

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply
and Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Misc Groceries	
Solicitation No. - N° de l'invitation W0107-171527/A	Date 2017-11-23
Client Reference No. - N° de référence du client W0107-171527	GETS Ref. No. - N° de réf. de SEAG PW-\$PET-907-1460
File No. - N° de dossier PET-7-47022 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-12	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Lamorie, Cindy	Buyer Id - Id de l'acheteur pet907
Telephone No. - N° de téléphone (613)687-6655 ()	FAX No. - N° de FAX (613)687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Normandy Court Kitchen Bldg G-104 CFB Petawawa, ON K8H 2X3	
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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Client Ref. No. - N° de réf. du client

W0107-171527

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-7-47022

Buyer ID - Id de l'acheteur

PET 907

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; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

1.2 Summary

1.2.1 For the Department of National Defence, establish a Regional Individual Standing Offer (RISO) to supply and deliver miscellaneous grocery products to Garrison Petawawa on an "as and when requested" basis. The SOA will be for a one (1) year period divided into two (2) six (6) month periods.

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

Period 1: 1 January 2018 – 30 June 2018
Period 2: 1 July 2018 – 31 December 2018

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

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

1.2.4 The requirement is subject to a 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 Clause

SACC Manual Clause [M0019T](#) (2007-05-25), Firm Prices 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.

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

Section II: Certifications (1 hard copies)

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

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

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

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

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

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

Section I: Financial Offer

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

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

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit with its financial offer in accordance with Annex B – Basis of Payment.

Pricing must be provided for all line items as listed on Annex B, Pricing Basis "A" and a percentage (%) mark-up amount for Annex B, Pricing Basis "B" – Special Orders.

Where the Offeror proposes an alternate Unit of Issue Size (UOIS), the Offeror must enter an amount for both PACKAGE and SIZE.

The Unit of Issue Size (UOIS) is the PACKAGE multiplied by the SIZE.

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivery Duty Paid", Applicable Taxes excluded.

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

The Extended Pricing for Pricing Basis "A" of Annex B Basis of Payment will be calculated as follows:

When there is no change of Unit of Issue Size (UOIS), the Extended price is the Estimated (6 month) Usage multiplied by the Offerors Firm Unit Price.

When a change is proposed to the Preferred UOIS, the Extended price is the Offerors Firm Unit Price divided by the Proposed UOIS multiplied by the Preferred UOIS multiplied by the Estimated (6 month) Usage.

The Evaluated Price for Annex B Basis of Payment, Pricing Basis "A" will be the sum of the Extended Prices for all items.

The Extended Pricing for Pricing Basis "B" of Annex B Basis of Payment will be calculated by multiplying the Offerors Percentage Mark-up by the Estimated Usage (6 month) dollar value to arrive at the Mark-up dollar value. The Extended Price for Pricing Basis "B" will be the Estimated Usage dollar value plus the calculated Mark-up dollar value.

The Total Evaluated Price is the sum of the Extended Prices from Annex B, Pricing Basis "A" plus Pricing Basis "B".

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

4.1.1.2 Unit of Issue Size

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

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

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

4.1.2.1 SACC Manual Clause

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 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*.

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website (<http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>)

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2005 (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 "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The quarterly reporting periods are defined as follows:

1st quarter: 1 January 2018 to 31 March 2018;

2nd quarter: 1 April 2018 to 30 June 2018;

3rd quarter: 1 July 2018 to 30 September 2018;

4th quarter: 1 October 2018 to 31 December 2018.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

Period 1: The period for making call-ups against the Standing Offer is from 1 January 2018 to 30 June 2018.

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

6.4.2 Delivery Points

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

Normandy Court Kitchen
Bldg G-104
Garrison Petawawa, ON
K8H 2X3

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Telephone: 613- 687- 6655

Facsimile: 613- 687- 6656

E-mail address: cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

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

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

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

Name and telephone number of the person responsible for:

General Enquiries

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No: _____

Facsimile No: _____
E-mail address: _____

Procurement Business Number: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Department of National Defence – Garrison Petawawa.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using from PWGSC-TPGSC 942, "Call-up Against a Standing Offer" or electronic document.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices in accordance with the terms and conditions specified in the Standing Offer.

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

- Standing Offer number;
- Statement the incorporates the terms and conditions of the Standing Offer;
- Description and unit price for each line item;
- Total value of the call-up;
- Point of delivery;
- Confirmation that funds are available under Sec 32 of the Financial Administration Act;
- Confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 20,000.00 (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 2029 (2016-04-04), General Conditions – Goods or Service (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ [note to Offeror's: Canada will insert information at time of issuance]

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *[Note: to Offeror's: If applicable, Canada will insert the name of the province or territory as specified by the Offeror in its offer]*

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

Section 12 Interest on Overdue Accounts, of 2010A (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards. *{Note to Offeror's: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted.*

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

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

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

6.4.2 Limitation of Price

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

6.4.3 Single Payment

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

6.4.4 Electronic Payment of Invoices – Call-up

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

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

6.5 Invoicing Instructions

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.

