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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, 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, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

- 1.2.1** Correctional Service Canada requires the establishment of a Regional Individual Standing Offer (RISO) for the supply of canteen ice cream to Stony Mountain Institution in Stony Mountain, Manitoba. The RISO will be in effect from the date of issuance to November 30, 2018.

As public funds will not be used for the purchase of ice cream from the Standing Offer, international trade agreements do not apply to this procurement.

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

SACC Manual clause [4024T](#) (2017-07-01), No Substitute Products

2.2 Submission of Offers

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than three (3) 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 Manitoba.

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 Technical Offer (1 hard copy)

Section III: Certifications Technical Offer (1 hard copy), if applicable

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 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 C, Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

SACC Manual clause [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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

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

The quarterly reporting periods are defined as follows:

first quarter: 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 fifteen (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 Standing Offer issuance to November 30, 2018.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Tyler Zdan
Title: Procurement Officer
Public Works and Government Services Canada
Procurement Services
Directorate: Western Region
Address: 100-167 Lombard Avenue, Winnipeg, MB, R3B 0T6
Telephone: (204) 509-5743
E-mail address: Tyler.Zdan@tpsgc-pwgs.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

*** This section is to be completed upon Standing Offer issuance. ***

The Project Authority for the Standing Offer is:

Name: _____
Organization: _____
Telephone: _____
E-mail address: _____

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

6.5.3 Offeror's Representative

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: The Correctional Service Canada Stony Mountain Institution.

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

*** This section is to be completed upon Standing Offer issuance. ***

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

6.9 Financial Limitation

*** This section is to be completed upon Standing Offer issuance. ***

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ 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 three (3) 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 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- 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.

6.12 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 Manitoba.

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.2.2 SACC Manual Clauses

SACC Manual Clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual Clause [D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen Products
SACC Manual Clause [B7500C](#) (2007-11-30), Delivery and Unloading

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to delivery of the goods.

6.3.2 Delivery Date

Delivery must be made within two (2) calendar days from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

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

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

6.4.2 Single Payment

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

6.4.3 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

-
- e. Wire Transfer (International Only);
 - f. Large Value Transfer System (LVTS) (Over \$25M)

6.5 Invoicing Instructions

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

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

6.6 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

ANNEX A

REQUIREMENT

Background

Correctional Service Canada's Stony Mountain Institution requires the establishment of a Regional Individual Standing Offer (RISO) for supply of inmate canteen ice cream for the 2017-18 fiscal year. The ice cream is purchased with the inmates' own funds.

Deliverables

Canteen ice cream. See list below.

Option Periods/Optional Goods

N/A

A complete list of the minimum mandatory performance specifications are detailed below in the Compliance Matrix. Bidders are to clearly demonstrate compliance with each mandatory specification.

- Bidders must show compliance by addressing each performance specification in the Compliance Matrix, by indicating whether the product offered meets ("Yes") or doesn't meet ("No") the specification.
- Bidders are requested to indicate how their bid meets each performance specification by recording this information under the Cross-Reference column in the Compliance Matrix. If not applicable, Bidders may leave this column blank.
- It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification. It is the Bidder's responsibility to ensure that the submitted supporting documentation provides sufficient detail to demonstrate that the proposed product(s) and/or service(s) meets the mandatory requirements of the specification. If published supporting technical document is not available, the Bidder should prepare a written narrative demonstrating compliance with the specification. If not applicable, Bidders may leave this column blank.
- If Canada requests additional supporting documentation for any of the mandatory Specifications, or if documentation requested in the Matrix below has not been provided upon bid closing, the Contracting Authority will notify the Bidder that such supporting documentation must be provided. The Bidder must supply this documentation within two (2) business days of the notification. Failure to comply with this request, or any other request for supporting documentation, within the specified time period, will render the bid non-responsive. Non-responsive bids will not be given any further consideration.
- Should the Bidders have any concerns or questions in regards to the performance specifications, they must address these in writing to the Contracting Authority. This must be completed before bid closing. The deadlines for such communications are outlined within the Bid Preparation Instructions section of the solicitation document.
- Failure to meet any of the mandatory performance specifications will result in the bid being deemed non-responsive. Non-responsive bids will not be given any further consideration.

Compliance Matrix - Minimum Mandatory Criteria

The Matrix below displays each required item in bold type followed by a list of mandatory specifications (if applicable) that must be met to confirm bid compliance.				
Line Item #	Evaluation Criteria	MET (Y/N) (Completed by Vendor)	Cross-reference If Applicable (Completed by Vendor)	Rationale (Completed by Evaluator)
Mandatory Criterion 1	Deliveries must be made within 48 hours of a call-up against the Standing Offer.			
Mandatory Criterion 2	Deliveries must be made between the hours of 08:30 and 15:30, Monday to Friday, excepting statutory holidays. Delivery may be made outside these hours only in the event that prior arrangements have been made.			
Mandatory Criterion 3	All goods must be delivered in an industry standard truck and must be in accordance with Canadian General Standards Board (CGSB) packaging and labelling standards.			
Mandatory Criterion 4	All goods must display a(n) expiry/best before (or equivalent) date on the packaging.			
Mandatory Criterion 5	Goods must be delivered no less than three (3) months prior to the displayed best before (or equivalent) date.			

