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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Requirement, the Basis of Payment, the Closing Date Schedule, the Usage Reporting Form, and the Electronic Payment Instruments.

### **1.2 Summary**

1.2.1 For the Department of National Defence, establish a Regional Individual Standing Offer (RISO) to supply and deliver miscellaneous grocery products to 22 Wing North Bay on an "as and when requested" basis.

1.2.2 The period of the Standing Offer has been divided into the following two (2) periods:

- Period 1: Date of Issuance to 28 February 2018
- Period 2: 1 March 2018 to 31 August 2018

Offer must be submitted for each period as per the schedule in Annex C, Closing Date Schedule. Offerors may present offers on any period of their choice.

1.2.3 This requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA).

### **1.3 Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **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.

Once the offer has been completed and submitted to the Bid Receiving Unit, a copy of the Basis of Payment (Excel file) may be forwarded by e-mail to: [kingston.procurement@pwgsc-tpsgc.gc.ca](mailto:kingston.procurement@pwgsc-tpsgc.gc.ca).

### **2.3 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 question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **2.4 Applicable Laws**

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

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

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## 2.5 Specifications

A copy of the Specifications is available and may be purchased from:  
Canadian General Standards Board Sales Centre  
Place du Portage, Phase III, 6B1  
11 Laurier Street  
Gatineau, Quebec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5644  
Email: [ncr.cgsb-ongc@pwgsc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc.gc.ca)  
CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copies) and 1 soft copy, excel file provided, by e-mail to:  
[Kingston.procurement@pwgsc-tpsgc.gc.ca](mailto:Kingston.procurement@pwgsc-tpsgc.gc.ca)

Section II: Certifications (1 hard copies)

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 containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B" Basis of Payment.

**1. Hard Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

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**2. Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting offerors send in an electronic copy if the Excel file, by e-mail at the following address: [kingston.procurement@pwgsc-tpsgc.gc.ca](mailto:kingston.procurement@pwgsc-tpsgc.gc.ca).

### 3.1.1 Electronic Payment of Invoices - Offer

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.

### 3.1.2 Exchange Rate Fluctuation

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

**Section II: 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 Financial Evaluation

##### 4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B – Basis of Payment (Excel File). Pricing must be provided for all line items as listed on Annex B, Pricing Basis "A" and a percentage (%) mark-up amount for Annex B, Pricing Basis "B" – Special Orders. Where the Offeror proposes an alternate Unit of Issue Size (UOIS), the Offeror must enter an amount for both PACKAGE and SIZE.

##### 4.1.1.2 Financial Evaluation Criteria

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivery Duty Paid, Goods and Services Tax (GST) and Harmonised Sales Tax (HST) excluded based on the unit prices detailed in Annex 'B'".

The price used in evaluation will be the Total Evaluated Price which is calculated as follows:

The extended price for Pricing Basis "A" in Annex B will be calculated by multiplying the Estimated Usage values by the Offerors Unit Prices.

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The extended price for Pricing Basis "B" in Annex B will be calculated by the Offeror's Unit Prices plus the Percentage Mark-up multiplied by the Estimated Usage.

The Total Evaluated Price is the sum of the Extended Prices.

1. When no change of UOIS is proposed to the Preferred UOIS, the Extended price is the Estimated six (6) Month Usage multiplied by the Unit Price.
2. When a change is proposed to the Preferred UOIS, the Extended price is the Unit Price divided by the Proposed UOIS multiplied by the Preferred UOIS multiplied by the Estimated six (6) Month Usage.

For Annex B – where an item is described as "No Substitute", only that brand name with associated pack and unit size will be acceptable.

#### **4.1.1.3 Unit of Issue Size**

If a requested size is no longer available, it is the Offeror's responsibility to contact the Standing Offer Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size.

Where changes to the Preferred UOIS are proposed the following must be met:

- a) The proposed change is necessary because the original pack size is unavailable in the industry; and
- b) The new proposed size reflects the next size up or down (from the Preferred UOIS) that is available in the industry; and/or
- c) There is less than 15% difference between the Preferred UOIS specified and the Proposed UOIS.

#### **4.1.2.1 SACC Manual Clause**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

**4.2.1** SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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

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

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

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

## 5.1 Certifications Required with the Offer

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Integrity Provisions of the Standard Instruction](#) all offerors must provide with their offer, if applicable, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>) to be given further consideration in the procurement process.

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

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](#) website (<http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>)

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

#### **6.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "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 monthly basis to the Standing Offer Authority.

