



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR QUOTATION
DEMANDE DE PRIX**

**Quotation To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission de prix aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en
régime accéléré
11 Laurier St. / 11 rue Laurier
6A2-16, Place du Portage
Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet BOXLUNCH SOA	
Solicitation No. - N° de l'invitation W0002-17DC02/A	Date 2017-07-24
Client Reference No. - N° de référence du client W0002-17DC02	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PD-036-73165
File No. - N° de dossier pd036.W0002-17DC02	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-18	
Time Zone - Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cousineau, Natalie	Buyer Id - Id de l'acheteur pd036
Telephone No. - N° de téléphone (873)469-3922 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFSU (O) connaught Range & Primary Training Center 4 Snider NEPEAN Ontario K2K2W6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

1.1 Introduction

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

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

The Annexes include the Statement of Requirement, the Basis of Payment and Electronic payment instruments

1.2 Summary

1.2.1

The Department of National Defence (DND) has a requirement for a Standing Offer (SO) for the provision of Box Lunches/sandwiches in accordance with Annex A on an "as and when" requested basis and to be delivered to 4 Snider Rd, Connaught Range Primary Training Centre (CRPTC) in Ottawa, Ontario.

The period of the Standing Offer will be as of award date for 1 year.

1.2.2

The requirement is subject to the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

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1.4 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.

Delete: 60 days
Insert: 120 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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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: Technical Offer 3 hard copies and 1 soft copy on CD or DVD
- Section II: Financial Offer (1 hard copy) and 1 soft copy on CD or DVD
- Section III: Certifications 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 fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Deliverables to be included in the Bid:

- a) A document detailing how the Offeror proposes to meet the requirements at Annex "A"
- b) A signed copy of RFSO with all blanks and fill ins completed
- c) Copies of Hazard Analysis and Critical Control Points (HACCP) certificates

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Section II: Financial Offer

Offerors must submit their financial offer in the provided Electronic Financial offer template in accordance with the Basis of Payment detailed in Annex "B".

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Appendix 4 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

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Core Mandatory Technical Criteria

Must have completed and provided all documents requested at Part 3 Section I – Technical offer.

Must demonstrate their ability to meet the Mandatory requirements in Annex A – M1 to M3.

4.1.1.2 Mandatory Technical Criteria - Samples

- (a) For the purpose of Technical Evaluation –samples, only the 3 lowest priced bids meeting the Core mandatory technical requirements will be invited.
- (b) Subject to (a), Bidders must provide 8 samples of each sandwich identified in at Appendix 1
- (c) All sandwiches provided as part of the Samples will be assessed against the appearance requirements articulated in the Statement of Requirement at Annex A at M2.1 (a,b,c)

4.1.1.3 Point Rated Technical Criteria – Sensory Evaluation

- (a) For the purpose of Point Rated Technical Evaluation, only the 3 lowest priced bids meeting the mandatory technical requirements will be invited.
- (b) A sensory evaluation for each Sandwich identified at Appendix 1 will be conducted. The purpose of this evaluation is to determine how Bidders meet Canada's qualitative requirements for the Box lunches.
- (c) A minimum of 8 (eight) volunteer panelists will evaluate each sandwich.
- (d) For each sandwich, evaluation will be performed using a 7 (seven) point Hedonic scale ranging from 1 to 7 where each panelist indicates their rating for each of the following criterion:
 - 1. Flavour (taste and aroma)
 - 2. Seasoning
 - 3. Texture
 - 4. Overall
- (e) Bidders who fail to submit the required sandwiches for evaluation will be rated accordingly.
- (f) For each variety of Sandwich, the scores of the volunteer panelists that have evaluated each variety of sandwich of each 3 (three) Bidders will be computed and averaged.
- (g) For each variety of sandwich must attain the required minimum average score of 4 (four) points out of a possible 7 (seven) points
- (h) The average score for each variety sandwich will be transposed on a percentage scale (%)

- (i) If Canada determines as a result of evaluating any of the Bidders' sandwiches that the Bidder does not meet the minimum average score of 4 (four) points or does not meet the Mandatory Technical Criteria - Samples, the Bidder's bid will be declared non-responsive.
- (j) See Appendix 2 for an example of the Hedonic scale used and related points.
- (k) The averaged scores for all sandwiches will be aggregated and averaged to form the Total Technical Rated score.

