



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

#### Technical Bid/Soumission technique:

NPB 2<sup>nd</sup> Floor, room C-2102  
D Food Services  
Department of National Defence  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Attention: Ann Delaney and Julie Brooks

#### Financial Bid/Soumission financière:

Megan.Buchanan@forces.gc.ca

#### Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

#### Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

<b>Title/Titre</b> Starch Jelly Bars for the Basic Survival Ration Jujubes à l'amidon pour les rations de survie	<b>Solicitation No – N° de l'invitation</b> W8486-18SP0H
<b>Date of Solicitation – Date de l'invitation</b>	
<b>Address Enquiries to – Adresser toutes questions à</b>	
Tim Harcoff Tim.harcoff@forces.gc.ca	
<b>Telephone No. – N° de téléphone</b> (819) 939-0823	<b>FAX No – N° de fax</b>
<b>Destination</b> Specified Herein	

#### Instructions:

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Solicitation Closes – L'invitation prend fin</b>
At – à :
October 13, 2017, 3 :00pm EST
On - le : TBD
13 octobre, 2017, 15 :00 EST

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
See Herein	
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION .....2**

1.1 SECURITY REQUIREMENTS .....2

1.2 STATEMENT OF WORK.....2

1.3 DEBRIEFINGS .....2

1.4 TRADE AGREEMENTS .....2

1.5 CANADIAN CONTENT .....2

**PART 2 - BIDDER INSTRUCTIONS .....3**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....3

2.2 ELECTRONIC SUBMISSION OF BIDS .....3

2.3 ENQUIRIES - BID SOLICITATION .....4

2.4 APPLICABLE LAWS .....4

**PART 3 - BID PREPARATION INSTRUCTIONS .....5**

3.1 BID PREPARATION INSTRUCTIONS .....5

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....7**

4.1 EVALUATION PROCEDURES .....7

4.2 BASIS OF SELECTION .....7

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....9**

5.1 CERTIFICATIONS REQUIRED WITH THE BID .....9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....9

**PART 6 - RESULTING CONTRACT CLAUSES .....11**

6.1 SECURITY REQUIREMENTS .....11

6.2 STATEMENT OF WORK.....11

6.3 STANDARD CLAUSES AND CONDITIONS.....11

6.4 TERM OF CONTRACT .....11

6.5 AUTHORITIES .....12

6.6 PAYMENT .....12

6.7 INVOICING INSTRUCTIONS .....13

6.8 CERTIFICATIONS .....13

6.9 APPLICABLE LAWS.....13

6.10 PRIORITY OF DOCUMENTS .....13

6.11 DEFENCE CONTRACT .....14

6.12 INSURANCE REQUIREMENTS .....14

6.13 PACKAGING REQUIREMENT .....14

6.14 QUALITY ASSURANCE .....14

**ANNEX A .....15**

STATEMENT OF WORK .....15

**ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION.....35**

BASIS OF PAYMENT .....35

**ANNEX B TO PART 3 OF THE - BID SOLICITATION .....36**

ELECTRONIC PAYMENT INSTRUMENTS .....36

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security requirements related to this requirement.

### **1.2 Statement of Work**

The requirement is detailed in Annex A, Statement of Work – Starch Jelly Bars for the Basic Survival Ration.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

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

### **1.5 Canadian Content**

The requirement is subject to a preference for Canadian goods and/or services.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:  

Send its bid only to the address specified in the bid solicitation.
- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:  

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- f) Section 08, Transmission by Facsimile, is deleted in its entirety.

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).

- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

## **2.2.1 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority as least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 soft copy)

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 bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, Bidders 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: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid as follows:

Bidders must submit their financial bid in accordance with the Attachment 1 to Part 3 of this bid solicitation. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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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

**3.1.3 SACC Manual Clauses**

**Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The mandatory technical criteria are described in the Statement of Work in Annex A – Part 9.

##### **4.1.1.2 Point Rated Technical Criteria**

The point-rated technical criteria are described in the Statement of Work in Annex A – Part 9.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars. Delivered Duty Paid (DDP) at Montreal, Quebec (*exact location to be provided at contract award*) Incoterms 2010, Canadian customs duties and excise taxes included. Applicable Taxes excluded.

### **4.2 Basis of Selection**

- 1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation;
  - b) meet all mandatory criteria; and
  - c) obtain the required minimum average score of six (6) points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 1 to 9 points.
- 2. Bids not meeting (a), (b) and (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.
- 4. To establish the technical merit score, the overall technical score for 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, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.



6. For each responsive bid, the technical merit score and 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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combines Rating Technical Merit (60%) and Price (40%)</b>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	
<b>Overall Technical Score</b>	115/135	89/135	92/135	
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.000	
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135x60=51.11	89/135x60=39.56	92/135x60=40.89
	<b>Pricing Score</b>	45/55x40=32.73	45/50x40=36.00	45/45x40=40.00
<b>Combine Rating</b>	83.84	75.56	80.89	
<b>Overall Rating</b>	1st	3rd	2nd	

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

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

**5.1.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's website](#)

([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Solicitation No. - N° de l'invitation  
W8486-18SP0H

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
DLP 6-3-5

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Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

6.2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

#### 6.3.1 General Conditions

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

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.1.1 under Section 09 Warranty

**Delete:** Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for **12 months**, the work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract.

**Insert:** Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for **5 years**, the work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before 15 December 2017.