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

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

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

Period 1: The period for making call-ups against the Standing Offer is from Date of Issuance to 28 February 2018.

Period 2: The period for making call-ups against the Standing Offer is from 1 March 2018 to 31 August 2018.

#### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point specified below:

22 Wing CFB North Bay  
Tri-Mess  
17 Duxford Road  
Hornell Heights, ON  
P0H 1P0

### **6.5 Authorities**

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

The Standing Offer Authority is:

Name: Cindy Lamorie

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Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 101 Menin Rd, Bldg S-111 Garrison Petawawa, Ontario

Telephone: 613- 687- 6655  
Facsimile: 613- 687- 6656  
E-mail address: [cynthia.lamorie@pwgsc-tpsgc.gc.ca](mailto:cynthia.lamorie@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Project Authority

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

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

### 6.5.3 Offeror's Representative *[Note to Offeror's: Please fill out required information]*

Name and telephone number of the person responsible for:

General Enquiries

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Delivery follow-up

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Department of National Defence - 22 Wing North Bay.

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the 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 in accordance with the terms and conditions specified in the Standing Offer.

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

- Standing Offer number;
- Statement the 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 Sec 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.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 15,000.00 (Applicable Taxes included).

## 6.9 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 (2006-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A General Conditions – Goods ( Medium Complexity;
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ *[note to Offeror's: Canada will insert information at time of issuance]*

## 6.10 Certifications and Additional Information

### 6.10.1 Compliance

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

### 6.11 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 \_\_\_\_\_. *[Note: to Offeror's: If applicable, Canada will insert the name of the province or territory as specified by the Offeror in its offer]*

## B. RESULTING CONTRACT CLAUSES

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

## 6.1 Requirement

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

## 6.2 Standard Clauses and Conditions

### 6.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of [2010A](#) (2016-04-04), General Conditions - Goods (Medium) will not apply to payments made by credit cards. *{Note to Offeror's: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted.}*

### 6.2.2 SACC Manual Clauses

SACC Manual Clause [D0014C](#) (2007-11-30) Delivery of Fresh Chilled or Frozen Products  
SACC Manual Clause [D0018C](#) (2207-11-30) Delivery and Unloading  
SACC Manual Clause [B7500C](#) (2006-06-16) Excess Goods

## 6.3 Term of Contract

### 6.3.1 Period of the Contract

The period of the Contract is from the date of the Contract plus two (2) months inclusive.

### 6.3.2 Delivery Date

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

## 6.4 Payment

### 6.4.1 Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) specified in Annex "B" Customs duties are included and Applicable taxes are extra.

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

### 6.4.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

### 6.4.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

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

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

- a. Visa Acquisition Card;

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

## **6.5 Invoicing Instructions**

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

## **6.6 Insurance Requirements**

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

## **6.7 SACC Manual Clauses**

SACC *Manual* clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

## **6.8 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## ANNEX "A"

### REQUIREMENT

#### 1.0 BACKGROUND

Canadian Forces Base North Bay, is an air force base located at the City of North Bay, Ontario about 350 kms north of Toronto. 2 Wing North Bay, also known as the Canadian Air Defence Sector (CADS) is responsible for providing surveillance, identification, control and warning for the aerospace defence of Canada and North America at the Sector Air Operations Centre.

This surveillance and identification of all air traffic approaching North America (some 200,000 flights per year) is accomplished using radar information received via satellite from the North Warning System across the Canadian Arctic, coastal radars on the east and west coasts of Canada, and Airborne Warning and Control System Aircraft.

Food supplies are required in order to provide publicly funded meals and services to entitled Canadian Forces members living and working at the base. Provision of this service requires a regular supply and delivery of a wide variety of grocery products.

#### 2.0 STANDARDS

All packaged foods must comply with the following Standards and Regulations, but not limited to:

- i The Canadian Food and Drug Regulations;
- ii Canadian Food Inspection Agency (CFIA) Inspection Standards

#### 3.0 DND FOOD QUALITY SPECIFICATIONS

All goods supplied must be in accordance with the DND Food Quality Specifications located on the Federal Government Buy & Sell website. ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) Seconds (reference to grade) are **not** acceptable.