4.1.2 Financial Evaluation

M0220T (2016-01-28), Evaluation of Price

4.1.2.1 Evaluation of price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

- a) Each Offeror's menu item price will be scored using a formula based on the premium paid between the price offered and the lowest offered price.
- b) The lowest price (L) for a menu item will be granted a score of 100%.
- c) Every other price (P) will be granted a score based on the following formula:
Score = $(1 - ((P/L) - 1)) * 100$

Example:

A price of \$23 for an item whose lowest price is 20\$ representing a premium of 15%

$(1 - ((23/20) - 1)) * 100 = 85$ points

Score = $(1 - ((23/20) - 1)) * 100$

Score = $(1 - (1.15 - 1)) * 100$

Score = $(1 - 0.15) * 100$

Score = $0.85 * 100$

Score = 85

- d) The scores for all the offered menu items will be averaged by Offeror to establish a Total Average Score. The Total Average Score will be rounded to 2 decimals.

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum average score of four (4) points for each technical point rated for each variety of sandwich evaluation criterion. The rating is performed on a scale of 28 points.
2. Bids not meeting above a, b or c will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

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4. To establish the technical merit score, the Total Technical Rated score of each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, the financial evaluation score of each responsive bid will be multiplied by a factor of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract based on each Food Item.

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 Integrity Provisions – Required Documentation

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

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

The Sandwich Processing Facility must be HACCP certified by the Federal Government, the Canadian Food Inspection Agency.

The Sandwich Processing Facility which will provide the sandwiches for the box lunches must be included in the Canadian Food Inspection Agency's List of HACCP / FSEP Recognized Establishments - **Meat Inspection** FSEP recognized (Registered Establishment List) which can be found at: <http://www.inspection.gc.ca/english/fssa/polstrat/haccp/estlist/rege.shtml>

- a) The Bidder must provide a certificate or letter from the Canadian Food Inspection Agency with the offer for confirmation purposes

The Sandwich Processing Facility must also be included in the Canadian Food Inspection Agency's Fish and Seafood's List of Canadian Establishments Approved for Export at: <http://www.inspection.gc.ca/english/fssa/fispoi/man/fimmii/chap2su3e.shtml>

- b) The Bidder must provide a certificate or letter from the Canadian Food Inspection Agency with the offer for confirmation purposes.

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.

PART 6- STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6A.1 Offer

The Department of National Defence (DND) has a requirement for a Standing Offer (SO) for the provision of Box Lunches/sandwiches on an "as and when" requested basis and to be delivered to 4 Snider Rd, Connaught Primary Training Centre (CRPTC) in Ottawa, Ontario.

6A.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" and all other terms of this offer.

6A.2 Security Requirements

6A.2.1 There is no security requirement applicable to the Standing Offer.

6A.3 Standard Clauses and Conditions

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

6A.3.1 General Conditions

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

6A.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

6A.4 Term of Standing Offer

6A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance for a 1 year period.

6A.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 one (1) additional 1 year period 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.

6A.4.3 Delivery Points

Delivery of the requirement will be made directly to 4 Snider Rd. Connaught Range Primary Training Center, Ottawa, Ontario, K2K 2W6 by the onsite call up authority (or his designate), between the hours of 0700 hrs. and 1400 hrs., from Monday to Friday.