1. Invoices must be distributed as follows:

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

6.6 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance
SACC Manual Clause [D0014C](#) (2007-11-30) Delivery of Fresh Chilled or Frozen Products
SACC Manual Clause [D0018C](#) (2207-11-30) Delivery and Unloading
SACC Manual Clause [B7500C](#) (2006-06-16) Excess Goods
SACC Manual Clause [D3004C](#) (2007-11-30) Type of Transport

6.7 SACC Manual Clauses

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

6.8 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or

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File No. - N° du dossier
PET-7-47022

Buyer ID - Id de l'acheteur

PET 907

CCC No./N° CCC - FMS No./N° VME

representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

REQUIREMENT

1.0 STANDARDS

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

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

2.0 DND FOOD QUALITY SPECIFICATIONS

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

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

If the grade name stipulated in the product description (Annex B, Pricing Basis "A") is not available; in all cases, a higher grade must be supplied.

4.0 DELIVERABLES

- a. No minimum call-ups apply to this Regional Individual Standing Offer.
- b. All products supplied must be in accordance with the latest issue of the relevant Canadian General Standards and all relevant Acts and Regulations.
- c. **Item Sizes** – The Supplier must supply items in the size identified in Annex "B". No deviation for that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify the Project Authority and PWGSC to obtain their written acceptance of a replacement size.
- d. **No Substitution** – Items provided under Annex B, MUST be the brand name specified.
- e. **Final Inspection & Product Acceptance / Rejection** – Inspection and acceptance will rest with the Project Authority or authorized designate at the delivery destination. All products supplied shall be free of signs of deterioration, spoilage, filth or damage by rodents or insects.

The Project Authority or authorized designate will have the right to reject product at the time of delivery and any unacceptable product(s) will be removed immediately by the Supplier. Rejected discovered after delivery must be picked-up within one (1) working day of the rejection.

Rejected product(s) must be replaced within one (1) working day of notification. Any delivery or additional costs incurred to be solely at the Supplier's expense.

- f. **Preparation for Delivery** – Each container must be packed in such a manner that the faced shown surface of all boxes/cartons must be clearly marked to show the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package. All boxes/cartons must be clearly labelled with the Suppliers name and address.

The Supplier must provide delivery slips with each delivery.

- g. **Pallets** – All goods must be delivered on registered pallets only (ORANGE or BLUE PALLETS ONLY). It is the responsibility of the Supplier to implement a tracking system to insure that the number of outgoing pallets does not exceed the number of pallets delivered by their company. This register must be verified by the Project Authority or authorized delegate.

The Supplier must maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record must be provided to the Project Authority or authorized designate. Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within thirty (30) days after the last delivery date of the disputed month.

5. Delivery Requirements

- a. Unless otherwise specified, all deliveries must be made to Normandy Court Kitchen/Catering, Building G-104
- b. All/any CF Unit training within the area is an additional user. Call-ups, billing and delivery instructions shall be by unit.
- c. Deliveries to Bldg G-104 must be made on a DAILY basis, Monday to Friday from 0630 hrs to 1400 hrs only.
- d. Changes/increases/decreases to call-ups may be made 24 hours in advance of expected delivery.
- e. Normal deliveries must be made within 3 days of a call-up.
- f. There shall be no additional delivery charges.
- g. Emergency delivery may be required on weekends, with 2 hours notification.

6. Transportation

- a. Delivery must be made in refrigerated transport. The acceptable temperature range must be 1.5 degrees to 4 degrees Celsius (35 degrees to 40 degrees Fahrenheit). The delivery vehicle must meet or exceed the standards set in the Canada Sanitation Code, current issue.

Minimum size of vehicle for compatibility with the loading lock dock at G-104 is 3 ton.

7. Other Requirements

- a. **Stock Outs/Back Orders/Order Changes** – The Supplier must notify the Call-up Authority of any shortages for orders within **2 Working Days** of receipt of an order. No substitutes will be made without written approval by the Project Authority or authorized designate.
- b. **Order Receipt Acknowledgement** – The Supplier must acknowledge each order no later than the next working day from receipt of the call-up.

ANNEX "B"

BASIS OF PAYMENT

Note to Offerors:

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

Estimated Usages:

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

Pricing:

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

Pricing Periods:

Period 1 – 1 January 2018 – 30 June 2018

Period 2 – 1 July 2018 – 31 December 2018

Pricing Basis "A" and "B"

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

ANNEX "C"

CLOSING DATE SCHEDULE

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

The Closing Dates are as follows:

W0107-171527/A	Period 1 – Closes 12 December 2017
W0107-171527/B	Period 2 - Closes 28 May 2018

ANNEX "D"

PERIODIC USAGE REPORT FORM

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

Return to:

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

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

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

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

PREPARED BY:

NAME:

SIGNATURE:

TELEPHONE NO.:

ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

