

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 Fruit & Vegetable	
Solicitation No. - N° de l'invitation W0107-161525/A	Date 2017-12-07
Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG PW-\$PET-907-1468
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-15	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 Garrison Petawawa, ON	
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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Solicitation No. - N° de l'invitation
W0107-161525
Client Ref. No. - N° de réf. du client
W0107-161525

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47004

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 twelve (12) one month periods.

1.2.2 The period of the Standing Offer has been divided into the following twelve (1) periods:

- Period 1: 2 January 2018 – 30 January 2018
- Period 2: 1 February 2018 – 28 February 2018
- Period 3: 1 March 2018 – 31 March 2018
- Period 4: 1 April 2018 – 30 April 2018
- Period 5: 1 May 2018 – 31 May 2018
- Period 6: 1 June 2018 – 30 June 2018
- Period 7: 1 July 2018 – 31 July 2018
- Period 8: 1 August 2018 – 31 August 2018
- Period 9: 1 September 2018 – 30 September 2018
- Period 10: 1 October 2018 – 31 October 2018

Period 11: 1 November 2018 – 30 November 2018
Period 12: 1 December 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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit with its financial offer, Annex B - Basis of Payment. Pricing must be provided for all line items as listed on Annex B, Pricing Basis "A".

Offers meeting the requirements of the Mandatory Financial Evaluation will be assessed to arrive at an Aggregate Value based on the estimated usage provided herein at Annex "B". Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivery Duty Paid". Applicable Taxes excluded.

The Extended Pricing for Pricing Basis "A" of Annex B Basis of Payment will be calculated by multiplying the Offeror's Unit Prices by the corresponding Estimated Usage for each line item.

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

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is as follows:

Period 1: 2 January 2018 – 30 January 2018
Period 2: 1 February 2018 – 28 February 2018
Period 3: 1 March 2018 – 31 March 2018
Period 4: 1 April 2018 – 30 April 2018
Period 5: 1 May 2018 – 31 May 2018
Period 6: 1 June 2018 – 30 June 2018
Period 7: 1 July 2018 – 31 July 2018
Period 8: 1 August 2018 – 31 August 2018
Period 9: 1 September 2018 – 30 September 2018
Period 10: 1 October 2018 – 31 October 2018
Period 11: 1 November 2018 – 30 November 2018
Period 12: 1 December 2018 – 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.

2. 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 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 2029 (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 Call-up 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

6.7 SACC Manual Clauses

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

6.8 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 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 REQUIREMENT

To supply and deliver Fresh Fruit and Vegetables to the Department of National Defence, Garrison Petawawa, Ontario on and "as and when" requested basis.

2.0 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

3.0 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.

• <u>Fresh Fruit (E6TOR-20RM20/A)</u>	• <u>Fresh Vegetables (E6TOR-13RM21/A)</u>
---------------------------------------	--

4.0 DELIVERABLES

- a. Delivery must be made within twenty-four (24) hours from receipt of a call-up document.
- b. Regular delivery must be made between the hours of 06:30 to 14:00 hrs, Monday-Friday.
- c. Emergency deliveries must be made within twenty-four (24) hrs of a call-up request. Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up.
- d. Notification of product shortages must be provided within twenty-four (24) hours from the time DND places their order.
- e. There is no minimum shipment due to limited storage areas.
- f. The Offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.
- g. The Offeror must replace any rejected item within twenty-four hours of notification of rejection. All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instructions.
- h. Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror.

4. Palletization

- a. All food items must be shipped to the specified delivery point on shrunk or stretch wrapped pallets and not higher than 180 cm in height.
- b. Orders must be separated by the individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least two (2) sides.
- c. Food items must be palletized in such a way as to ensure access for off-loading with forklifts.
- d. The Supplier must not load pallets in a cinder block fashion.
- e. The Supplier is responsible for the off-loading of all food items.

5. Invoices

- a. All invoices must quote original call-up number.

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 – 2 January 2018 – 31 January 2018
Period 2 – 1 February 2018 – 28 February 2018
Period 3 – 1 March 2018 – 31 March 2018
Period 4 – 1 April 2018 – 30 April 2018
Period 5 – 1 May 2018 – 31 May 2018
Period 6 – 1 June 2018 – 30 June 2018

Period 7 – 1 July 2018 – 31 July 2018
Period 8 – 1 August 2018 – 31 August 2018
Period 9 – 1 September 2018 – 30 September 2018
Period 10 – 1 October 2018 – 31 October 2018
Period 11 – 1 November 2018 – 30 November 2018
Period 12 – 1 December 2018 – 31 December 2018

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:

W0107-161527/A	Period 1 – Closes 28 December 2017
W0107-161525/B	Period 2 - Closes 15 January 2018
W0107-161525/C	Period 3 – Closes 15 February 2018
W0107-161525/D	Period 4 – Closes 15 March 2018
W0107-161525/E	Period 5 – Closes 16 April 2018
W0107-161525/F	Period 6 – Closes 15 May 2018
W0107-161525/G	Period 7 – Closes 18 June 2018
W0107-161525/H	Period 8 – Closes 16 July 2018
W0107-161525/I	Period 9 – Closes 15 August 2018
W0107-161525/J	Period 10 – Closes 17 September 2018
W0107-161525/K	Period 11 – Closes 15 October 2018
W0107-161525/L	Period 12 – Closes 15 November 2018

Solicitation No. - N° de l'invitation
W0107-161525
Client Ref. No. - N° de réf. du client
W0107-161525

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47004

Buyer ID - Id de l'acheteur
PET 907
CCC No./N° CCC - FMS No./N° VME

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)

ANNEX F

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

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

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation
W0107-161525
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W0107-161525

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Buyer ID - Id de l'acheteur
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Public Works and
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Canada

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RETURN BIDS TO:

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Bid Receiving Public Works and Government
Services Canada/Réception des
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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
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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 Fruit & Vegetable	
Solicitation No. - N° de l'invitation W0107-161525/C	Date 2017-12-01
Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-15	
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 Garrison Petawawa, ON	
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

Canada

Solicitation No. - N° de l'invitation
W0107-161525
Client Ref. No. - N° de réf. du client
W0107-161525

Amd. No. - N° de la modif.
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PET-7-47004

Buyer ID - Id de l'acheteur
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Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
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Bid Fax: (613) 687-6656

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Comments - Commentaires

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cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

Title - Sujet Fruit & Vegetable	
Solicitation No. - N° de l'invitation W0107-161525/G	Date 2017-12-01
Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-18	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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 Garrison Petawawa, ON	
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

Canada

Solicitation No. - N° de l'invitation
W0107-161525
Client Ref. No. - N° de réf. du client
W0107-161525

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File No. - N° du dossier
PET-7-47004

Buyer ID - Id de l'acheteur
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Title - Sujet Fruit & Vegetable	
Solicitation No. - N° de l'invitation W0107-161525/H	Date 2017-12-01
Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-16	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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 Garrison Petawawa, ON	
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.	

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Signature

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PET-7-47004

Buyer ID - Id de l'acheteur
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Title - Sujet Fruit & Vegetable	
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Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-17	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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 Garrison Petawawa, ON	
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Signature

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Petawawa Procurement
Building S-111, Rm C-114
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Petawawa
Ontario
K8H 2X3

Title - Sujet Fruit & Vegetable	
Solicitation No. - N° de l'invitation W0107-161525/L	Date 2017-12-01
Client Reference No. - N° de référence du client W0107-161525	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier PET-7-47004 (907)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-15	
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 pct907
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 Garrison Petawawa, ON	
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.	

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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

Canada