6A.4.4 Preparation for Delivery

1. All Box Lunches must be delivered in a Master Carton (case). There should be approximately 10 to a maximum of 12 Box Lunches per Master Carton and must be of the same menu.
2. There must not be more than 20 Master Cartons MAXIMUM, shrink wrapped, on one pallet.
3. The In-Transit Meals - Box Lunches must be secure closed with packing tape or can also be secure closed using the label specified at No. 5.
4. The Box Lunches MUST be delivered in disposable Cardboard boxes approximately 25cm long, 18cm wide, 9cm high. For cost efficient reasons, corrugated cardboard boxes are no longer required as the box lunches must now be inside master cartons

6A.5 Authorities

6A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Natalie Cousineau
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch

Directorate: CAAMS
Address: 11 Laurier St, Gatineau, Québec, K1A 0S5

Telephone: 873-469-3922
E-mail address: natalie.cousineau@pwgsc.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.

6A.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

6A.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence Connaught Range Primary Training Center.

6A.7 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements..

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6A.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

6A.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$120,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6A.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) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;

6A.11 Certifications and Additional Information

6A.11.1 Compliance

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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.

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer.

In the event that the Offeror does not comply with any certification or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

Offerer must provide proof of certification when bidding.

6A.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.

6B.1 Statement of Requirement

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

6B.2 Standard Clauses and Conditions

6B.2.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

6B.3 Term of Contract

6B.3.1 Period of the Contract

The period of the Contract is from award date of the Contract for a 1 year period.

6B.3.2 Delivery and acceptance

Normal delivery time frame: The Offeror must deliver within forty-eight hours after receipt of a call up.

Rush order: The Offeror must be able to deliver a minimum of 500 box lunches within twelve (12) hours of receipt of a call up, the Offeror may suggest alternative menus with the approval of the call-up authority.

The delay for acceptance is forty-eight (48) hours after reception of an order.

6B.4 Payment

6B.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price DDP (destination duty paid), as specified in contract (Call-up against the Standing Offer). Customs duties are included and Applicable Taxes are extra.

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

6B.4.2 Single Payments

SACC Manual clause H1000C 2008-05-12 Single Payments.

6B.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 Standing Offer issuance)

6B.5 Invoicing Instructions

1. A bill of lading and a computerized purchase invoice in copy “original” must be provided to the consignee at the time of each delivery. No delay of receiving the invoice will be accepted without bringing a delay in the payment.
2. The consignee’s delivery representative is responsible to verify with the Offeror’s representative that all items shipped have been received using the bill of lading provided by the Offeror. The Offeror must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee’s representative at time of delivery. The Offeror agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and Offerors agree that was shorted or damaged prior to delivery. Invoices must be forwarded for payment if the Offeror does not provide credit in this delay. Clerk must apply credit on one of the invoice by referring to the invoice no. The Offeror must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices must be calculated in Canadian dollars.
3. Invoices must contain the following information:

Attn:
Name of Kitchen / Unit
Kitchen /Unit Complete Mailing address
Invoice control number
Delivery date
SOA Number

The consignee must forward the invoice to the Billing Clerk for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the Offerors must communicate this information as soon as possible to the receiving Units Comptroller.

6B.6 SACC Manual Clauses

D3007C	2007-11-30	Inspection and Stamping
D0014C	2007-11-30	Delivery of Fresh Chilled or Frozen Products
D3004C	2007-11-30	Type of Transport

ANNEX "A"

STATEMENT OF REQUIREMENT

Box lunches - Connaught Range and Primary Training Center (CRPTC)

1. REQUIREMENT

To establish a Standing Offer (SO) for the provision of Box Lunches on an "as and when required" basis for the Department of National Defence (DND) at the Connaught Range and Primary Training Center (CRPTC) in Ottawa, Ontario. The requirement takes the form of a standing offer agreement for all food provisions encompassing the following commodities: Pre-made Box Lunches/Sandwiches.

2. SCOPE

Canada, at its discretion, might expand, change, add or modify the food items for Box lunches with the agreement of the Offeror.

