

PART 1 - INFORMATION AND INSTRUCTIONS

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work in the resulting contract clauses.

1.3 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2017-04-27\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.4 Submission of Bids

1.4.1 Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by 11:00 hrs 22 January 2018.

1.5 Certifications and Additional Information

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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.

1.5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

1.5.2.1 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

1.5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc/labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

1.6 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

1.7 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below.

1.7.1 Comprehensive Land Claim Agreements

The Nunavut Land Claims Agreement applies to this procurement as the goods delivered/services performed in location of the requirement is in Cambridge Bay, NU.

The Comprehensive Land Claims Agreement that applies to this procurement are contained in Part 6 - Bid Criteria of Article 24 - Government Contracts of the Nunavut Land Claims Agreement (NLCA), section:

Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- a. the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- b. the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- c. the undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit.

1.7.2 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.7.2.1 Mandatory Technical Criteria

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work, as defined in Annex A, Statement of Work.

1.7.2.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

1.7.3. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

1.8 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

1.9 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - RESULTING CONTRACT CLAUSES

2.1 There is no security requirement applicable to the Contract.

2.2 Statement of Work

The Work to be performed is detailed under Annex A.

2.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

2.3.1 General Conditions

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

2.4 Term of Contract

2.4.1 Period of the Contract

The period of the Contract is from date of the Contract to 13 April 2018, inclusive.

2.4.2 Delivery Date

All the deliverables must be received on or before 13 February 2018.

2.5 Authorities

To be inserted at contract award.

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ ____ ____

Facsimile: ____ ____ ____

E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

2.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

2.5.3 Contractor's Representative

2.6. Payment

2.6.1 Basis of Payment

The Contractor will be paid in accordance with Annex B – Basis of Payment, to a maximum of \$ _____ Canadian (amount to be inserted at contract award).

2.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ Canadian. Customs duties are included and Applicable Taxes are extra.

2.6.3 Single Payment

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

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

2.7 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.

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

2.8 Certifications and Additional Information

2.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

2.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

2.10 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 Articles of Agreement;
- (b) 2029 (16-04-04) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Bidder Price and Availability Confirmation
- (f) the Contractor's bid dated _____ (*to be inserted at Contract award*).

2.11 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract.

ANNEX "A"

STATEMENT OF WORK **CATERING SERVICES FOR OP NUNALIVUT 2018**

1 Scope

1.2 Purpose

The Canadian Armed Forces (CAF) has a requirement to contract for catering services for up to 155 personnel in Cambridge Bay, NU from 22 February to 26 March 2018.

1.3 Background

Operation NUNALIVUT 2018 (Op NU 18) is a sovereignty exercise in the High Arctic meant to demonstrate the ability to operate in the harsh winter environment in remote areas, and enhance capabilities to respond to any situation in Canada's North. It also allows the CAF to provide meaningful support to scientific research in the Arctic, and to demonstrate interoperability in the High Arctic with military allies and other Canadian government institutions.

Due to the nature of the portion of Op NU 18 conducted in Cambridge Bay, NU, Joint Task Force (North) (JTFN) will require catering services.

2 Applicable documents

2.1 All food handling, storage and preparation practices are to be in accordance with the Canadian Food Inspection Agency (CFIA) Guide to Food Safety (GFS), and applicable federal, provincial and territorial government Food Safety Code of Practice. CFIA and GFS are located at the following websites:

2.1.1 CFIA: <http://www.inspection.gc.ca/food/eng/1299092387033/1299093490225>

2.1.2 CFS: <http://www.inspection.gc.ca/food/non-federally-registered/safe-food-production/guide/eng/1352824546303/1352824822033>

2.2 Kosher and Halal Examples

2.2.1 Examples of Kosher and Halal foods can be found on the Gordon Food Service webpage at: <https://www.gfs.com/en/ideas/eating-according-to-religious-practices-kosher-and-halal>

3 Definitions

3.1 Journeyperson or Equivalent: A person who has acquired the knowledge and skills in a trade, occupation, or craft as attested to by a provincial or territorial authority. As described by the Ontario College of Trades, Apprenticeship Training Standard, Cook, Trade Code 415A.

3.2 Journeyman cook qualification: A person who has acquired the knowledge and skills of the Cook occupation as attested to by a provincial or territorial authority.

4 Requirements

4.1 Tasks

4.1.1 The provision of catering services will include the following:

4.1.1.1 Cafeteria style service for breakfast and supper (buffet style);

4.1.1.2 Boxed meals (ready-to-eat dispersed/transportable meals) (cold); and

4.1.1.3 Night snacks and evening soup.

4.1.2 Serving to be offered in accordance with Note 2, Meal hours, to Annex "C" – Forecasted feeding schedule.

4.1.3 As part of cafeteria style service, to be provided in an area set up by CAF, the Contractor is to provide serving staff, and (as required): serving tables, food heat lamps, food containers, serving utensils, individual tableware (plates/bowls, cutlery, and glasses/cups - reusable or disposable at the contractor's discretion).

4.1.4 Due to limitation of hygiene facilities, contractor is to ensure that serving staff has adequate supplies of sanitary equipment to maintain serving standards.

