

**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

<b>Title - Sujet</b> RMSO: LUNCH BOXES	
<b>Solicitation No. - N° de l'invitation</b> E6MON-17PQPR/B	<b>Date</b> 2017-05-16
<b>Client Reference No. - N° de référence du client</b> E6MON-17-PQPR	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTR-506-14347
<b>File No. - N° de dossier</b> MTR-6-39408 (506)	<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 2017-11-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Meloche, Laura	<b>Buyer Id - Id de l'acheteur</b> mtr506
<b>Telephone No. - N° de téléphone</b> (514)496-3721 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA Tous les ministères et organismes fédéraux Région du Québec 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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**This request for standing offer cancels and supersedes previous request for standing offer number E6MON-17PQPR/A dated MARCH 30, 2017 which had a closing date for the 1<sup>st</sup> period of MAY 10, 2017 at 02:00PM.**

**THIS RFSO/B IS FOR THE REGION OF QUEBEC FOR PERIOD 01 ONLY AS WELL AS FOR BOTH REGIONS OF QUEBEC AND MONTREAL FOR PERIOD 02.**

**NOTE: Only bids bearing the reference number E6MON-17PQPR/B and Annex B – Version 002 will be accepted.**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

This Request for Standing Offer is a Standing Proposal. It is a description of 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 two (2) periods of six (6) months. One Standing Offer and Call-up Authority will be issued to the supplier having submitted the best 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 (separately attached)
- Annex C** - Regional Delivery Addresses
- Annex D** - Complete List of the Board of Directors
- Annex E** - Electronic Payment Instruments

## 2. Summary

Description of requirement – See Annex A (enclosed).

## 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:

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**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 e-mail to the following e-mail address:  
[QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgc.gc.ca](mailto:QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgc.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.

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## 5. Product Compliance

No substitute/equivalent (brand/format) will be accepted for all items marked MANDATORY and/or NO SUBSTITUTE in the Annex B. If a product has been delisted or if its format has been modified, a notification from the manufacturer will have to be sent 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>

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.

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## Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex B - List of Products (Excel spreadsheet attached separately).

The total amount of applicable taxes is to be shown separately, if applicable.

It is requested that Offerors send one (1) hard copy of Annex B by mail or facsimile and one (1) soft copy by e-mail at the following e-mail address:

[QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca](mailto:QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca).

### Annex B – List of Products (Attached separately)

This document includes the Closing Page and the List of Products for each of the two periods.

The Offerors will complete Annex B using the Excel file (separately attached) and make sure that it has been properly filled out and contains all information requested.

### 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.



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## 1.1. Financial Evaluation

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

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

Example of rule of 3:                      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

1. 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.
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.
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

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 **an item per item** basis will be recommended for issuance of a standing offer.

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Respect of the client's acceptable brands and formats (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 more than one standing offer per period if this approach is 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.

### **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.

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### 5.2.1 Integrity Provisions – 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.

### 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

#### 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>

### 3.1 General Conditions

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

### 3.2 Standing Offer 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 **6-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 must be sent to the following e-mail address:

[QueAlimentationRapportsMtl.QueFoodSupplyReportsMtl@tpsgc-pwgsc.gc.ca](mailto: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

## 4. Term of Standing Offer

### 4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from **the date of award to May 31, 2018** inclusive.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

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***Laura Meloche***

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

Telephone: (514) 496-3721  
Facsimile: (514) 496-3822  
E-mail address: [laura.meloche@pwgsc-tpsgc.gc.ca](mailto:laura.meloche@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.

## **5.2 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: \_\_\_\_\_

## **6. 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.

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## 7. Call-up Instrument

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

## 8. Limitation of Call-ups

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

## 9. Financial Limitation: N/A

## 10. 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;
- (g) Annex C - Delivery Addresses; and
- (h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 11. Certifications and Additional Information

### 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.

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**12. Applicable Laws (to be completed by the Offeror – See PART 2, Section 4)**

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.

