

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Milk, Cheese and Dairy Products	
Solicitation No. - N° de l'invitation W0113-17D003/A	Date 2017-10-31
Client Reference No. - N° de référence du client W0113-17-D003	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-535-7323
File No. - N° de dossier KIN-7-48044 (535)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-15	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy	Buyer Id - Id de l'acheteur kin535
Telephone No. - N° de téléphone (613)545-8764 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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W0113-17D003/A
Client Ref. No. - N° de réf. du client
W0113-17-D003

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48044

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| 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

- 1.2.1** To establish a one (1) Regional Individual Standing Offer to supply and deliver dairy products on an 'as and when' requested basis for the Department of National Defence, Canadian Forces Base Borden, located at Borden, Ontario and 32 Service Battalion, located at North York, Ontario as detailed herein at Annex B, Appendix 1 during the period of the standing offer.

The supplier must also be prepared to provide additional products not listed in Annex B, Appendix 1 which have been categorized as Special Order.

The Government of Canada intends to issue one (1) Regional Individual Standing Offer to the lowest compliant offer.

- 1.2.2** The Period of the Standing Offer has been divided into the following two periods:

Period A:	1-December 2017 to 31-May 2018 (closing 20-November 2017)
Period B:	1-June 2018 to 30-November 2018 (closing 15-May 2018)

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

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

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

Section II: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

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

Annex B, Basis of Payment, Appendix 1 (Excel File)

The Offerors will complete Appendix 1: Standard Food Products using the Excel file and ensure that it has been properly filled out and contains all required information.

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

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B, Appendix 1 (Excel File). Pricing must be provided for **all** line items as listed and a %'age mark-up amount.

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivered Duty Paid, Goods and Services Tax (GST) and Harmonized Sales Tax (HST) excluded based on the unit prices detailed in Annex B - Basis of Payment, Appendix 1 (Excel File ~ CFB Borden, Dairy Products- Annex B (E)).

Where the Offeror proposes an alternate to the requested packaging, the Offeror must enter their packaging under Proposed Packaging.

The estimated usages provided in Annex B, Appendix 1 are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

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

1. The extended evaluated price is the Unit Price divided by the Proposed UOIS (Unit of Issue Size) multiplied by the Preferred UOIS (Unit of Issue Size) multiplied by the Estimated 6 month usage for line items 1 thru 53.

*Please note that line items 54 – 59 will not be evaluated, but pricing must be submitted for these items along with line items 1 thru 53.

2. The Total Evaluated Price is the sum of the Extended Prices in Annex B, Appendix 1, Section A-1 for the entire 6 month period.

Note: Annex B, Appendix 1, Section B-1, Special Orders will not be used in the Financial Evaluation.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard 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.

5.2 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) (<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](https://www.canada.ca/en/employment-social-development/canada-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Solicitation No. - N° de l'invitation

W0113-17D003/A

Client Ref. No. - N° de réf. du client

W0113-17-D003

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48044

Buyer ID - Id de l'acheteur

KIN535

CCC No./N° CCC - FMS No./N° VME

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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

- first quarter: January 1 to March 31
- second quarter: April 1 to June 30
- third quarter: July 1 to September 30
- fourth quarter: October 1 to December 31

The data must be submitted to the Standing Offer Authority no later than 30 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:

Period A: W0113-17D003/A - 1 December 2017 to 30 May 2018

Period B: W0113-17D003/B – 1 June 2018 to 30 November 2018

6.4.1 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: Nancy Carrière
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Telephone: 613-545-8764
Facsimile: 613-545-8067
E-mail address: nancy.carriere@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

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

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

6.5.3 Offeror's Representative (*Offeror to complete with offer.*)

General Enquiries:

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery follow-up:

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Borden.

6.7 Call-up Procedures

The Offeror must acknowledge each order no later than the next working day from receipt of call-up.

6.8 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
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

Or

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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (applicable taxes included).

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

-
- c) the general conditions 2005 (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 including appendices;
 - g) Annex F, Closing Date Schedule;
 - h) the Offeror's offer dated _____ (*insert date of offer*)

6.11 Certifications and Additional Information

6.11.1 Compliance

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

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of [2010A \(2016-04-04\)](#), General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract plus 2 month inclusive.

