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RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3
Bid Fax: (403) 292-5786

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Offer remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'offre demeurent
les mêmes.

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
Canada/Travaux publics et Services
gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Food - Beverages		
Solicitation No. - N° de l'invitation W0142-18X016/A		Date 2017-11-23
Client Reference No. - N° de référence du client W0142-18X016		Amendment No. - N° modif. 001
File No. - N° de dossier CAL-7-40042 (137)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-137-6664		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2017-11-09
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-04		Time Zone Fuseau horaire Mountain Standard Time MST
Address Enquiries to: - Adresser toutes questions à: Loi, Ngan		Buyer Id - Id de l'acheteur cal137
Telephone No. - N° de téléphone (403) 973-2796 ()		FAX No. - N° de FAX (403) 292-5786
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Base Commander Canadian Forces Base Suffield Attention Cmtt, Bldg 322 Ralston AB T0J 2N0		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This Amendment 001 is being raised to address the following 3 items:

A. Extending bid closing date to December 4, 2017

B. Answering the question that have been received:

Question 1:

Annex A, article 8.2 states:

8.2 Deliveries must be made between the hours of 0730 hour and 1200 hour, including weekends and statutory holidays. However, due to unforecasted operational requirements, additional deliveries may be required and will be negotiated with the offeror with a minimum of 48 hours in advance notice.

There is no indication of the number of deliveries per week that are required so we are unsure how to address the additional deliveries per week.

Answer 1:

Normally, beverages are to be delivered once a week and must be made between the hours of 0730 hour and 1200 hour, including weekends and statutory holidays. However, due to unforecasted operational requirements, additional deliveries may be required with a minimum of 48 hours in advance notice.

C. Deleting the entirety of the document including all attachments and insert the following:

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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 Electronic Payment Instruments, and any other annexes.

1.2 Summary

- 1.2.1 For the supply and delivery of Beverages with Dispensing Units to the Department of National Defence, Canadian Forces Base Suffield (CFB), in Ralston, Alberta and Trail's End Camp in Cochrane, Alberta on an "as and when required" basis during the Standing Offer period.

The period of the Standing Offer will be for one (1) year from January 15, 2018 to January 31, 2019, with two (2) additional - one (1) year option periods from February 1, 2019 to January 31, 2020 and from February 1, 2020 to January 31, 2021.

The beverages and dispensing units will be requested to be delivered to the following locations:

- EXCON - CFB Suffield, Ralston Alberta, Building 588
- Combined Mess - CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen - CFB Suffield, Ralston Alberta, Building 241
- Trail's End Camp – Cochrane, Alberta

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

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 your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Basis of Payment (electronic file) should be sent, by e-mail, to the following address:

WST.CAL-Food@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 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 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 (1 hard copy)

Section II: Financial Offer (**one hard copy** and **one soft copy** in an MS Excel compatible file format, file can be sent by e-mail to WST.CAL-Food@pwgsc-tpsgc.gc.ca)

Section III: Certifications (1 hard copy)

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

Prices must appear in the financial 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.

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

Please see Annex "A" – Requirement.

4.1.2 Financial Evaluation

The Total Evaluated Offer will be established using the following calculation:

1. For line items 1 to 5 under "Machines" category, unit price quoted for each line will be multiplied by its yearly estimated usages to arrive at the extended price.
2. For line items 1 to 20 under "Products" category:
 - Total weigh or volume per box (or bag) will be multiplied by the total litres of finished product created from every litre of concentrate to arrive at the total litres of finished product created per box (or bag)
 - Price per box (or bag) of concentrate quoted for each line item will be divided by total litres of finished product created from every litre of concentrate to arrive at the price per litre of finished product
 - Price per litre of finished product of each line item will be multiplied by its yearly estimated usages of finished product to arrive at the extended price
3. The extended price for each line item (including 21a, 21b, and 21c) will be summed to arrive at the total price for each year.
4. The total prices for all three (3) years will be added together to equal the Total Evaluated Offer.

In the event of different case sizing, items will be broken down to unit price accordingly.

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

4.2 Basis of Selection

4.2.1 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.

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

The data must be submitted to the Standing Offer Authority no later than 15 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 January 15, 2018 to January 31, 2019.

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6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year option period, from February 1, 2019 to January 31, 2020 and from February 1, 2020 to January 31, 2021 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 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:

Ngan Loi
Procurement Officer
Public Services and Procurement Canada
Acquisitions Branch
Directorate: Western Region
1650, 635 8 Ave SW Calgary, AB T2P 3M3

Telephone: 403-973-2796
Facsimile: 403-292-5786
E-mail address: ngan.loi@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: **To be determined.**

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.

