i>	Delivery on pallets measuring 48” long, 40” wide and 48” high. Products will be placed in an appropriate and safe manner.
Department of National Defence FARNHAM Garrison Centre d’Entraînement de l’Estrie 1111 Principale Street West Building 10 Farnham (Quebec), J2N 2X9	Tuesday and Thursday From 7:30AM to 11:30AM <i>NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED</i>	
Department of National Defence SAINT-HUBERT Garrison 51st Canadian Service Battalion 4820 Leckie Street Pavilion 2, Door 117 Saint-Hubert (Quebec), J3Z 1H6.	Tuesday from 7:30 AM to 11:30 AM	Possibility of a 2nd delivery during military exercises.
Correctional Services Canada Federal Training Centre – Site 600 600, Montée St-François Laval (Québec) H7C 1S5	<u>Food services</u> Monday to Friday From 8:00 to 11:15 am and from 12:30 to 3:00 <u>Canteen</u> Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm	

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Services Canada Federal Training Centre – Site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Thursday (preferably Tuesday and Thursday), from 8:00 to 11:00 am	<u>IMPORTANT:</u> All delivery vehicles at the Federal Training Centre must not exceed a height of 13 feet. <i>(Gate temporarily closed on Friday)</i>
Correctional Services Canada Archambault Institution – Med. 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and 12:30 to 3:30 pm	
Correctional Services Canada Archambault Institution – Min. 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and 12:30 to 3:30 pm	
Correctional Services Canada Regional Reception Centre 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:30 to 11:00 am and 1:00 to 3:00 pm	
Correctional Services Canada Joliette Institution 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:00 to 11:30 am and 1:00 to 3:30 pm	
Correctional Services Canada Cowansville Institution 400, Fordyce Cowansville (Québec) J2K 3N7	<u>Food services</u> Monday to Thursday From 8:00 to 11:00 am and 1:00 to 3:00 pm <u>Canteen</u> Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm	All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is five (5) ft. high.
Correctional Services Canada Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec)	Monday to Friday From 8:45 to 11:00 am and from 1:00 to 3:30 pm	

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J2B 7Z6		
Correctional Services Canada CCC Martineau 10345, boul. St-Laurent Montréal, Qc H3L 1P1	Monday to Friday From 8:00 am to 4:30 pm	
Correctional Services Canada Regional food production center (RFPC) – Building A-43 244, Montée Gagnon Ste-Anne des Plaines (Québec) J0N 1H0	Monday to Friday From 7:00 to 11:30 am and From 1:00 to 2:30 pm	

MACAZA REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Service Canada 321 Airport road La Macaza (Québec) J0T 1R0	Monday to Friday From 8:05am to 10:30am and 1 :30pm to 3 :00pm	

PORT CARTIER REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Services Canada 1, Airport road Port Cartier (Québec) G5B 2W2	Monday to Friday From 8:00am to 11:30am and 1 :00pm to 3 :30pm	

ANNEX D

**COMPLETE LIST OF COMPANY BOARD OF DIRECTORS
(S.17 of the Ineligibility and Suspension Policy)**

NOTE TO BIDDERS

**PLEASE WRITE IN BLOCK LETTERS, THE FULL NAMES OF EACH OF THE
MEMBERS OF THE BOARD DIRECTORS OF THE COMPANY**

ANNEXE E

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).