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

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

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

6.4.2 Limitation of Price

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

6.4.3 Method of Payment

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

6.4.4 Electronic Payment of Invoices – Call-up

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

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

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

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

6.7 SACC Manual Clauses

[A9062C](#) (2011-05-16) Canadian Forces Site Regulations
[B7500C](#) (2006-06-16) Excess Goods
[D0014C](#) (2007-11-30) Delivery of Fresh Chilled or Frozen Products
[D0018C](#) (2007-11-30) Delivery and Unloading
[D3004C](#) (2007-11-30) Type of Transport

ANNEX "A"

REQUIREMENT

1. REQUIREMENT

- 1.1** To Supply and deliver milk, cheese and dairy products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario on an "as and when requested" basis.

2. DND FOOD QUALITY SPECIFICATIONS

- 2.1** All goods supplied must be in accordance with the DND Food Quality Specifications located at Buy and Sell (www.buyandsell.gc.ca)

Cheese (E6TOR-13RM12)
Milk and Dairy Products (E6TOR-13RM29)
Eggs and Egg Products (E6TOR-13RM17)

3. DELIVERY

- 3.1** Delivery must be made within two (2) calendar days from receipt of a Call-Up document.
- 3.2** Deliveries must be made directly to the location detailed in the Call-Up (ie. directly to the appropriate facility).
- 3.3** The Offer must make deliveries to all delivery locations listed at 10. Delivery Locations below and must deliver the goods to the building listed on the call-up.
- 3.4** Delivery days must be made on Monday, Wednesday or Friday between the hours of 06:30 and 09:00 hours.
- 3.5** The offeror must deliver the goods as per the case size (case description) outlined in Annex B - Basis of Payment.
- 3.6** Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request.
- 3.7** Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up.
- 3.8** The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.
- 3.9** All delivery vehicles must comply or exceed the standards set out in the Canada Sanitation Code, current issue.

4. PRODUCTS

- 4.1** Upon issuance of a Standing Offer, the supplier must provide item number/product codes for all items listed in the Standing Offer to the Project Authority.

5. SHELF LIFE

- 5.1 Products must be of recent production and have the latest production date available. The shelf life or best before date must be clearly marked in a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.
- 5.2 The best before date must be a minimum of seven to ten (7-10) calendar days after the delivery date.

6. CALL-UPS

- 6.1 There is no minimum shipment due to limited storage areas.
- 6.2 Once notified by the user, the Contractor must provide a credit invoice no later than 10 calendar days after to correct the original invoice for payment.

7. REPLACEMENTS

- 7.1 The Offeror must replace any rejected item within twenty-four hrs of notification of rejection.

8. PACKAGING/CONTAINERS

- 8.1 To be supplied in sizes as indicated for each item, must also show weight of the packages and must be delivered to the consignee in good condition and show no evidence of deterioration. Each container must be packed in such a manner that the faced shown surface clearly states the grade, size, maturity, variety, colour and weight of the product contained in the package. Deviation from sizes or brand names as stated on the Standing Offer will be considered/accepted when previously discussed with the Consignee for onetime shipments only.
- 8.2 All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instruction.
- 8.3 Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror.
- 8.4 The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.

9. MILK CASE AND PALLET DEPOSIT FEES

- 9.1 Milk case and pallet deposit fees will be accepted by the consignee. Each consignee will be responsible to ensure the cases and pallets are securely stored and returned to the supplier on a routine basis to receive credit for the cases and pallets.

10. Delivery Locations

Facility Name	Civic Address	BLDG #
Curtis	118 Rafah Crescent	S-164

Vickers	179 Ortona Road	T-169
Officers Kitchen	32 Caem Circle	P-160
FS Cadre	25 Anson Road	S-149
R(C)SU Centre, CTC Blackdown	25 Command Road	BP-81
32 Service Battalion	DND Denison Buildings, 1 Yukon Lane Toronto, ON	

Buildings may be added or deleted during the Standing Offer Period through a Standing Offer Amendment by the Standing Offer Authority only.

11. Milk Price Adjustments

The prices detailed in the Standing Offer are subject to adjustment to reflect the actual minimum wholesale prices for milk established by the provincial milk marketing board. A copy of the Contractor's notification of price adjustment from the provincial milk marketing board must be provided to the Standing Offer Authority.