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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: Department of National Defence.

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
 - 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.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TBD** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 2029 (2016-04-04), General Condition – Goods or Services (Low Dollar Value);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____.

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.

6.11.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

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 Alberta.

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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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions- Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **a firm unit price(s)**, 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.

7.4.2 Limitation of Price

C6000C (2017-08-17) Limitation of Price

7.4.3 Single Payment

H1000C (2008-05-12), Single Payment

7.4.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.4.5 Electronic Payment of Invoices – Call-up

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

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7.5 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 specified under item 10 at Annex A – Requirement.

7.6 Insurance

G1005C (2016-01-28), Insurance – No Specific Requirement

7.7 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
B7500C (2006-06-16), Excess Goods
D3004C (2007-11-30), Type of Transport
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
D0018C (2007-11-30) Delivery and Unloading
D5328C (2014-06-26) Inspection and Acceptance

ANNEX "A"

REQUIREMENT

For the supply and delivery of Beverages with Dispensing Units to the Department of National Defence, Canadian Forces Base Suffield (CFB), in Ralston, Alberta and Trail's End Camp in Cochrane, Alberta on an "as and when required" basis during the Standing Offer period.

The period of the Standing Offer will be for one (1) year from Date of Issuance to January 31, 2019, with two (2) additional one (1) year option periods.

The beverages and dispensing units will be requested to be delivered to the following locations:

- EXCON - CFB Suffield, Ralston Alberta, Building 588
- Combined Mess - CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen - CFB Suffield, Ralston Alberta, Building 241
- Trail's End Camp – Cochrane, Alberta

The Offeror must, during the period of the Standing Offer, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

1. Beverages

At all times, the Offeror must ensure that 80% of the items listed in Annex "B", are available for regular purchase.

The Offeror can accept or decline call-up items not listed at Annex "B", Basis of Payment. All products must meet specific specifications as outlined in Annex "C".

2. Dispensers

Service Equipment Requirement:

- The equipment will be serviced at least once a month to ensure proper maintenance and calibration of the juice ratio.
- Service call will be responded within 24 hours upon receiving a service request. A maximum of 48 hours for repair or replacement.

3. Mandatory Requirements

3.1 The "Canadian Government Standards Boards specifications" will be used as reference for quality control. All food items must be in accordance with - CF Food Quality Specifications FQS-35 Fruit Juices (Annex C), and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.

3.2 Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.

3.3 All food item products must be processed in a federally inspected plant and the Offeror's preparation facility must meet the CFIA standards.

3.4 All facilities entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified, or, at a minimum, follow HACCP guidelines.

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3.5 DND reserves the right to inspect the Offeror's facility during the contract for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

4. Quality Assurance

4.1 All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

4.2 Fruits Juice must be packaged in normal retail and commercial packaging, packing, labeling and marking which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and do not impart any toxic substance or undesirable odour or flavour to the product.

4.3 Final inspection and acceptance of the product will rest solely with the Project Authority or his or her representatives at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Project Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

5. Availability and Substitutions

5.1 Potential shortfalls in providing the identified beverage items in a call-up must be immediately brought to the attention of the Project Authority and Call-up Authority.

5.2 Substitutions will not be accepted without the prior approval of either the Project Authority or Call-up Authority, who are the only approving authorities for substitutions and call-up amendments.

5.3 Any additional cost incurred to substitute a food item rests fully at the Offeror's expense. Substitute food items must be invoiced at the same price as the item it is substituting, as per Annex "B", Basis of Payment.

6. Rejects and Shortfalls

The Offeror agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses, including delivery costs incurred to replace all shortage or rejected items, rests fully at the Offeror's expense.

7. Call-up and Order Confirmation

7.1 When beverages or dispensers are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up against a Standing Offer form via fax or hard copy to the Offeror. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery.

7.2 The Offeror must respond within 2 to 4 hours of receipt of a Purchase Order and/or Call-up against a Standing Offer to confirm receipt, via return fax.

7.3 DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

8. Beverage Deliveries

8.1 The delivery locations are listed above and will be identified on each individual call-up.

8.2 Deliveries must be made between the hours of 0730 hour and 1200 hour, including weekends and statutory holidays. However, due to unforecasted operational requirements, additional deliveries may be required and will be negotiated with the offeror with a minimum of 48 hours in advance notice.

8.3 The Project Authority or his or her representative will meet the offeror to receive the beverage order at the delivery location identified on the individual call-up.

9. Type of Transport

9.1 Delivery of chilled food commodities will be made in climate controlled transport unless the Call-up Authority instructs otherwise. Refrigerated and freezer transport must have the following acceptable temperatures:

- Refrigerated transport must have a temperature maintained between 1.5° C and 4° C.
- Freezer transport must have a temperature maintained at -18° C or lower.

