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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

A Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of non-carbonated bottled water to various Department of National Defence (DND) locations in North-Central Alberta on an "as required" basis for a period of three (3) years.

-Locations included:

- Edmonton Garrison, AB
- CFB Cold Lake, AB
- CFB Wainwright, AB

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

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

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](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25) Firm Price and/or Rates

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.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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 Alberta

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or

territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy OR one fax copy)

Section II: Financial Offer (one hard copy OR one fax copy)

Section III: Certifications (one hard copy OR one fax 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: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

4.1.1.1.1 Offerors must have the ability to perform the full scope of work as described in Annex "A", Requirement;

4.1.1.1.2 Each base will be evaluated separately.

4.1.1.1.3 For applicable bases in Annex B - Working Documents - Basis of Payment, offerors must:

4.1.1.1.3.1 Provide prices for one hundred percent (100%) of line items listed on the product list; and

4.1.1.1.3.2 Include details in the Offered Format column for the items being offered. If the column is left blank, the requested format will be used

4.1.2 Financial Evaluation

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

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties and excise taxes included. Additional surcharges will not be acceptable. The estimated values identified under Annex B are for evaluation purposes only.

The total overall Offer price per base will be calculated as follows:

- (a) Each unit price will be multiplied by the applicable quantity to obtain an extended total line item price;
- (b) The extended total line item prices will be added together to reach an evaluated total offer price for that base.

4.2 Basis of Selection

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

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

One (1) Standing Offer is to be issued per base as a result of this procurement process. If an Offeror is being recommended for issuance of a Standing Offer for more than one category, only one Standing Offer will be issued to this supplier for those categories if the periods are the same.

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers 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 offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#).(9), Example 2, of the *Supply Manual*.

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

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 (<https://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](#) (2017-06-21) 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 "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 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

The period for making call-ups against the Standing Offer is from _____ to _____ (for a three year period TBD at Standing Offer issuance).

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Drew Fisher

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W0127-17BM01

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40080

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address:

ATB Place, North Tower
5th Floor – 10025 Jasper Avenue
Edmonton, AB T5J 1S6

Telephone: 780-901-4270
Facsimile: 780-497-3510
E-mail address: drew.fisher@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 (will be inserted at contract award)

The Project Authority for the Standing Offer is:

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

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

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 (To be completed by Offeror)

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

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is (as applicable):

-4 Wing Cold Lake
-CFB/ASU Edmonton Garrison

-CFB Wainwright

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 and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (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](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity)
- e) Annex "A", Requirement
- f) Annex "B", Basis of Payment (*if applicable*);
- h) Annex "C", Standing Offer Usage Report;
- i) the Offeror's offer dated _____ (*insert date of offer*)

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.

6.10.2 SACC Manual Clauses

[M3060C](#) (2008-05-12) Canadian Content Certification

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 Alberta

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 General Conditions-Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

6.4.1 Single Payment

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

6.4.2 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

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.

Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance-No Specific Requirement

6.7 SACC Manual Clauses

- [A9068C](#) (2010-01-11) Government Site Regulations
- [B7500C](#) (2006-06-16) Excess Goods
- [D5328C](#) (2014-06-26) Inspection and Acceptance
- [A9006C](#) (2012-07-16) Defence Contract
- [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

ANNEX "A"
REQUIREMENT

A Regional Individual Standing Offer (RISO) for the supply, delivery and off-loading of non-carbonated bottled water to various Department of National Defence (DND) locations in North-Central Alberta on an "as required" basis for a period of three (3) years.

Quality Standard Requirements

- All products must adhere to the following Acts and their regulations:
 - Agriculture & Agri-Foods Administrative Monetary Penalty Act;
 - Canada Agriculture Products Act;
 - Canadian Food Agency Inspection Act;
 - Consumer Packaging and Labelling Act (as it relates to food); and
 - Food and Drug Act (as it relates to food).

- All products offered must be in accordance with the Canadian General Standards Board (CGSB) Standards current editions.