### 6.4.2 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" (*to be indicated at contract award*).

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tim Harcoff  
Title: Procurement Manager  
Department of National Defence  
Directorate: Directorate of Land Procurement  
Address: 975 Boulevard St. Joseph, Gatineau QC, J8Z 0A2  
Telephone: 819-939-0823  
E-mail address: tim.harcoff@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: *To be indicated at contract award*  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name: *To be included at Contract Award*  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra, if applicable.

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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.

**6.6.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17) Limitation of Price

**6.6.3 Multiple Payments**

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

**6.6.4 SACC Manual Clauses**

SACC Manual clause G2000C (2007-11-30) Taxes – Foreign-based Contractors

**6.6.5 Electronic Payment of Invoices – Contract**

*To be updated at Contract award based on bidders response.*

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only);

**6.7 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. The Contractor must provide the original of each invoice to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**6.8 Certifications**

**6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

**6.10 Priority of Documents**

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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 Articles of Agreement;
- (b) the general conditions 2003 (2017-04-27) Standard Instructions – Goods and Services – Competitive Requirements;
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated *(to be completed at contract award)*

**6.11 Defence Contract**

SACC Manual clause A9006C (2012-07-16) Defence Contract

**6.12 Insurance Requirements**

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

**6.13 Packaging Requirement**

SACC Manual clause D6010C (2007-11-30) Palletization

**6.14 Quality Assurance**

SACC Manual clause D5540C (2010-08-16), ISO 9001:2008 – Quality Management Systems Requirement (Quality Assurance Code Q)

SACC Manual clause D5515C (2010-01-11), Quality Assurance Authority (Department of National Defence) Foreign Based and United States Contractors

SACC Manual clause D5510C (2014-06-26), Quality Assurance Authority (Department of National Defence) Canadian Based Contractor

To substitute the last paragraph with the following:

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records or corrective actions, must be retained by the Contractor for five (5) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

SACC Manual clause D5604C (2008-12-12), Release Documents (Department of National Defence) – Foreign based Contractor

SACC Manual clause D5605C (2010-01-11), Release Documents (Department of National Defence) – United States based Contractor

SACC Manual clause D5606C (2012-07-16), Release Documents (Department of National Defence) – Canadian Based States based Contractor

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## ANNEX A

### STATEMENT OF WORK

#### PART 1 – STARCH JELLY BARS FOR THE BASIC SURVIVAL RATION

##### 1. Objective

This document provides information on the Canadian Armed Forces' (CAF) need to purchase **Starch Jelly Bars** for the Basic Survival Ration (BSR).

##### 2. Background

When required, the National Combat Rations Program produces the **Basic Survival Ration**. These rations are aboard the aircrafts and in the life-raft survival drum for use in case of emergency. Survival packs are designed to be used only in case of extreme emergency when the user is remaining inactive. The Basic Survival Ration is made up with starch jelly candies that do not induce thirst. There are 8 bars in the ration. Each bar contains 4 jelly candies.

Once produced and packaged the jelly bars are shipped to the assembler. His task consists of inserting them inside an overwrap. The assembly process begins in the first days of each calendar year. To ensure timely receipt and inspection of all components, the delivery period stated at Annex A – Part 4 must be met. The Contractor is responsible for ensuring that there is sufficient product to sustain the assembly line.

**Scope:** Canada, at its discretion, may expand, change, add or modify the food items for the IMPs with the agreement of the Contractor.

##### 3. Acronyms

ANSI/ASQ	American National Standards Institute/American Society for Quality
BSR	Basic Survival Ration
CA	Contracting Authority
CAF	Canadian Armed Forces
CFIA	Canadian Food Inspection Agency
CoA	Certificate of Analysis
DND	Department of National Defence
IMP	Individual Meal Pack
LMC	Light Meal Combat Pack
NCRP	National Combat Rations Program
PA	Procurement Authority
PMO	Project Management Office
QAR	Quality Assurance Representative
RFP	Request for Proposal
SOW	Statement of Work

##### 4. Applicable Documents

The following documents are incorporated in this SOW to the extent specified herein:

- 4.1 ANSI/ASQ Z1.4-2008
- 4.2 Canada's Food and Drugs Act and Regulations
- 4.3 CFIA Acts and Regulations
- 4.4 Consumer Packaging and Labelling Act and Regulations
- 4.5 Canadian Food Inspection Agency Core Labelling Requirements



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- 4.6 Pest Control Products Act
  - 4.7 Specification for Aluminum Foil Laminate – D-85-001-136/SF-001
  - 4.8 D-LM-008-036/SF-000 – Department of National Defence Minimum Requirements for Manufacturer's Standard Pack

## 5. Requirement

### 5.1 Scope of Work and Tasks

The Contractor must provide **Starch Jelly Bars** as per Technical Specifications (**Annex A, Part 7**), including shipment to the Assembler according to the Production Schedule (**Annex A, Part 4**) and replacement of all defective products (**paragraph 6.5 of Annex A, Part 1**).

## 6. Constraints

### 6.1 Quality

Components are required for production of a BSR for CAF personnel serving overseas as well as in Canada. To ensure the shelf life of 5 years, Contractors are required to subject items to the most rigorous quality control. The Contractor must ensure that the items are hermetically sealed and free from grease, dirt, stains, leakage, folds and foreign material. The Contractor must ensure that the items are manufactured during the year of scheduled delivery (2017). At all times, the Contractor is responsible to provide products that meet or exceed the approved RFP (tender) sample.