9.2 The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

9.3 The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of CFIA.

9.4 The vehicle must be dedicated food transport.

10. Requirements Pertaining To Invoicing

10.1 A bill of lading and a computerized purchase invoice in three (3) copies (One original and two copies) must be provided to the consignee at the time of each delivery. Hand written invoices will be not be accepted.

10.2 The consignee's delivery representative will verify with the offeror's representative that all items shipped have been received using the bill of lading provided by the offeror.

10.3 The offeror must only charge for the items delivered and accepted. The offeror is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The offeror agrees to provide the consignee with a detailed credit receipt within three (3) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the offeror provides the consignee with approved credit receipt.

10.4 The offeror must ensure that all invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

10.5 The offeror will provide monthly statements addressing all invoiced products, both credits and debits for the previous month activity.

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10.6 Invoices must contain the following information:

Attn: **Name of Requesting Kitchen**
 Kitchens' complete mailing address
 DND'S Purchase Order Number (Call up number)
 Supplier's Invoice Control Number
 Delivery Date

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ANNEX "B"

BASIS OF PAYMENT

(Please see attached)

ANNEX "C"

FRUIT JUICE SPECIFICATIONS

FQS-35 Fruit Juices

Fruit Juice

Description:

Fruit Juice is the unfermented liquid from sound, clean, ripe and fresh fruit. It may be made with or without the addition of sugar, inverted sugar or dextrose (in dry form). The juice is named to correspond to the fruit or fruits from which it is obtained. It may contain ingredients as indicated in the [Food and Drug Regulations - Part B - Division 11](#) and the [Canada Agricultural Products Act- Processed Products Regulations](#).

Table 1.0

Type of Juice	Specifications	Requirements
Apple Juice	Apple Juice is the unfermented liquid obtained from the first pressing juice of properly prepared sound, clean, mature fresh apples or apple parts. Apple juice is prepared without any concentration or without any dilution. No sweetening ingredients may be added.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.123 (S) and the Canada Agricultural Products Act- Processed Products Regulations- Schedule1, Table 1 Canada Fancy grade as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table 1
Concentrated Apple Juice	Juice that is prepared from unfermented single strength apple juice that is concentrate to not less than 68 per cent soluble solids.	Must meet the requirements of the Food and Drug Regulations Division 11 and the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table 1 Canada Fancy grade as per as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table 1 based on single strength juice reconstituted according to label direction.
Apple Juice from Concentrate	Juice that is obtained by the addition of water to concentrated apple juice. The juice from concentrate may contain apple juice, natural apple ester, ascorbic acid, carbon dioxide and sodium benzoate as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table 1 . Juice from concentrate is packed cold in non-hermetically sealed containers.	Must meet the requirements of the Food and Drug Regulations Division 11 and the Canada Agricultural Products Act- Processed Products Regulations- Schedule 1, Table 1 Canada Fancy grade as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table 1 .

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Frozen Concentrated Apple Juice	Frozen concentrated Apple Juice is the product obtained from unfermented single strength apple juice that is concentrated to at least one half its original volume and frozen and maintained at temperatures necessary for the preservation of the product.	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table II para 4. Canada A grade as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule 1, Table II para 4.
Frozen Concentrated Orange Juice	Frozen concentrated orange juice is the frozen product consisting of unfermented juice obtained from clean, sound and mature oranges that has been concentrated to at least one half of its original volume meeting the specifications set out in the Canada Agricultural Products Act- Processed Products Regulations- Schedule 1, Table II- Grades for Frozen Fruits and Vegetables para 27.2	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations- Table II Grades for Frozen Fruits and Vegetables para 27.2 Canada A grade as per the Canada Agricultural Products Act- Processed Products Regulations-Schedule 1, Table II .
Sweetened Frozen Concentrated Orange Juice	The frozen product that is referred to as Frozen Concentrated Orange Juice as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table II that before the addition of any sweetening ingredient meets the requirements for frozen concentrated orange juice Canada C grade referred to in subsection 27.2(6); and contains a sweetening ingredient or fructose, in dry or liquid form or any combination thereof.	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations- Schedule I, Table II Grades for Frozen Fruits and Vegetables para 44.
Grape Juice	Grape juice is the unfermented liquid expressed from sound, clean, ripe grapes and is prepared without the addition of a sweetening ingredient and without any concentration or dilution. The juice must meet the specifications set out in the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 14.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.124 (S) and the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 14.
Concentrated Grape Juice, Grape juice Concentrate	Concentrate Grape juice or Grape juice from concentrate is the unfermented product prepared by the concentration of the liquid	Must meet requirements of the Canada Agricultural Products Act- Processed Products