3. BACKGROUND

Each year, Connaught Range and Primary Training Center (CRPTC) provides Box lunches to the Canadian Forces, which consists of various food items listed below.

4. CORE MANDATORY TECHNICAL CRITERIA

NOTE: No substitution is accepted

M1 – Food and beverages requirement	
M1.1	The Offeror must provide the following bread options:
	a) 6" ciabatta;
	b) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) bagels;
	c) 100% whole wheat (minimum of 4 g of fiber) submarine bun 6" and 10";
	d) Enriched white submarine bun 9";
	e) Enriched flour Kaiser bun;
	f) Enriched white bread; and
	g) 100% whole wheat tortilla 10"-12"

M1.2	The Offeror must provide the following filling for sandwiches, subs, bagels, etc. ingredients:
	<p>a) Must use regular Becel margarine (or equivalent non-hydrogenated margarine.</p> <p>b) Must be Miracle Whip only (no mayo)</p> <p><u>Sandwich spread</u></p> <p>c) The chicken, tuna, salmon and crab salad must use Miracle Whip only.</p> <p>d) The egg salad filling must be fresh, hard boiled and peeled eggs only. The frozen diced eggs, pickled eggs and eggs in pillow packs (gas flush) are not accepted.</p> <p><u>Coldcuts</u></p> <p>e) The ham must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per serving.</p> <p>f) The turkey must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per serving.</p> <p>g) The roast beef must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per serving.</p> <p>h) The Cajun chicken must be shaved with no more than 5 g of fat and include 1000 mg of sodium or less per serving.</p> <p>i) The roast chicken fajita must have no more than 5 g of fat with 1000 mg of sodium or less per serving.</p> <p>j) The pastrami must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per serving.</p> <p>k) Back bacon.</p> <p><u>Cheese</u></p> <p>l) The light cream cheese must have no more than 20% of fat.</p> <p>m) Process cheddar cheese slice must be 30 g, with less than 20% fat and premium ribbon.</p> <p>n) Process white cheese slice must be 30 g with less than 20% fat.</p>

	o) Natural Shredded cheese must be 30 g minimum
M1.3	The Offeror must provide the following miscellaneous items:
	<p style="text-align: center;"><u>Juice</u></p> <p>a) One (1) 100% pure fruit juice, either apple or orange flavor and one (1) white milk 2% 237 ml for the breakfast box lunch.</p> <p>b) One (1) but a variety of two (2) flavors of 100% pure fruit juice for each lunch and Supper Box Lunch; 1 per meal</p> <p>During the period of the Standing Offer, DND may request to change the fruit juice flavors (providing they are of equal monetary value) at no extra costs to DND. DND will have the right to advise the Offeror that some flavors are no longer to be provided, once their stock is depleted, if they are less favorable.</p> <p style="text-align: center;"><u>Miscellaneous</u></p> <p>c) A variety of cereals with a minimum of 80% that contains 3 g of fiber and a maximum of 12 g of sugar per serving.</p> <p>d) Individually wrapped in cryovac 21g portion of cheddar</p> <p>e) Muffins and cookies individually wrapped:</p> <p>f) Include one of the following apple options: a Gala, Granny Smith or Red Delicious apple - No substitution is accepted.</p> <p>g) Individually wrapped 90 g packets of carrot sticks, celery sticks, broccoli florets, cherry tomatoes and cauliflower florets.</p> <p>h) The salads options must include Coleslaws, Potato Salad and Macaroni/Pasta Salads.</p> <p>i) One knife, one fork, one spoon, one napkin and one salt & pepper in a sealed packet (utensils need to be biodegradable/recyclable)</p> <p>During the period of the Standing Offer, DND may request a change to the cookies or muffins (providing they are of equal monetary value) at no extra costs to DND. If some cookies or muffins are/or become less favorable, DND may request that these cookies or muffins be no longer provided once the successful bidder's stock is depleted.</p> <p>NOTE: If the Offeror wants to offer «alternate types» of muffins or cookies or other than what is required at each Menu, written approval from the Standing Offer Authority is required PRIOR to bid closing.</p>