### 6.2 Communication

The Contractor must not contact the Assembler except to request pallets and to establish the delivery date of goods during the contract delivery period.

### 6.3 Production and Verification Samples

The Contractor must provide production and verification samples in accordance with **Annex A, Part 2**.

### 6.4 Assembler Verification Method

The Assembler will follow the Assembler's verification method identified in **Annex A, Part 3**.

### 6.5 Replacement of Defective Product

As a result of the verification conducted by DND and/or the Assembler, the Contractor must follow these replacement actions:

- 6.5.1 When shortfalls and/or packaging deficiencies are identified and reported to DND, DND will base the request for replacement of non-conforming goods on an estimated average of missing goods. This measure is applied in order to avoid any delay in the assembly of BSRs. Using this replacement approach protects the Contractor against any cost(s) incurred by Canada resulting from any delay(s) during the assembly of ration packs.
- 6.5.2 When a problem is identified during Assembler verification of delivered goods, and there is a need for additional verification which exceeds 2% of the shipment, the Contractor will be informed of the problem, and his input on additional inspection will be requested before additional verification/inspection begins at the Assembler's plant. DND will obtain a cost estimate from the Assembler when more verification is required by the Assembler.
- 6.5.3 If the Assembler is required to perform any additional verification at the Assembler's plant, the manpower cost for the increased workload must be at the Contractor's expense.
- 6.5.4 Should any of the shipments/deliveries identified in **Annex A, Part 4** be returned to the Contractor for inspection, the cost of transporting the product back and forth must be at the Contractor's expense.
- 6.5.5 Second and subsequent verification of shipments/deliveries to replace defective goods must be at the Contractor's expense.
- 6.5.6 When a deficiency is identified after delivery to the Assembler or after the BSRs are assembled, whether the ration packs are at the Assembler's plant or have been distributed to Bases, the Contractor must be responsible to replace the defective products, and subject to the type of

deficiency, may have to replace the entire quantity of related packages as the defective goods. In this instance, the Contractor must be responsible for all associated costs, such as labour costs for additional verification, unpacking/repackaging of meals, disposal of defective product as required, transportation cost to recall distributed defective packs as applicable, and material cost for overwrap pouches.

6.5.7 In support of the ration assembly operation, the Contractor must replace, based on the defective product rate obtained from the first assembly period, the extrapolated number of goods necessary to successfully conclude the assembly year.

## **7. Final Acceptance of Goods**

In all instances, final approval and acceptance must rest with the PMO NCRP. In all instances where shipments deviate from the requirement of the contract, the PMO NCRP and PA are to be advised through the CA.

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## **PART 2 – PRODUCTION AND VERIFICATION SAMPLES (After contract award)**

### **1. Production Evaluation**

As a minimum, at the beginning of the production, the Contractor must pull samples, compare them to the approved RFP (tender) samples submitted with the bid to ensure consistency, and keep meaningful records of the evaluation. During production, the Contractor is also responsible for determining the frequency of testing to ensure consistent production quality. DND will conduct the comparison between the approved RFP (tender) samples and the production.

Quality conformance inspection

#### **1.1 Examination**

Samples of the assembled bars must be examined for quality workmanship, dimension requirements and weight.

#### **1.2 Analysis**

Samples of the products must be tested in accordance with the following AOAC methods:

- Method 982.14 Glucose, fructose, and Maltose in presweetened cereals, to ensure conformance to the requirement of ingredients.
- Method 925.49 and 925.45 A, B, C and D Confectionary and Moisture in sugars to ensure conformance of the moisture requirement.

#### **1.3 Dimension stability**

The starch jelly must be exposed to a temperature of 39°C for three hours. They must retain their original shape and dimension during the test.

The QAR reserves the right to perform any verification of test activities deemed necessary to confirm that the material, premises, and services conform to the contract requirements.

### **2. Changes from Approved RFP (Tender) Samples**

If any changes from the approved RFP (tender) sample must be made (change of raw material, change of contractor of the raw material etc.), details of such change accompanied by proper substantiation and new RFP (tender) samples, must be submitted to the PMO NCRP through the CA for evaluation.

Authorization must be obtained prior to commencement of production. If production is already under way, it is at the Contractor's own risk.

### **3. First Production Lot Samples**

The cost of shipping first production lot samples is at the Contractor's expense. Upon receipt, samples become DND property and will not be returned to the Contractor.

First production lot samples must be collected for each contracted item.

First production lot samples are for internal use only, and must not be misinterpreted as being the process for production verification.

### **4. The Contractor must:**

4.1 Submit 15 first production lot samples selected from the first accepted production lot.

4.2 Notify the QAR five (5) working days in advance of the first day of production to arrange for quality assurance and selection of the first production samples to evaluate the product and witness the selection of these samples.