A complete collection of the Canadian General Standards Board standards and specifications are also available for viewing at Depository Libraries. For information on Depository Libraries in the Offeror's area, contact the Canadian General Standards Board Sales Unit at:

Canadian General Standards Board (CGSB) CGSB Sales Unit
Ottawa, Ontario K1A 1G6 Telephone: (613) 941-8703 or 8704
Fax: (613) 941-8705

- "Canada Choice" is the minimum acceptable grade for products falling under the grading guidelines.

Packaging

Products will be supplied in non-breakable (plastic) containers. No substitutes on products and sizes will be accepted unless written approval is provided by the Contracting Authority. Substitutions will only be considered during Emergency situations. The size of the container and products are required so that these items fit properly into boxed lunches that will be consumed in the field by military personnel.

All orders will be for full case lots only.

The offeror must ensure all orders will be palletized and wrapped, ensuring that there are no conditions that would allow potential cross contamination, packaging remains intact, free from filth, spoilage, dents, swelling, leakage, and pest-infestation and transported within the temperature guidelines as set forth in both the Food Safety Code of Practice booklet and in accordance with CFIA guidelines. All items must be shipped to the specified delivery point on shrink or stretch wrapped pallets not higher than 180 cm in height.

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File No. - N° du dossier
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All packaging must include a "best before date" clearly visible on each outer case (in letters a minimum of ½ inch in height). Must include the month and year of packaging

Pallets are to be loaded in such a way as to allow easy access for off-loading with forklifts. The Offeror agrees not to load pallets in a cinder box fashion. The Offeror is responsible for offloading all food items.

Returnable pallets or shipping containers will be picked up by the Offeror when empty.

DND Ordering Responsibilities

All regular orders will be placed a minimum of five (5) working days prior to the expected delivery date by telephone, fax, e-mail or hard copy. The Offeror must provide delivery within five (5) calendar days from receipt of an order. Notification will be provided to the Offeror one (1) working day prior to the delivery of an order if minor changes to the original order are required. Urgent requirements due to Emergency situations will be placed with as much notification as possible.

Order Confirmation of Availability

Potential shortfalls of any requested item shall be immediately brought to the attention of the designated Food Services representative.

Rejects and Shortfalls

Any products not meeting quality standards will be returned (opened or unopened). Delivery costs to replace all rejected and shorted items will be at the Offeror's expense.

Three or more shipments of products that fail to meet any requirement forming part of Annex "A" Requirement may result in no further orders being placed and the Standing Offer may be set aside.

Discrepancies and Substitutions

Substitutions will not be accepted without the written approval of the Food Services Representative and the Contracting Authority.

Quality Assurance

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly stated at the time of ordering.

The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.

Final inspection and acceptance of delivery will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, dirt, or damage by rodents or insects. The Consignee shall have the right to reject products at the time of delivery and the Offeror will remove unacceptable products immediately.

Ordering and Delivery Points

4 Wing Cold Lake

Ordering Office: 4 Wing Replenishment Squadron (4 Wg Replen Sqn) LPO purchasing officers
Deliveries will be made to the location specified on the call up document (within the 4 Wing Cold Lake geographical boundary).

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Deliveries can be made between 0700 hrs and 1200 hrs Monday through Friday.

CFB/ASU Edmonton Garrison

Ordering Office: 1 Service Battalion Supply Company (1 Svc Bn Sup Coy) LPO purchasing officers
Delivery Point: 1 Svc Bn Sup Coy CMTT Building 236, Door 6 Valour Rd & Rhine Rd, Edmonton Garrison
Deliveries can be made between 0700 hrs and 1530hrs Monday through Friday.

CFB Wainwright

Ordering Office: 3 CDSG Tech Svcs LPO purchasing officers
Delivery Point: Supply LPO Building 593, Garrison Wainwright, Denwood, Alberta
Deliveries can be made between 0700 hrs and 1530hrs Monday through Friday.