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### **3.3 Liability for defective products:**

If broken or damaged goods are received from a contractor, their replacement to Canada will be at the contractor's own expense and shall be delivered no later than with the next shipment of goods.

If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in PWGSC General Terms and Conditions may be initiated by Canada.

## **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): *(to be completed at time of issue of the Standing Offer based on information provided at Annex E).*

### **4.4 SACC Manual Clauses**

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



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## **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**

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

## ANNEX A

### REQUIREMENT

#### DESCRIPTION:

This Regional Individual Standing Offer (RISO) request involves the provision, on an “as and when needed” basis, of **prepackaged Lunch Boxes**.

The lifespan for the Lunch Boxes must be a minimum of 10 days.

*The offeror must be able to deliver the goods offered for a specific region to ALL SHIPPING ADDRESSES in that region as indicated in Annex C.*

#### 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 the **date of award to May 31, 2018**.

**NOTE:** One or more Standing Offers may be issued for one or more regions.

#### DELAY:

Delivery will take place no later than forty-eight (48) hours from receipt of an order. There are no delivery on weekends. If a delivery is required for Tuesday, you would receive the order by Friday.

At all times, during the period of the Standing Offer, when “Urgent” requests are made, the Offeror 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 entering and exiting the institutions. The client may require that a security investigation be made on the supplier's delivery staff.

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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 searched when entering and exiting the institutions.

#### **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 **\$1,500,000.00** for the period **from the date of award to May 31, 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).

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## **ANNEX B**

### **LIST OF PRODUCTS (Attached separately)**

## ANNEX C

### DELIVERY ADDRESSES

#### MONTREAL REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
<b>Department of National Defence SAINT-JEAN Garrison</b> 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  <b><i>NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED</i></b>	Delivery on pallets measuring 48” long, 40” wide and 48” high. Products will be placed in an appropriate and safe manner.
<b>Department of National Defence FARNHAM Garrison</b> 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  <b><i>NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED</i></b>	
<b>Department of National Defence SAINT-HUBERT Garrison</b> 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	<b>Possibility of a 2<sup>nd</sup> delivery during military exercises.</b>

#### QUEBEC REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
<b>Department of National Defence Valcartier Support Base</b> Food Services Building 505 P.O. Box 1000, Succ Forces Courcellette, Qc, G0A 4Z0	Monday through Friday From 7:00 AM to 11:00 AM  <b><i>NO DELIVERIES OUTSIDE OF THESE TIMES WILL BE ACCEPTED</i></b>	Delivery on palettes 48” long, 40” wide and 53” high.  Possibility of extra deliveries during peak traffic  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>
<b>Department of National Defence Valcartier Support Base</b> Ration Unit Depot Building 188, Door J (at the back) P.O. Box 1000, Succ. Forces Courcelette, Qc, G0A 4Z0	Monday through Friday From 7:30 AM to 3:00 PM	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.  <b><i>IMPORTANT: The frequency of orders will vary depending on the military activity calendar.</i></b>  Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
<b>Department of National Defence Valcartier Support Base</b> 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.  <b><i>No orders will be placed during the summer months (May to August).</i></b>
<b>Department of National Defence Valcartier Support Base</b> 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	<b><i>During the summer months (May to August) orders could double.</i></b>  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>
<b>Department of National Defence Quebec Citadel</b> 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  <b><i>No deliveries between 9:30AM and 11:00AM from June to September (changing of the guard)</i></b>	Suppliers must verify if their delivery trucks can pass through the doors to access the Citadel.  <b><i>NO DELIVERIES will be accepted at Quebec's Old Citadel between 9:30AM and 11:00AM from June to Labor Day in September.</i></b>  Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
<b>Department of National Defence St-Malo Armoury</b> 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.
<b>Department of National Defence Naval Reserve Headquarters</b> 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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## **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).