4.3 Ship the production samples to the following address, a maximum of three (3) days from first day of production:  
National Defence Headquarters  
TBA

**C/O: To be indicated at contract award.**

- 4.4 Provide quality control documents when requested by the PMO NCRP.
  - 4.5 Provide the following information:
    - 4.5.1 The list of ingredients and the nutrition information. The nutrition information and the list of ingredients must be provided electronically in Word format to: **To be indicated when contract is awarded** in accordance with Applicable Documents 4.2 and 4.4 listed in Annex A, Part 1.
    - 4.5.2 An independent lab test report indicating the moisture content and the carbohydrate content per bar (4 candies) following AOAC Methods. Previous nutritional analysis certificates will be acceptable provided that they are dated, the formulation has not changed and that they are not older than five (5) years.
- The information requested above must be emailed to: **To be indicated when contract is awarded.**

- 4.6 Provide with each delivery of first production lot samples, a certificate stating that the product is of the same quality (equal or better) and is fully comparable to the approved RFP (tender) samples. If there are differences between the RFP (tender) sample and the production, the Contractor must report them.

**5. Verification Samples:**

The cost of shipping verification samples is at the Contractor's expense. Upon receipt, samples become DND property and will not be returned to Contractor. Verification samples are DND's tool used to spot-check the production being procured.

**5.1 Sample Size**

ITEM	SAMPLE SIZE (PACKAGES/LOT)
Starch Jelly Bars	3

- 5.2 **The Contractor must** notify the QAR five (5) working days in advance of the last day of production to arrange for quality assurance and selection of the verification samples. Three (3) jelly bars per production batch must be taken and sent to PMO NCRP evaluation center at the following address, along with a letter indicating the selected lot numbers.

National Defence Headquarters  
 TBA  
**C/O To be announced at contract award**

**5.3 Verification Samples Evaluation Method**

This section describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of verification samples. PMO NCRP personnel will evaluate verification samples by comparing the organoleptic qualities of the food to the approved RFP (tender) sample. The PMO NCRP will also weigh the samples to ensure they meet the specifications. Results will be registered and will form the basis for product acceptance. The QAR will be informed of the results and will be authorized to release product for shipment or withhold the shipment if product is unacceptable. If product is unacceptable, the appropriate course of action will be determined by the severity of the non-conformance.

**6. Defective Product Evaluation Process**

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This section describes the verification method used at the PMO NCRP Evaluation Centre during the evaluation of an identified defective product. When PMO NCRP personnel identify a lot and/or a product as failing or being borderline on any of the criteria of appearance, texture, aroma/flavour or any combination of the criteria, the PMO NCRP will initiate one or several of the following measures according to the severity of the defect:

- 6.1 The defective item may be quarantined; and/or
- 6.2 The offending lot may be rejected or investigated further; and/or
- 6.3 The Contractor could be asked to investigate adjacent lots until acceptable product is obtained. The PMO NCRP could ask for samples of Contractor's declared acceptable product for verification; and/or
- 6.4 The PMO NCRP could request samples from lots declared acceptable by the Contractor in order to conduct verification.
- 6.5 Two members from PMO NCRP may evaluate any defective lot/item and/or adjacent lots.

When the evaluation is performed as mentioned above and an inconsistency in quality among the production is observed, the entire produced quantity could be rejected and any further investigation will be ceased. To determine if a lot is acceptable or not, the **ANSI/ASQ Z1.4-2008** will be used. The inspection level and sample size used will depend on the type of defect.

- a. *Critical Defect:* A defect which would render the item uneatable in the field or one that could cause illness if consumed.
- b. *Minor Defect:* A defect that will not affect the usability of the item but varies from the approved RFP (tender) sample.

Defects will be evaluated using a single sampling plan with an S-3 inspection level and the acceptable quality level (AQL) will be 1.5 for critical defects and 4.0 for minor defects as per ANSI/ASQ Z1.4-2008.

A lot that fails the ANSI/ASQ Z1.4-2008 inspection will result in either the rejection of the sampled lot or a 100% inspection/rework of the affected lot. When lots are rejected, new product replacements will be required and the Contractor will provide instructions on the disposal of the rejected lots.

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### **PART 3 – ASSEMBLER'S VERIFICATION METHOD**

This document describes the verification method used at the Assembler's plant. While the Assembler will be responsible for the merchandise he receives, he is not responsible for the quality of the food inside the packages. Therefore, in addition to any verification performed before delivery and as indicated in the assembly contract, the Assembler will check all received goods. To ensure that delivered goods are satisfactory, the verification will include a physical count, as well as a visual inspection of the items received which will be performed as follows:

#### **1. Custom Made/Packaged Food Items**

For all products that are custom formulated and/or packaged the Assembler:

- 1.1 will randomly select cases from all incoming goods for inspection. Sample size must be at least 0.5% of the quantity received;
- 1.2 will open selected cases and remove contents. Selected samples must be inspected for the following:
  - 1.2.1 item's production code to verify that the product is of the newest production;
  - 1.2.2 that the number of items per case matches the quantity marked on the case; and
  - 1.2.3 that packets are clean, do not leak nor have a defective seal.

#### **2. Verification Results**

Verification results will be interpreted as follows:

- 2.1. if there are no non-conformances identified, and if the number of units per case is equal to or greater than the quantity ordered there will be no further verification by the Assembler; and
- 2.2. if a non-conformance is detected and/or if the number of units per case is inferior to the quantity ordered, the sampling size for verification will increase to two percent (2%) in order to verify the extent of the problem. Any sampling greater than two percent (2%) will require approval by the PMO NCRP.
- 2.3. In some cases, the lot acceptability may be determined by the ANSI/ASQ Z1.4-2008 procedures as indicated in para 6 of **Annex A, Part 2.**

#### **3. Corrective Measures**

The corrective measures described in **Annex A, Part 1**, paragraph 6.5 (Replacement of Defective Product) will apply.