M2 – PACKAGING REQUIREMENTS	
M2.1	The Offeror must provide the following appearance, packaging and labels:
	<p><u>Appearance</u></p> <p>(a) The meat in all subs must be layered and well displayed so the meat is visible without opening the sandwiches.</p> <p>(b) The filling must be evenly layered and distributed from edge to edge throughout the sandwiches.</p> <p>(c) All wraps including the burritos must be folded at both ends and cut in half.</p> <p><u>Packaging</u></p> <p>(d) The Offeror must use Modified Atmosphere Package (MAP) for wrapping of sandwiches, subs, wraps etc.</p> <p>(e) The Box lunches must be in tamper-evident packaging that is recyclable and/or compostable.</p> <p>(f) The label must be placed on the container that is partly on the lid and the container.</p> <p>(g) The Salads must be in a container with a lid that is recyclable and/or compostable, the container size MUST be a minimum 4-5 oz. container size.</p> <p>(h) All food products in the box lunches must be sealed and individually wrapped under vacuum or modified atmosphere (depending on the product) except the fresh fruit.</p> <p>(i) The box lunches/sandwiches must be prepared and packaged for individual use only and ready for immediate consumption.</p> <p>(j) The box for the lunches must have the following dimensions: 25cm x 18 cm x 9 cm. See picture #1 for example.</p> <p>(k) One knife, one fork, one spoon, one napkin and one salt & pepper in a sealed packet (utensils need to be biodegradable/recyclable)</p> <p><u>Labels</u></p> <p>(l) The labels must be placed in “Landscape” format for reading purposes on the front end of the Master Carton Facing Out (like a shoe box) in both French and English. Each lunch box must also have the same label placed at no specific location on the box lunch.</p> <p>(m) The box lunches must include labels that indicate the Expiry Date, Lunch Name, (such as Breakfast or Lunch or Supper or Halal or Vegetarian), Menu “Number” and the contents as per the following:</p> <p>(n) The name of the enclosed Entrée(s) i.e.; Roast Beef & Cheese Sub, Pizza Sub etc.</p>

	<ul style="list-style-type: none"> o) Fruit Juices; flavors not required; p) Cereal; type not required; q) Cheese, Crackers'n Cheez, Pep & Cheeze etc., r) Fruit: orange, apple or Fruit to Go; s) Apple Sauce, Fruit Salad, Mandarin Orange Cup etc.; t) Salad Type: Creamy Coleslaw, Vinegar Coleslaw, Potato Salad or Macaroni/Pasta Salad; u) Type of: Muffin, Cookie or Pudding; and v) Mustard/Mayonnaise/Ketchup/Margarine / Donair, Pizza, Tzatziki, Salsa Sauces / Utensils w) The labels on all box lunches must be in both official languages of Canada (in English and French) that includes the following information: Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues. / Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix. x) The labels must indicate the name of the sandwich and the "Best Before" date on all sandwich packaging in both official languages of Canada (in English and French). y) Indicate the name of the salad and the "Best Before" date on all salads in BOTH official languages of Canada (in English and French).
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M3 PERFORMANCE REQUIREMENTS	
M3.1	<p>The Offeror must provide the following :</p> <p><u>DND food quality specifications</u></p> <p>The box lunches must be compliant with the following "DND Food Quality Specifications". The specifications can be found at www.buyandsell.gc.ca by searching with the following solicitation numbers:</p> <ol style="list-style-type: none"> 1. Butter and Margarine / Beurre et margarine - E6TOR-13RM08 2. Canned Fruits / Fruits en conserve - E6TOR-13RM09 3. Cereal / Céréales - E6TOR-13RM11 4. Cheese / Fromage - E6TOR-13RM12 5. Condiments and condiment Sauces / Condiments et sauces condimentaires - E6TOR-13RM14 6. Eggs and Egg Products / Oeufs et produits d'oeufs - E6TOR-13RM17 7. Fish and Seafood / Poissons et produits de la mer - E6TOR-13RM18 8. Fruit Juices / Jus de fruits - E6TOR-13RM24 9. Pasta and Noodles / Pâtes alimentaires et nouilles - E6TOR-13RM30 10. Sugars and Preserves / Sucres et conserves - E6TOR-13RM36