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	obtained from sound, clean, ripe grapes and must be prepared without the addition of a sweetening ingredient and must be concentrated to contain not less than 30 per cent by weight of soluble grape as indicated in the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 15. The juice must meet the specifications set out in the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 15.	Regulations- Schedule II , para 14.
Grape Juice from Concentrate	The product prepared by the addition of water to concentrated grape juice or grape juice concentrate, or by the addition of concentrated grape juice or grape juice concentrate to grape juice and prepared without the addition of a sweetening ingredient. The product must meet the specifications set out in the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 16.	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations- Schedule II , para 15.
Grapefruit Juice	Fruit juice obtained from clean, sound, mature grapefruit and meeting the specifications set out in the Food and Drug Regulations Division 11 –B11.125(S).	Must meet requirements of the Food and Drug Regulations Division 11 –B11.125 (S).
Lemon Juice	Fruit juice obtained from lemons and meeting the specifications set out in the Food and Drug Regulations Division 11 – B11.126(S).	Must meet requirements of the Food and Drug Regulations Division 11 –B11.126 (S).
Lime Juice or Lime Fruit Juice	Fruit juice obtained from limes and meeting the specifications set out in the Food and Drug Regulations Division 11 - B11.127(S).	Must meet requirements of the Food and Drug Regulations Division 11 –B11.127 (S).
Orange Juice	Fruit juice obtained from clean, sound, mature oranges and meeting the requirements set out in the Food and Drug Regulations Division 11 –B11.128 (S).	Must meet requirements of the Food and Drug Regulations Division 11 –B11.128 (S).
Pineapple Juice	Fruit juice obtained from pineapple and meeting the specifications set out in the Food and Drug Regulations Division 11 – B11.128A (S).	Must meet requirements of the Food and Drug Regulations Division 11 –B11.128A(S).

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Carbonated Juice or Sparkling Fruit Juice	Carbonated juice or sparkling fruit juice is the named fruit juice impregnated with carbon dioxide under pressure.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.129(S).
Concentrate Juice	Juice that is concentrated to at least one half of its original volume by the removal of water. The juice may contain vitamin C, food colour, stannous chloride, a sweetening ingredient and a class II preservative.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.130 (S).
Blended or Mixed Juice	A mixture of fruit juices each of which meets the standard prescribed for that fruit juice in the Food and Drug Regulations Division 11 .	Must meet requirements of the Food and Drug Regulations Division 11 –B11.131 (S).
Apple juice and Fruit Juice blend	A mixture of apple juice and another fruit juice, each of which meets the standard, if any, prescribed for that fruit juice in the Food and Drug Regulations Division 11 . The apple juice blend may contain added vitamin C.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.132 (S).
Reconstituted Juice or Juice from Concentrate	Fruit juice that has been prepared by the addition of water to fruit juice of the same name from which water has been removed. The juice may contain juice of the same name, a sweetening ingredient, and natural pulp, oils and esters of the named fruit. The juice must conform to the standards for the named fruit juices as prescribed in the Food and Drug Regulations Division 11 and may contain, in the case of reconstituted lemon or lime juice, not more than 10 parts per million dimethylpolysiloxane.	Must meet requirements of the Food and Drug Regulations Division 11 –B11.133 (S).
Tomato Juice	Tomato Juice is the canned, unconcentrated, pasteurized liquid containing a substantial portion of fine tomato pulp extracted from sound, ripe whole tomatoes from which all stems and objectionable portions have been removed, with or without the application of heat, by any method that does not add water to such liquid. Tomato Juice may contain salt and sugar as per the Canada Agricultural Products	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations- Schedule 1, Table 1 Para 54. Canada Fancy grade as per the Canada Agricultural Products Act- Processed Products Regulations- Schedule 1, Table 1 .

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	Act- Processed Products Regulations- Schedule 1, Table 1 para 54.	
Concentrated Tomato Juice	Tomato Juice is tomato product that is concentrated to contain not less than 21 per cent but less than 25 per cent salt-free tomato solids and may contain salt and sugar as per the Canada Agricultural Products Act- Processed Products Regulations-Schedule I, Table 1 para 55.	Must meet requirements of the Canada Agricultural Products Act- Processed Products Regulations-Schedule 1, Table 1 Para. 55. Canada Fancy grade as per the Canada Agricultural Products Act- Processed Products Regulations-Schedule I, Table 1 .