**PART 4 – PRODUCTION SCHEDULE**

ITEM	PRODUCTION				PACKING/INSPECTION	
	QTY	DAYS	FROM	TO	FROM	TO

This schedule must be provided no later than 10 days after contract award to: **To be announced at contract award**, and to the PA.

**Delivery Schedule for IMP18:**

Starch Jelly Bars

**Nov. 20<sup>th</sup> – Nov 24<sup>th</sup>, 2017**

The dates indicated above are the preferred dates. If the Contractor cannot meet the delivery dates, the PMO NCRP must be notified. New delivery dates must be proposed by the Contractor and submitted for authorization by the PMO NCRP.

**PART 5 – LOT NUMBER LISTING FORM**

MENU#	N/A	QTY/CASE		
PALLET#	LOT #	TOTAL CASES	UNITS/CASE	TOTAL UNITS/PALLET

This form must have an 8-1/2" x 11" format; lot numbers must be indicated by chronological order and must accompany each delivery.



**PART 6 – CONTRACT DELIVERABLES**

The Contractor must deliver and provide all requirements identified in this Annex at the dates specified.

<b>What</b>	<b>Details</b>	<b>When</b>
<b>Production Schedule</b>	- Production Schedule (Annex A, Part 4)	10 (ten) days after contract award
<b>Label Proofs</b>	Not Applicable	Not Applicable
<b>Production Samples (15 samples)</b>	- With certification stating same as RFP (tender) samples - With quality control documentation when requested by the PMO NCRP	Within 3 (three) days of start of the production
<b>List of Ingredients</b>	- Must be bilingual - Must meet the Food and Drug Act and Regulations - Must be provided in accordance with the CFIA's Core Labelling Requirements.	Within 3 (three) days of start of production for each contracted item.
<b>Nutritional Information</b>	- Must be bilingual - Must meet the Food and Drug Act and Regulations - Must be provided in accordance with the CFIA's Core Labelling Requirements.	Within 3 (three) days of start of production for each contracted item.
<b>Nutritional Analysis</b>	- CoA performed by an accredited lab for moisture content and the carbohydrate content per bar (4 candies) following AOAC Methods, as indicated in Annex A, Part 2, para. 4.5 - Previous nutritional analysis certificates will be acceptable provided that the reports are dated, the recipe has not changed and they are not older than five years.	Within 1 (one) month of completion of production
<b>Verification Samples</b>	-Quantities to be provided according to table at para 5.1, Annex A, Part 2 -With list of lots selected	Within 5 (five) days of completion of each production run
<b>Lot Number Listing</b>	- Lot Number Listing Form (Annex A, Part 5)	Shipped with each production delivery to Assembler
<b>CF1280</b>	-Certificate of Release, Inspection and Acceptance	Shipped with each production delivery to Assembler.
<b>Certificate of conformity</b>	- A certificate of conformity stating that the product is the same quality and is fully comparable to the approved tender samples.	Shipped with each production delivery to Assembler.
<b>Starch Jelly Bar</b>	- Must be delivered as per contractual standards (Annex A, Part 7), quality, quantities (Basis of payments) and schedule (Annex A, Part 4)	As per approved schedule
<b>Invoicing</b>	- Invoices must be sent following deliveries to Assembler	After delivery

**PART 7 – TECHNICAL SPECIFICATION FOR STARCH JELLY BARS**

<b>GENERAL</b>	
<b>PRODUCT</b>	Starch Jelly Bar.
<b>SCOPE</b>	This specification sheet covers the technical requirements for the starch jelly bar for use in the basic survival ration.
<b>APPLICABLE GOVERNMENT DOCUMENTS</b>	1. <b>D-LM-008-036/S-F-000</b>
	Minimum Requirements for Manufacturer's Standard Pack
<b>OTHER PUBLICATIONS</b>	2. Canada's Food and Drugs Act and Regulations 3. Association of Official Analytical Chemists (AOAC)
	Method 925.49 – Confectionary – for moisture content Method 925.45 A, B, C and D – Moisture in sugars, for moisture content Method 982.14 – Glucose, Fructose, sucrose and Maltose in pre-sweetened cereals, for ingredient content
<b>REQUIREMENTS</b>	
<b>PRODUCT</b>	The jelly bar must consist of individual pieces of starch jelly wrapped in a pack of four (4) candies.
<b>ENERGY CONTENT</b>	Minimum of 37.5g of carbohydrates, to provide a minimum of 150 calories of food energy from carbohydrate source.
<b>MOISTURE CONTENT</b>	The moisture content of the starch jelly must be <b>16±2%</b> .
<b>STARCH JELLY</b>	The starch jelly must be prepared in four (4) different flavours using the ingredients below. The starch jelly must be uniform in texture, flavour and colour.  The ingredients used must be free from foreign flavours, odors and extraneous material, and must be prepared in accordance with the Food and Drug Act Regulations. The ingredients used in the preparation of the candies shall be <ul style="list-style-type: none"> <li>▪ Corn syrup</li> <li>▪ Sugar</li> <li>▪ Corn starch</li> <li>▪ Other edible ingredients (natural, artificial flavours)</li> </ul>
<b>INGREDIENTS</b>	
<b>TEXTURE, FLAVOUR AND COLOUR</b>	Flavouring and the corresponding colour of the starch jelly must be representative of the following: Green => Pineapple Orange => Orange Yellow => Lemon Pink => Strawberry
<b>SANDING</b>	Each piece of jelly candy must be sanded with commercial type sanding before assembling into the bar.
<b>DIMENSION STABILITY</b>	The starch jelly bars must retain their original shape when exposed to a temperature of 39°C for three (3) hours.
<b>DIMENSION</b>	<b>Assembled Bar</b> (4 pieces) must not exceed the following dimensions: Length 6cm x Width 4cm x Height 2cm ± 0.5cm
<b>NET WEIGHT</b>	<b>55g ± 1g.</b>
<b>SHELF-LIFE</b>	The jelly bar must have a shelf-life of no less than 5 years without any appreciable loss of content.
<b>ASSEMBLED BAR</b>	The starch jelly bar must be packed and sealed in cellophane or similar low air permeability wrap that is easy to wrap.