Certifications

The Offeror's food processing facility must be Hazard Analysis and Critical Control Points (HACCP) certified by the Canadian Food Inspection Agency Processing Facility:

- a) The Sandwich processing facility for the box lunches must be included in the Canadian Food Inspection Agency's List of HACCP / FSEP Recognized Establishments - Meat Inspection FSEP recognized (Registered Establishment List) which can be found at:
<http://www.inspection.gc.ca/english/fssa/polstrat/haccp/estlist/rege.shtml>
- b) The Sandwich Processing Facility must be included in the Canadian Food Inspection Agency's Fish and Seafood's List of Canadian Establishments Approved for Export at:
<http://www.inspection.gc.ca/english/fssa/fispoi/man/fimmii/chap2su3e.shtml>

Expiration dates:

All box lunches must have an expiry date of a minimum of fourteen (14) days upon the day of delivery at CRPTC Connaught Range Kitchen.
The shelf life for all enclosed items must be guaranteed by microbiological control in order to cover the period for which the meals were ordered.

The food items of all box lunches must not have expiry dates which arrive prior to the expiry date shown on the label on the outside of the box lunch.

All coleslaws and salads must always be fresh. If the Best Before/Expiry Date on the label is not yet expired and the product is not visibly fresh, the offeror is required to take necessary measures to rectify the problem.

Order Availability

The Offeror must provide the contact information of a person who must be available to take orders, seven (7) days a week, including Statutory Holidays between the hours of 0700 hrs. and 1500 hrs.

Service Levels

All orders must be placed a minimum of five days prior to the expected day of delivery, by phone, fax, email or hard copy.

A window time of 48 hours before delivery is required to make amendments to the original order. Deliveries must be made within 2 working days from receipt of a call up document placed by the call up authority or his designate for normal working hours, and within 24 hours for emergency deliveries. No minimum call-up orders apply.

Solicitation No. - N° de l'invitation
W0002-17DC02/A
Client Ref. No. - N° de réf. du client
W0002-17DC02

Amd. No. - N° de la modif.
File No. - N° du dossier
PD036 W0002-17DC02

Buyer ID - Id de l'acheteur
PD036
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"
BASIS OF PAYMENT

See attached Excel spreadsheet

ANNEX "C"

ELECTRONIC STANDING OFFER USAGE REPORT (Provided as an electronic attachments)

Instructions for Completing the Electronic Standing Offer Usage Report

1. General Instructions

Qualified Offerors will be supplied with the Electronic Standing Offer Usage report template at such time as a Standing Offer is issued to them. Subsequently, as required, Offerors may request that the Standing Offer Authority send a copy of the Electronic Standing Offer Usage report template to them by e-mail.

Offerors must complete the Electronic Standing Offer Usage report in accordance with the instructions below.

2. Electronic processing of Standing Offer Usage Report

- 2.1 Reports must be submitted by electronic mail to the Standing Offer Authority in the ".XLS" or ".XLSX" (Excel compatible) file format.
- 2.2 The Standing Offer usage report will be processed by PWGSC using electronic automation. If the Offeror's report is submitted in a way that prevents automated processing, the report will be deemed as unacceptable and returned to the Offeror with information pertaining to the deficiency.
- 2.3 The use of the "Copy" and "Paste" feature may negatively impact certain aspects of the template. PWGSC suggests Offerors use "Copy" and "Paste Special - Values".