<ul style="list-style-type: none"><li>• <a href="#">Sugars and Preserves (E6TOR-13RM36/A)</a></li><li>• <a href="#">Butter and Margarine (E6TOR-13RM08/A)</a></li><li>• <a href="#">Cereal (E6TOR-13RM11/A)</a></li><li>• <a href="#">Canned Vegetables (E6TOR-13RM10/A)</a></li><li>• <a href="#">Canned Fruit (E6TOR-13RM09/A)</a></li><li>• <a href="#">Fruit Juices (E6TOR-13RM24/A)</a></li><li>• <a href="#">Frozen Fruit (E6TOR-13RM22/A)</a></li><li>• <a href="#">Dehydrated Vegetables (E6TOR-13RM15/A)</a></li><li>• <a href="#">Condiments and Condiment Sauces (E6TOR-13RM14/A)</a></li><li>• <a href="#">Milk and Dairy Products (E6TOR-13RM29/A)</a></li><li>• <a href="#">Dried Fruit (E6TOR-13RM16/A)</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Pasta and Noodles (E6TOR-13RM30/A)</a></li><li>• <a href="#">Herbs &amp; Spices (E6TOR-13RM25/A)</a></li><li>• <a href="#">Pie Fillings and Pie Fruits (E6TOR-13RM31/A)</a></li><li>• <a href="#">Fats &amp; Oils (E6TOR-13RM35/A)</a></li><li>• <a href="#">Rice (E6TOR-13RM34/A)</a></li><li>• <a href="#">Frozen Vegetables (E6TOR-13RM23/A)</a></li><li>• <a href="#">Eggs and Egg Products (E6TOR-13RM17/A)</a></li><li>• <a href="#">Coffee &amp; Tea (E6TOR-13RM13/A)</a></li><li>• <a href="#">Cheese (E6TOR-13RM12/A)</a></li><li>• <a href="#">Flour and Cake, Pancake and Waffle Mixes (E6TOR-13RM19/A)</a></li><li>• <a href="#">Bread and Bread Products (E6TOR-13RM07/A)</a></li></ul>
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#### 4.0 GRADES

If the grade name stipulated in the product description (ANNEX B, Appendix 1) is not available; in all cases, a higher grade must be supplied.

## 5.0 DELIVERABLES

### 5.1 Delivery

- a. Deliveries can be made between the hours of 6:30hrs to 11:30rs and 13:00hrs to 15:00hrs Monday-Friday inclusive. No shipment will be accepted after 15:00hrs unless prior arrangements are made with the Project Authority or authorized designate.
- b. The best before date must be a minimum of ten (10) calendar days after the delivery date.
- c. Timely delivery turnaround is imperative. The supplier shall deliver product in accordance with the following timeframes:
  - i Regular deliveries within 48hrs of a call-up request.
  - ii Emergency deliveries must be made within twenty-four (24) hours of a call-up request.
- d. The supplier must notify the identified user within twenty-four (24) hours of a call-up if shipment of any product (s) will not be made, in order to allow the Project Authority sufficient time to make alternative arrangements for the unavailable product(s).

### 5.2 Minimum call-up

- a. Due to limited storage space, no minimum call-up or cost restriction on orders will apply. When an order is placed, the Project Authority must reference the Standing Offer number as well as the item and a brief description of each.

### 5.3 Amendments

- a. The supplier must accept customer amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.

### 5.4 Substitutions

- a. The Supplier must supply the products in the size quoted. No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify DND and obtain their acceptance of the replacement size. Any changes to the items must be reflected in an amendment prepared by the Standing Offer Authority.
- b. If the Supplier must substitute one item with an item of higher quality, they cannot charge more than that quoted on the Standing Offer. The Supplier cannot substitute one product with one of lesser quality.
- c. The Supplier must advise the Site/Call-up Authority and receive their authorization to the substitution prior to shipment.
- d. No additional charges will be applied due to any wrong/substitution products delivered.

### 5.5 Preparation for Delivery

- a. Each container shall be packed in such a manner that the faced shown surface represents the contents, net weight, quantity, storage instructions and/or special instructions of the product contained in the package etc. All boxes/cartons must be clearly "labelled" to show

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Supplier's name and address. The product shall be provided in containers in the sizes specified by the Identified User and shall be delivered to the Identified User in good condition.

- b. Containers such as cartons or trays in which products are delivered may be considered returnable by the Supplier. Such containers, although not accountable, are to be returned at the request of the Supplier.
- c. The Supplier must use every effort to utilize environmentally friendly packaging to include recycled pallets, cartons and trays.
- d. All goods must be delivered on pallets. It is the responsibility of the Supplier to implement a tracking system to ensure the number of outgoing pallets does not exceed the number of pallets delivered by their company. This register must be verified by the Project Authority or authorized designate.
- e. The Supplier shall maintain a record of the number of pallets delivered to and returned by each delivery person. A copy of this record shall be provided to the Project Authority or authorized designate. Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within thirty (30) days after the last delivery date of the disputed month.