**BASIC SURVIVAL RATION – STARCH JELLY BAR PICTURE**



### PART 8 – CF1280 – CERTIFICATE OF RELEASE, INSPECTION AND ACCEPTANCE



**Certificate of Release, Inspection and Acceptance - Certificat de libération, d'inspection et de réception**  
**(CF 1280)**

1. Purchaser - Acheteur	2. Purchase order or reference file Bon de commande ou N° de dossier	3. Government contract number N° de dossier du gouvernement	4. No of pages N° de pages								
5. Contractor - Entrepreneur		6. Shipped from (consignor) Lieu d'expédition (expéditeur)	7. Shipped to (consignee) Lieu de destination (destinataire)	8. Shipment no N° de l'envoi							
Contract Item no. N° d'article du contrat (9)	NATO stock number N° nomenclature OTAN (10)	Item identification Identification de l'article (11)	Serial number or size N° de série ou taille (12)	Quantity Unit of measure Quantité Unité de mesure (13)	Package number N° de l'emballage (14)	Undelivered balance Quantité non livrée (15)	Quantity received Quantité reçue (16)				
<p>17. Contractor certification Attestation de l'entrepreneur</p> <p>I certify that the items(s) listed above has/have been inspected and tested and conform to all specifications and requirements detailed in the contract or purchase order. Les articles que j'ai listés ci-dessus ont été inspectés et vérifiés conformément à toutes les spécifications et exigences du contrat ou du bon de commande.</p> <p>Print - imprimer</p>				<p>18. Government quality assurance Assurance officielle de la qualité</p> <p>I certify that Government Quality Assurance has been performed. Je certifie que l'assurance officielle de la qualité a été effectuée.</p> <p>Print - imprimer</p>				<p>19. Acceptance Acceptation</p> <p>Quantity/ies shown in block (16) was/were received in apparent good condition. La(s) quantité(s) indiquées à la case (16) a/ont été reçues, et l(es) article(s) semblent être en bon état.</p> <p>Print - imprimer</p>			
<p>Signature (Contractor CO) Signer (CO de l'entrepreneur)</p> <p>Date</p>		<p>Signature (GAR) Signer (GAR)</p> <p>Date</p>		<p>Signature (Receipts Address to destination) Signer (Adresse et réception à la destination)</p> <p>Date</p>							

CF 1280 (11-30-11)  
Document 613567-4895  
Compteur - Gaçon des formulaires 613567-4906



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## **PART 9 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Technical Evaluation**

The technical evaluation is divided into two (2) parts. The first part consists of mandatory criteria, which are evaluated on a simple pass/fail basis. The second part of the evaluation procedure consists of a point-rated sensory evaluation.

#### **1.1 Part 1: Mandatory Criteria**

- a. The Bidder must comply and meet all technical requirements and all terms and conditions specified in this bid solicitation.
- b. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that a bid does not meet a Mandatory Requirement at any time during the evaluation process.
- c. Each Bidder must submit thirty (30) food samples of Starch Jelly Bars. This allows Canada to verify compliance with any of the requirements of this bid solicitation.
- d. The Technical Bid, including all documentation and food samples, must be submitted to the following address by the date and time indicated on Page 1 of the Bid Solicitation:  
  
NPB 2<sup>nd</sup> Floor, room C-2102  
D Food Services  
Department of National Defence  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
  
Attention: Ann Delaney and Julie Brooks
- e. The mandatory technical criteria are described in Table 1 below.

Table 1 - Mandatory Criteria that must be provided at Bid Closing

#	Criteria	Comments
1.	The Bidder must provide thirty (30) samples of <b>Starch Jelly Bars</b> . The samples must be selected from the same lot number. The samples must meet the technical requirements indicated on the technical specification sheet (Annex A – Part 7) provided in this requirement.	The Bidder is responsible for all shipping costs and associated expenses in manufacturing the food item. Upon receipt, samples will become DND's property and will not be returned.
2.	The Bidder should provide a statement indicating that samples meet all the specifications indicated in the technical specification sheet (Annex A – Part 7).	
3.	The Bidder should provide a statement indicating the minimum net weight of the food item in grams (g).	
4.	The list of ingredients and the nutrition information.	The information must be presented in accordance with reference 4.2 and 4.4 of Annex A, Part 1 of this solicitation.
5.	The Bidder should provide a statement indicating the number of packets per shipping container.	The Bidder should indicate number of packets/shipping container at time of production.
6.	A production code interpretation must be provided if the Canadian Forces (CF) code is not used.	Only applicable if the CAF production code is not used.
7.	The Bidder must provide the packaging material specification sheet. If there has not been a packaging material change or a change in suppliers, the same certificate is valid for five (5) years.	
8.	The Bidder's representative and alternate representative should be provided.	