3. Itemized reporting

Offerors must include the requested data for every menu sold as a result of call ups against the Standing Offer.

4. Field descriptions and input instructions

Fields in the Report are identified by column heading or by tag. The purpose of each field is described and the instructions for completing the field are provided below.

Part I: Report Header

a) Standing Offer Number

The Offeror must enter the Standing Offer number which appears on the cover page of their Standing Offer.

b) Offeror

The Offeror must enter their legal company name.

c) Quarter

The Offeror must insert the Quarter for which it is submitting a report:

1st quarter – April 1 to June 30

2nd quarter – July 1 to September 30

3rd quarter – October 1 to December 31

4th quarter – January 1 to March 31

Offerors must submit a report for every quarter.

Part II: Report Body

a) Invoice number

Offerors must enter their invoice number for each Box lunches sold as a result of a call up against the Standing Offer. Offerors may aggregate more than one per invoice number.

b) Date of Invoice

Offerors must enter the date at which the call up for the Box lunches sold as a result of call ups against the Standing Offer was invoiced. The date must be entered using the YYYY-MM-DD format.

c) Manufacturer

Offerors must enter the Manufacturer's name

d) Menu Name and #

Offerors must enter the Menu name and # as per Annex B (example: Breakfast Menu 3)

e) Qty

Offerors must enter the quantity of Box lunches sold as a result of a call up against the Standing Offer.

f) Unit Price

This field must contain the Offeror's price invoiced per Box lunches for the item sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

g) Extended Price

This field must contain the Offeror's price invoiced per unit of issue multiplied by the quantity of each items sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

APPENDIX 1

POINT RATED TECHNICAL CRITERIA – SENSORY EVALUATION

Sandwiches to Evaluate:

Item	Sandwich	Menu #
1	Ciabatta with ham	Breakfast menu 1
2	Ham Sub: - Whole Wheat Sub Bun, 6 inches in length;	Lunch/Supper - Menu 1
3	Imitation Crab Salad on Kaiser: - Enriched White Kaiser Bun, large;	Lunch/Supper - Menu 1
4	Roast Beef Sandwich: - 100 % Multigrain Bread;	Lunch/Supper – Menu 3
5	Cajun Chicken or Roast Chicken Fajita Sandwich:	Lunch/Supper – Menu 5
6	Turkey Club Sandwich: - 100% Multigrain Bread;	Lunch/Supper – Menu 6
7	Chicken Salad Sandwich: - 100% Multigrain Bread;	Lunch/Supper – Menu 7
8	Pastrami Sandwich: - 100 % Whole Wheat Bread;	Lunch/Supper – Menu 8

**APPENDIX 2
HEDONIC SCALE**

Item: _____

Panelist Name: _____

Flavour/saveur						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Seasoning /assaisonnement						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Texture						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Overall/global						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						

Solicitation No. - N° de l'invitation
W0002-17DC02/A
Client Ref. No. - N° de réf. du client
W0002-17DC02

Amd. No. - N° de la modif.
File No. - N° du dossier
PD036 W0002-17DC02

Buyer ID - Id de l'acheteur
PD036
CCC No./N° CCC - FMS No./N° VME

APPENDIX 3

PACKAGING

Instructions:

The Panelists will choose if packaging met or did not meet as per Mandatories below:

For evaluation accuracy, please do not communicate with other panelists prior to completing.

Item: _____

Panelist Name: _____

Evaluate	Meets	Does not Meet	Comments
Wrapped in Modified Atmosphere Package (MAP)			
Label with sandwich type (example: ham)			
Label with Nutritional Facts and size			
Label with Ingredients			
Best before date			

Solicitation No. - N° de l'invitation
W0002-17DC02/A
Client Ref. No. - N° de réf. du client
W0002-17DC02

Amd. No. - N° de la modif.
File No. - N° du dossier
PD036 W0002-17DC02

Buyer ID - Id de l'acheteur
PD036
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APPENDIX 4

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)