All Fruit Juices procured in Canada:

- must be of the type specified;
- must be the grade indicated in Table 1;
- must be the pack size indicated;
- must meet the requirements indicated in Table 1 for the fruit juice specified;
- must comply with relevant sections of Acts and Regulations listed under [Canada Food and Drugs Act, Food and Drug Regulations, Canada Agricultural Products Act and Related Regulations](#), and [Canadian Food Inspection Agency Act](#);
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#);
- must comply with food additive regulations listed under Food and Drug Regulations - Division 16;
- must comply with Pesticide and Pesticide Management Program listed under [Agriculture and Agri-Food Canada's Pest Management Centre](#) and [Health Canada - Pest Management Regulatory Agency](#);
- must comply with all the requirements listed under [Plant Protection Act](#) and [Plant Protection Regulations](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and [Consumer Packaging and Labelling Regulations](#);
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - [Recommended International Code of Practice- General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines; and
- must comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997).

All Fruit Juices procured outside Canada:

- must be of the type specified;
- must be the grade indicated (or grade equivalent for the country where produced) in Table 1;
- must be the pack size specified;
- must meet the requirements indicated in Table 1 for the fruit juice specified;

- must comply with relevant sections of Acts and Regulations (or the equivalent in the country where procured) listed under [Canada Food and Drugs Act, Food and Drug Regulations, Canada Agricultural Products Act and Related Regulations](#), and [Canadian Food Inspection Agency Act](#);
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#);
- must comply with food additive regulations listed under [Food and Drug Regulations - Division 16](#); and/or
- must comply with food additive classes listed under [General Standard for Food Additives \(Codex Stan 192-1995\)](#);
- must comply with Pesticide and Pesticide Management Program listed under [Agriculture and Agri-Food Canada's Pest Management Centre](#) and [Health Canada - Pest Management Regulatory Agency](#); and/or
- must comply with those maximum residue limits for pesticides and maximum levels for contaminants established by the Codex Alimentarius Commission for fruit juice and nectar;
- must comply with all the requirements listed (or the equivalent in the country where procured) under [Plant Protection Act](#) and [Plant Protection Regulations](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and [Consumer Packaging and Labelling Regulations](#); and/or
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#); and/or
- must comply with all the requirement listed under [General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - Recommended International [Code of Practice- General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines;
- must comply with relevant standard listed under [Codex General Standard for Fruit Juices and Nectars \(Codex Stan 247-2005\)](#);
- must comply with all the requirement listed under [Guidelines for the Use of Flavourings \(Codex CAC/GL 66-2008\)](#);
- must comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997); and
- meet all requirements of applicable local food legislation whenever those requirements are stricter. All bread must be obtained by sources approved by the applicable local and international laws, regulations, procedures and requirements.

Size:

The usual retail and commercial standard size available in the market applicable to fruits juice unless otherwise specified.

Packaging:

Fruits Juice must be packaged in normal retail and commercial packaging, packing, labeling and marking which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

Storage and Distribution:

Concentrated Orange Juice

Frozen concentrated orange juice must be stored at temperatures below -15°C.

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Applicable Regulations and Resources for Fruit Juices

[Food and Drug Regulations - Part B - Division 11](#)

[Canada Agricultural Products Act- Processed Products Regulations](#)

[Canada Agricultural Products Act- Processed Products Regulations-Schedule I, Table 1](#)

[Canada Agricultural Products Act- Processed Products Regulations-Schedule I, Table II](#)

[Canada Agricultural Products Act- Processed Products Regulations- Schedule II](#)

[Canada Food and Drugs Act](#)

[Food and Drug Regulations](#)

[Canadian Food Inspection Agency Act](#)

[Canadian Food Inspection Agency - Food Safety](#)

[Food and Drug Regulations - Division 16](#)

[Agriculture and Agri-Food Canada's Pest Management Centre](#)

[Health Canada - Pest Management Regulatory Agency](#)

[Plant Protection Act](#)

[Plant Protection Regulations](#)

[Consumer Packaging and Labelling Act](#)

[Consumer Packaging and Labelling Regulations](#)

[Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#)

[Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#)

[Recommended International Code of Practice- General Principles of Food Hygiene-Codex](#)

[Alimentarius](#)

[General Standard for Food Additives \(Codex Stan 192-1995\)](#)

[General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#)

[Codex General Standard for Fruit Juices and Nectars \(Codex Stan 247-2005\)](#)

[Guidelines for the Use of Flavourings \(Codex CAC/GL 66-2008\)](#)

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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)

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ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (403) 292-5786
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

() 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.

SUPPLIER: _____
STANDING OFFER NO: _____
DEPARTMENT OR AGENCY: _____

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(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: We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____ TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____