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## 1.2 Part 2: Point Rated Technical Criteria

- a. Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit the information requested by this bid solicitation will be rated accordingly.
- b. A sensory evaluation for the proposed food item will be conducted. Each food item must attain the required minimum average score of six (6) points for each of the following criterion:
  1. Appearance;
  2. Texture;
  3. Flavour (taste and aroma);
  4. Overall.
- c. A minimum of twelve (12) volunteers will evaluate up to ten products per sitting.
- d. The purpose of the test is to establish the acceptance of RFP (tender) samples for the Basic Survival Ration by the users. Each food item tendered will be evaluated on its own merit using a nine point Hedonic scale ranging from 1 to 9 where each panelist indicates their rating. The average scores will be computed. See below in this annex for the Hedonic scale used.
- e. If Canada determines as a result of examining the sample(s) that the Bidder's proposed food item(s) does not meet the minimum average score of 6 points, the bid will be declared non-responsive.
- f. **Note to bidders:** Once a contract is awarded, approved RFP (tender) samples are retained and distributed to appropriate personnel who are responsible for conducting the comparison between the approved RFP (tender) sample and the production end product.

**SENSORY EVALUATION: HEDONIC SCALES  
RFP (TENDER) SAMPLE PRODUCT TASTING QUESTIONNAIRE**

For evaluation accuracy, please do not communicate with other tasters prior to completing tasting.  
Afin d'obtenir une juste évaluation, veuillez ne pas communiquer avec les autres évaluateurs, avant de compléter votre évaluation.

Product/Produit: \_\_\_\_\_ Name/Nom: \_\_\_\_\_

Your opinion is important and has a bearing on whether or not this product will be included in Individual Meal Packs.  
Votre opinion est importante et déterminera si oui ou non ce produit sera inclus dans les rations individuelles de combat.

Please taste this sample and circle the appropriate rating number / Si'il vous plaît, goûtez à cet échantillon et encerclez la note appropriée

**Predisposition / Prédi-position:**

If you are allergic to this product, please check the following square:

If you don't usually eat this product (dislike this product or a component), please check the following square:

If you have checked either one of these squares, please do not continue this evaluation.

Si vous souffrez d'une allergie a ce produit, veuillez cocher la case suivante :

Si vous ne consommez pas normalement ce produit (aversion à ce produit ou à une composante), cochez la case suivante :

Si vous avez coché l'une ou l'autre des deux cases précédentes, veuillez ne pas continuer l'évaluation.

**Appearance : / Apparence:**

<b>1</b> dislike extremely extrêmement déplaisant	<b>2</b> dislike very much très déplaisant	<b>3</b> dislike moderately modérément déplaisant	<b>4</b> dislike slightly légèrement déplaisant	<b>5</b> neither like nor dislike ni plaisant ni déplaisant	<b>6</b> like slightly légèrement plaisant	<b>7</b> like moderately modérément plaisant	<b>8</b> like very much très plaisant	<b>9</b> like extremely extrêmement plaisant
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**Comments:**

**Commentaires:**

**Texture : / Texture:**

<b>1</b> dislike extremely extrêmement déplaisant	<b>2</b> dislike very much très déplaisant	<b>3</b> dislike moderately modérément déplaisant	<b>4</b> dislike slightly légèrement déplaisant	<b>5</b> neither like nor dislike ni plaisant ni déplaisant	<b>6</b> like slightly légèrement plaisant	<b>7</b> like moderately modérément plaisant	<b>8</b> like very much très plaisant	<b>9</b> like extremely extrêmement plaisant
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**Comments:**

**Commentaires:**

**Flavour: (taste and aroma) / Saveur: (goût et arôme)**

<b>1</b> dislike extremely extrêmement déplaisant	<b>2</b> dislike very much très déplaisant	<b>3</b> dislike moderately modérément déplaisant	<b>4</b> dislike slightly légèrement déplaisant	<b>5</b> neither like nor dislike ni plaisant ni déplaisant	<b>6</b> like slightly légèrement plaisant	<b>7</b> like moderately modérément plaisant	<b>8</b> like very much très plaisant	<b>9</b> like extremely extrêmement plaisant
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**Comments:**

**Commentaires:**

**Overall/Globale:**

<b>1</b> dislike extremely extrêmement déplaisant	<b>2</b> dislike very much très déplaisant	<b>3</b> dislike moderately modérément déplaisant	<b>4</b> dislike slightly légèrement déplaisant	<b>5</b> neither like nor dislike ni plaisant ni déplaisant	<b>6</b> like slightly légèrement plaisant	<b>7</b> like moderately modérément plaisant	<b>8</b> like very much très plaisant	<b>9</b> like extremely extrêmement plaisant
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**Comments:**



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## PART 10 – SHIPPING AND DELIVERY INSTRUCTIONS

### 1. Shipping Instructions

#### 1.1 Packing and Markings

Commercial packing and markings on shipping containers are acceptable provided Contractors comply with the following requirements:

- a. Shipping containers must be in accordance with CAN/CGSB 43.22-2001, standard for Corrugated Fibreboard Products, dated Dec 2001, Class 1, Style 1, Code C6, B Flute. The inside dimensions must not exceed 15 ¾" long x 11 ½" wide x 7 1/8" high.
- b. Must remain intact and show no sign of deterioration when food products are placed inside the container and when the containers are palletized.
- c. The CAF or the manufacturer's batch number (production code), name of the product and number of units per shipping container are clearly identified on each shipping container and must be easily readable once shipping containers are palletized.
- d. The CAF code is composed in the following manner:
  1. The 1<sup>st</sup> two digits represent the year of production;
  2. The next three digits represent the Julian date of packing;
  3. The last digits represent the batch number. The batch number is separated from the Julian date by a space.If the CAF code is not used, a production code interpretation must be provided.
- e. Shipping containers must be sequentially palletized according to batch numbers.
- f. Each shipping container must contain a consistent number of packages for the same type of food.
- g. Each shipping container and its contents must not exceed a mass of 11.3 Kg (25 lbs).

#### 1.2 Preparation for Delivery

- a. The Contractor must contact the Assembler by phone (*to be included at contract award*) or by email (*to be included at contract award*) to determine a delivery date within the consignee delivery period. The Contractor must call the Assembler as early as they have established their delivery schedule to assist in delivery dates co-ordination. The Contractor must also plan with the Assembler any additional deliveries outside the established delivery schedule.
- b. All items are to be called up showing preparation for delivery with material shipped on DND, full top and bottom, 4 way entry wood pallets size 40" x 48" purchased and provided by the Assembler. The Contractor must email the Assembler (*to be included at contract award*) to request pallets. The following information has to be provided: Contract No., number of pallets required, date of pick-up and name of transporter. A notice of 48 hours must be provided by the Contractor. It is the Contractor's responsibility to organise the transport to the assembler's facility for pallet pick-up. The Contractor is also responsible for all costs related to this transport.
- c. Pallets that are not used must be returned to the Assembler. The company will be charged the cost of \$86.15 plus tax for each pallet not returned or lost. Payment for the cost of the missing pallets will be deducted for the last invoice.

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- d. Each shipment must include the "Lot Number Listing Form" properly completed as per Annex A- Part 5. An electronic version in an Excel spreadsheet format must be submitted to the Assembler (*contact to be provided*) when the shipment leaves the plant. A conformance letter and a Certificate of release, inspection and acceptance (CF1280) must also be provided by email. The Assembler will keep all certifications.
  - e. Unit loads must not exceed forty-six inches (46") high, excluding pallet height. If this requirement cannot be met, an exemption request with justification must be documented in the bid solicitation.
  - f. A pallet sheet must be placed on top of the pallet to protect the shipping containers from dust. Material must be properly secured to the pallet either by strapping or stretch wraps.
  - g. Pallets must be loaded on trucks in an ascending sequential order starting with first batch number of production and ending with the last batch number of production, which will be available to be off loaded first. Shipment of partial pallets is unacceptable.

### **1.3 Method of Delivery**

- a. All items are to be delivered by road transport and are to be transported in a temperature-controlled environment between 7°C to 24°C to prevent freezing or overheating. If the shipment is not transported in a temperature-controlled environment or if the temperature monitored inside the trailer indicates a temperature outside the required 7°C to 24°C, the shipment will be refused.
- b. Each shipment delivered to the Assembler must be sealed. The seal will be installed before leaving the plant and will be removed upon arrival to the Assembler by the company's representative. If a shipment has no seal or if the seal is damaged, it will be refused.
- c. Shipping containers and pallets must not have any markings or other information related to DND visible on the outside.

### **1.4 Sealed Deliveries**

- a. Goods will be shipped from the production site to the destination point in a vehicle, bulk container or transport container secured with a tamper evident serialized security seal.
- b. The seal will, at a minimum, be compliant with the technical requirements of the ISO 17712-2013 Freight Containers – Mechanical Seals Standard.
- c. The seal will be installed in the presence of both the Contractor's and carrier's representatives.
- d. The seal's serial number, the carrier's name and a detailed shipment manifest will be communicated in writing by the Contractor to the Project Authority at time of shipment.
- e. The carrier will be responsible for controlling the integrity of the seal and shipment during transit.
- f. If the seal is removed in-transit, even if by government officials, a second seal must be placed on the shipment by the carrier, and the seal change, including explanation for the change, must be documented and immediately communicated to the Project Authority.
- g. Upon arrival at the destination, the carrier's representative and the receiver will inspect the seal for tampering and verify concordance of the seal's serial number.
- h. Upon any evidence of tampering, the Project Authority will be notified, the seal will be photographed by the receiver and the shipment will be subject to full inspection by the client.

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Canada may, at its sole discretion and at no cost, refuse any shipment that shows an indication that the integrity of its contents has been compromised.

**1.5 Release Documents – Distribution (CF1280)**

Copy 1 : Sent by email to the Assembler: *(to be included at Contract Award)*

Copy 2: Sent by email to the QAR, email address to be confirmed by the QAR.

**ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION**

**BASIS OF PAYMENT**

Item No.	Description	Qty	Firm Unit Price	Total
1	Starch Jelly Bars (One bar has four (4) jellies)	160 000	\$	\$
<b>TOTAL BID PRICE</b>				<b>\$</b>

## **ANNEX B to PART 3 OF THE - BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);