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Mandatory Criterion 6	Should the Contractor fail to meet any of the mandatory criterion specified above, the client department reserves the right to reject any non-compliant, unused goods. The client department must notify the Contractor of this rejection, and the Contractor must then replace the rejected goods within the next delivery, and must do so at no additional cost to the client department.			
Item #	Item Name	Requested Format	Criteria Met (Y/N)?	Evaluator's Rationale/Comments
Item 1	CHAPMAN'S Super Fudge Ice Milk Bars (box of 18 75 ml bars)	case = 6 boxes		
Item 2	CHAPMAN'S Original Ice Cream - Various Flavours (2 L carton)	case = 4 cartons		
Item 3	CHAPMAN'S Super Cone - Chocolate/Vanilla Flavour (box of 8 120 ml cones)	case = 4 boxes		
Item 4	CHAPMAN'S Super Sandwich - Vanilla Flavour (box of 12 120 ml sandwiches)	case = 6 boxes		
Item 5	CHAPMAN'S Premium Ice Cream - Various Flavours (500 ml tub)	case = 8 tubs		

ANNEX B

BASIS OF PAYMENT

This section, when completed, will be considered the financial portion of the offer.

It is mandatory that Offeror(s) submit firm prices by item for the period of the proposed Standing Offer for all items herein. Offers must provide conversion to the correct unit of measure for each line item.

The offers will be evaluated in terms of the firm unit price and extended price only. If an error is found in the extended price, the firm unit price will prevail.

The 'Offered Format (case)' and 'Price per Case' columns are for information purposes only. It is mandatory, however, that the Offeror complete the 'Price per Case' column. The 'Offered Format (case)' column is not mandatory. However, it must be completed in the event that the item offered is in a different format than the requested format. If this does not apply, you may indicate 'N/A', or you may also leave the field blank. See the examples provided below.

Estimated Usage per U of M: The quantities specified within this Annex are overall usage estimates provided for evaluation purposes only. They should not be considered as an accurate reflection of actual usage under any resulting Standing Offer.

Rates quoted will remain firm for the period of the Standing Offer. **Rates must include all costs (shipping, delivery, offloading, etc.) associated with providing the items in accordance with the requirement as specified in Annex A.**

Invoicing Instructions:

- Invoices must be provided with deliveries and must include the Standing Offer number.
- GST, if applicable, is not included and is to be shown as a separate line item on any resulting invoices.
- Province of Manitoba environmental fees, if applicable, are not included and are to be shown as a separate line item on any resulting invoice.

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		For Information Only *Only Complete the Offered Format field if the item is offered in a different format than requested			A1	A2	A3	A4
Item	Description	Requested Format (case)	Offered Format* (case)	Price Per Case	Unit of Measure (U of M)	Estimated Usage per U of M	Firm Unit Price (CAD)	Extended Price (CAD) = A2 x A3
EXAMPLE	ABC Ice Cream (4L tub)	case = 4 tubs	N/A	\$20.00	tub	40	\$5.00	\$200.00
EXAMPLE	123 Ice Cream Cone (box of 10 100ml cones)	case = 6 boxes	case = 12 boxes	\$84.00	box	25	\$7.00	\$175.00
1	CHAPMAN'S Super Fudge Ice Milk Bars (box of 18 75 ml bars)	case = 6 boxes		\$	box	630	\$	\$
2	CHAPMAN'S Original Ice Cream - Various Flavours (2 L carton)	case = 4 cartons		\$	carton	1,840	\$	\$
3	CHAPMAN'S Super Cone - Chocolate/Vanilla Flavour (box of 8 120 ml cones)	case = 4 boxes		\$	box	3,000	\$	\$
4	CHAPMAN'S Super Sandwich - Vanilla Flavour (box of 12 120 ml sandwiches)	case = 6 boxes		\$	box	1,800	\$	\$
5	CHAPMAN'S Premium Ice Cream - Various Flavours (500 ml tub)	case = 8 tubs		\$	tub	9,200	\$	\$
TOTAL EVALUATED PRICE (CAD)								\$

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21510-171352

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

ANNEX C

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 D

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

First Quarter: April 1-June 30;
Second Quarter: July 1-September 30;
Third Quarter: October 1-December 31;
Fourth Quarter: January 1-March 31.

Report on the Volume of Business with Federal Government Departments and Agencies

Supplier:
Standing Offer Number:
Department or Agency:
Reporting Period:

Item No.	Item Description	Value of Call-up	GST/HST
1			
2			
3			
4			
5			
6			
A. Value of Call-ups for this Reporting Period			
B. Value of Accumulated Call-ups to Date			
Total Accumulated Call-ups (A + B)			