#### 5.6 Delivery Slips

- a. The Supplier must supply a delivery slip or a packing slip with each delivery. The Supplier's packing slip will be used to compare what was shipped, actual count of products shipped to the products ordered on the call-up to determine acceptance of order.

#### 5.7 Liability for Defective Products

- a. The Supplier must replace any defective item within twenty-four (24) hours of notification of rejection.

#### 5.8 Short-orders/Back Orders

- a. DND will not accept back orders. All items not delivered on the delivery date will be deemed to be cancelled. Any discrepancies or potential undeliverable must be communicated to the individual who issued the call-up in advance of delivery. The Supplier must provide DND a credit receipt for all items that are not accepted or short shipped within seven (7) working days from notice of discrepancy.

#### 5.9 Discontinued Product or Recall

- a. Discontinued Products – all discontinued products must be reported to the DND location site prior to the next scheduled delivery. Supplier must replace the discontinued product with a comparable and at equal cost until the replacement product is agreed upon and approved, by the Project Authority.
- b. Product Recall Process – all products that are recalled by a manufacturer must be returned to the Supplier. Products must be picked up, reimbursed and substituted by a comparable product at the Supplier's expense within twenty-four (24) of recall notice.

5.10 Quality Assurance

- a. Final inspection and acceptance of all food products will rest solely with the DND representative at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. DND retains the right to reject such products at the time of delivery.
- b. The Supplier must replace any rejected item within the twenty-four (24) hours of notification of inspection.

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**ANNEX "B"**

**BASIS OF PAYMENT**

**Note to Offerors:**

*All text in italics in this Annex (including the Electronic Attachment to Annex "B" – Pricing Bases) will be removed from the resulting Standing Offer.*

**Estimated Usages:**

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.*

**Blank Prices**

*Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.*

**Applicable Taxes**

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

**Pricing:**

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

**Pricing Periods:**

**Period 1 – Date of Issuance to 2018-02-28;**  
**Period 2 – 2018-03-01 to 2018-08-31.**

**Pricing Basis "A" and "B"**

**SEE ELECTRONIC ATTACHMENT – TO ANNEX "B" – PRICING BASIS**

Solicitation No. - N° de l'invitation  
W0135-172073  
Client Ref. No. - N° de réf. du client  
W0135-172073

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-7-47018

Buyer ID - Id de l'acheteur  
PET 907  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **CLOSING DATE SCHEDULE**

This package contains offer packages with separate closing dates. Please ensure when submitting your offer package you have the correct front page.

The Closing Dates are as follows:

W0135-172073/A	Period 1 – Closes 7 September 2017
W0135-172073/B	Period 2 - Closes 20 February 2018

Solicitation No. - N° de l'invitation  
W0135-172073  
Client Ref. No. - N° de réf. du client  
W0135-172073

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-7-47018

Buyer ID - Id de l'acheteur  
PET 907  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "D"**

**PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	<a href="mailto:cynthia.lamorie@pwgsc-tpsgc.gc.ca">cynthia.lamorie@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period

**PREPARED BY:**

*NAME:*

*SIGNATURE:*

*TELEPHONE NO.:*

Solicitation No. - N° de l'invitation  
W0135-172073  
Client Ref. No. - N° de réf. du client  
W0135-172073

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-7-47018

Buyer ID - Id de l'acheteur  
PET 907  
CCC No./N° CCC - FMS No./N° VME

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

Solicitation No. - N° de l'invitation  
W0135-172073  
Client Ref. No. - N° de réf. du client  
W0135-172073

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-7-47018

Buyer ID - Id de l'acheteur  
PET 907  
CCC No./N° CCC - FMS No./N° VME



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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

Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

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

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

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

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

**Comments - Commentaires**

Address inquiries to the Contracting Authority at  
cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa

<b>Title - Sujet</b> Misc Groceries	
<b>Solicitation No. - N° de l'invitation</b> W0135-172073/B	<b>Date</b> 2017-08-21
<b>Client Reference No. - N° de référence du client</b> W0135-172073	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> PET-7-47018 (907)	<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 2018-02-20</b>	<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamorie, Cindy	<b>Buyer Id - Id de l'acheteur</b> pet907
<b>Telephone No. - N° de téléphone</b> (613)687-6655 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 22 Wing CFB North Bay Tri-Mess 17 Duxford Rd. Homell Heights, ontario P0H 1P0	
<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**

**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)**