Emergency Deliveries

From time to time other delivery locations outside the established delivery hours or locations may be required. This is rare and would be as a result of emergency operational requirements arising from natural disasters (fire, flood, ice storms etc.). The offeror will only be responsible for charges for the delivery and offloading of requirements to locations specified herein and may charge for delivery to other points at their regularly published rates.

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ANNEX "B"

BASIS OF PAYMENT

Firm Unit Prices must be in Canadian dollars, F.O.B. destination, including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties, and excise tax included and the Goods and Services Tax or the Harmonized Sales Tax are excluded. Additional surcharges will not be acceptable.

Estimated usages are estimates and for evaluation purposes; actual usage may vary from these amounts.

GST/HST and ecology/deposits will be shown as a separate line item on any resulting invoices.

Prices will remain firm for the period of the Standing Offer.

Instructions to Bidders

- All line items must be addressed for each location that the bidder is submitting a bid for.
- Bidders must complete the "Offered Format" (i.e. number of bottles per case), "Price per bottle", "Deposit", "Container Recycling Fee", and "Total Firm Unit Price" columns.
- Bidders must clearly state which location they are bidding for. Bidders must fill in the table for each location that they are submitting a bid for.
- If there are any concerns, bidders must address these in detail in writing to the Contracting Authority before bid closing.
- Only bottle sizes with no more than 10% deviation from indicated sizes for each line item will be accepted. Bottle sizes must be clearly identified and marked with the offer submission on the Basis of Payment.
- Firm Unit Prices will be used for evaluation purposes. No pro-rating will be done for alternate bottle sizes.

Bidders must check off at least one location.

The following bid is for:

- CFB/ASU Edmonton
- 4 Wing Cold Lake
- CFB/ASU Wainwright

CFB/ASU Edmonton - Bottled Water

Year 1

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	x500ml	24000 bottles	bottle	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 1</u>								\$ _____

*minimum case size of 24 bottles

Year 2

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	x500ml	24000 bottles	bottle	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 2</u>								\$ _____

*minimum case size of 24 bottles

Year 3

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	x500ml	24000 bottles	bottle	\$ _____	\$ _____ /bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 3</u>								\$ _____

*minimum case size of 24 bottles

Total offer price for Edmonton (Year 1 + Year 2 + Year 3): \$ _____

Special Offers

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

4 Wing Cold Lake - Bottled Water

Year 1

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	138,240 bottles	bottle *	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 1</u>								\$ _____

*minimum case size of 24 bottles

Year 2

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	138,240 bottles	bottle *	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 2</u>								\$ _____

*minimum case size of 24 bottles

Year 3

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	138,240 bottles	bottle*	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 3</u>								\$ _____

*minimum case size of 24 bottles

Total for Year 3

Total offer price for Cold Lake (Year 1 + Year 2 + Year 3): \$ _____

Special Offers

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

CFB/ASU Wainwright - Bottled Water

Year 1

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	24000 bottles	bottle	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 1</u>								\$ _____

*minimum case size of 24 bottles

Year 2

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	24000 bottles	bottle	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 2</u>								\$ _____

*minimum case size of 24 bottles

Year 3

Item	Description	Offered Format	Estimated Annual Usage	Unit of Issue	Price Per Bottle	Deposit	Container Recycling Fee	Total Firm Unit Price
1	Bottled Water	_____x500ml	24000 bottles	bottle	\$ _____	\$ _____ / bottle	\$ _____ / bottle	\$ _____ / bottle
<u>Total for Year 3</u>								\$ _____

*minimum case size of 24 bottles

Total offer price for Wainwright (Year 1 + Year 2 + Year 3): \$ _____

Special Offers

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

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ANNEX "C"
STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name	Standing Offer Name
Standing Offer Number	Reporting Period
Standing Offer Authority	Drew Fisher

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

NIL REPORT: During the above reporting period there have been no call-ups issued against this Standing Offer ().

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca or fax to: (780) 497-3510.

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ANNEX "D" 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)