The Standing Offer will be amended to reflect the actual price of the adjustment and will be evidenced, for administrative purposes only, through an amendment to the standing offer completed by the Standing Offer Authority. The Contractor must not invoice at prices other than those specified in the Standing Offer.

ANNEX "B"

BASIS OF PAYMENT

All prices are firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and are Delivered Duty Paid (DDP). All applicable taxes are not included in pricing and will be shown as a separate item on invoices.

1. Standard Food Products

1.1 Prices stated in Annex B, Appendix 1 are firm for the period of the Standing Offer.

1.2 Standard Inventory Products.

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for six months and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered. (Italics to be removed at time of issue)

2. Special Orders

Product(s) ordered by DND which are not included in Annex B: Standard Food Products will be charged in accordance with the Suppliers cost, plus a maximum _____% mark-up. The Supplier must provide cost and mark-up pricing (if applicable) on all invoicing.

The total limitation of expenditure for all Special Orders is \$25,000.00.

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)

ANNEX "E"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Suppliers are required to provide a list of their Board of Directors before Standing Offer issuance. Suppliers are requested to provide this information in their offer.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the Info Line at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX "F"

CLOSING DATE SCHEDULE

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

The Closing Dates are as follows:

W0113-17D003/A: Period A: 1-December 2017 to 31-May 2018 (closing 20-November 2017)

W0113-17D003/B: Period B: 1-June 2018 to 30-November 2018 (closing 15-May 2018)

Solicitation No. - N° de l'invitation
W0113-17D003/A
Client Ref. No. - N° de réf. du client
W0113-17-D003

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48044

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

PWGSC-TPSGC 942 – Call-Up against a Standing Offer Form

Clear Data - Effacer l'information



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Call-up Against a Standing Offer

Commande subséquente à une offre à commandes

Ship to - Expédier à

Consignee Code
Code destinataire

Postal Code
Code postal

Supplier - Fournisseur

Procurement Business No.
(PBN)
Numéro d'entreprise -
approvisionnement (NEA)

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.

Sécurité : La demande comprend des exigences en matière de sécurité.

☐ NO
NON

☐ YES
OUI

If YES, attach a SRCL to the call-up
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

☐

The detailed instructions in the standing offer
Les instructions détaillées dans l'offre à commandes

☐

The address shown in the "Ship to" block
L'adresse indiquée dans la case « Expédier à »

☐

Special instructions below
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Financial Code(s) - Code financier(s)

Standing Offer No. - N° de l'offre à commandes

Requisition No. - N° de demande

Order. Off. - Bur. dem. YY - AA

Serial No. - N° de série

Client Reference No. (optional)

N° de référence du client (facultatif)

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No.
N° de modification

Previous Value (\$)
Valeur précédente (\$)

Value of increase or decrease (\$)
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Telephone No. - N° de téléphone

Delivery required by - Livraison requise le
(YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Approved for the Minister - Approuvé pour le Ministre

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Canada

PWGSC-TPSGC 942 (01/2014)

Solicitation No. - N° de l'invitation
W0113-17D003/A
Client Ref. No. - N° de réf. du client
W0113-17-D003

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48044

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

Clear Page Data - Effacer l'information de la page

Requisition No. - N° de demande				Client Reference No. (optional) N° de référence du client (facultatif)		Page of de	
Order. Off.	Bur. dem.	YY - AA	Serial No. - N° de série				
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article			U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

PWGSC-TPSGC 942 (01/2014)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Milk, Cheese and Dairy Products	
Solicitation No. - N° de l'invitation W0113-17D003/A	Date 2017-10-31
Client Reference No. - N° de référence du client W0113-17-D003	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier KIN-7-48044 (535)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-20	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy	Buyer Id - Id de l'acheteur kin535
Telephone No. - N° de téléphone (613)545-8764 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature

Date

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

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Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Milk, Cheese and Dairy Products	
Solicitation No. - N° de l'invitation W0113-17D003/B	Date 2017-10-31
Client Reference No. - N° de référence du client W0113-17-D003	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier KIN-7-48044 (535)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-15	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy	Buyer Id - Id de l'acheteur kin535
Telephone No. - N° de téléphone (613)545-8764 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date