4.2 Location / Dates / Numbers:

4.2.1 Catering service will be required in two locations: the Air Tindi hangar located 100m to the south of the passenger terminal in the hamlet of Cambridge Bay; and a Northern Warning Site (NWS) hangar at the at the north end of the runway from the passenger terminal; and

4.2.2 Catering service will be required from supper on 22 February until breakfast on 26 March 2018 inclusive to feed up to 155 personnel. See Annex "C" – Forecasted feeding schedule.

4.3 Technical Requirements

4.3.1 Cafeteria style catering/buffet is to be provided by the Contractor as per the Standard Meal Entitlement Pattern in Appendix 1 to this Annex. This is a meal service that consists of the customers picking up their meals from a serving line where the food is served to them and from a selection of self-service points. At the end of the meal, the customers return their used dishes to a dish return point.

4.3.2 The Contractor must provide a 2 week cycle menu detailing the cafeteria and boxed meal menus provided to CAF for the contracted period. This menu must provide variety throughout the 2 week cycle.

4.3.3 Portion sizes for all meal standards are found at Appendix 2.

4.3.4 Boxed meals must be provided by the Contractor as per the Dispersed Meal Patterns identified at Appendix 3. They are cold meals packaged individually for consumption away from a dining facility to meet operational/training requirements.

4.3.4.1 The Contractor is responsible for all packaging materials related to the provision and service of these boxed meals. Each boxed meal is to be time and date stamped when completely assembled. Each box meal is to be time and date stamped when completely assembled and

stamped in English with "Consumption must be within four hours unless refrigerated" and in French "Doit être consommé dans les quatre heures, sauf si réfrigéré". Meals must be held under refrigeration until pick-up ensuring holding times and temperatures are in accordance with the Food Safety Code of Practice for Canada's Food services Industry showing no signs of deterioration.

4.3.5 Night snacks and evening soup must be available daily, as per Note 2 of Annex "C", only as authorized by the Technical Authority (i.e. no need to add new spreads if there is still sufficient left from the previous night). Night snacks must be provided for personnel in accordance with the Night Snack Food Entitlement (See attached Appendix 4).

4.3.6 Food prepared must be palatable and free of contamination, and must be produced from items that have not exceeded their "best before" or expiry date.

4.3.7 Annex "C" provides estimated numbers. Numbers at each delivery locations are subject to fluctuations due to the nature of the Operation, however, totals should not be exceeded.

4.4 Constraints

4.4.1 The Contractor must accommodate special requests during Very Important People (VIP) visits, see Annex "C" for tentative dates and meals, where high ranking government officials or equivalent are in attendance. This could include but is not limited to a "meet and greet" event requiring a buffet style service, coffee breaks, or possible menu changes.

4.4.2 All food handling, storage and preparation practices are to be in accordance with the Food Safety Code of Practice for Canada's Food Service Industry. The specifications are to be used as a reference to maintain the administration of food services and a minimum level of food service quality, safety and quantity. The specifications are not intended to prescribe how the Contractor will carry out the work, or exactly what selection of meals are to be provided, but only the desired level of service.

4.4.3 Meals not conforming to the specifications detailed herein will be returned to the Contractor and will not be paid for any or the following reasons:

4.4.3.1 Receipt of unsatisfactory meals as recorded on a Meal Satisfaction Checklist report (copy attached as Appendix 5) from the Technical Authority;

4.4.3.2 Menu substitutions without prior CAF approval;

4.4.3.3 Short shipment - receipt of less than the meal order quantity; and

4.4.3.4 Late delivery without prior CAF approval - meals not available for CAF pick-up at the pre-arranged time, or not delivered at the pre-arranged time. CAF Approval must be sought at least two hours in advance for any delay beyond 10 minutes.

4.4.4 Personnel preparing the food must hold the equivalent to a journeyman cook qualification.

4.4.5 The contractor must confirm to the Technical Authority all Boxed meal orders within 2 hours of receipt of request, and be able to deliver the items within 24 hrs of the order for urgent requirements, and within 48 hrs of order for regular requirements. All meals shall be available for pick up/delivery to or by CAF prior to scheduled meal times as requested.

4.5 **Contractor Responsibilities**

- 4.5.1 The Contractor shall be responsible for establishing a tracking system, providing daily visibility for both the Contractor and CAF as to the exact food service support provided. The details of this tracking system must be presented with the bid. It must include but not be limited to tracking of cafeteria customers, numbers of dispersed/transported meals, night snacks, and any other service provided.
- 4.5.2 The Contractor must accommodate special dietary needs to accommodate religious beliefs and temporary illness, when directed by the Technical Authority. Religious belief special meal (Kosher, Halal, and/or vegetarian) numbers will be provided to the Contractor as of 1 February 2018.
- 4.5.3 The Contractor's representative, must visit the serving areas set up by CAF, at the Air Tindi and NWS hangars, prior to first meal service on February 22 to ensure they have proper implements, and equipment, to serve. CAF will set up tables and chairs for eating, and, as required, the Contractor will have to provide: serving tables, food heat lamps, food containers, serving utensils, individual tableware (plates/bowls, cutlery, and glasses/cups - reusable or disposable at the contractor's discretion).
- 4.5.4 Due to limitation of hygiene facilities, contractor is to ensure that serving staff has adequate supplies of sanitary equipment to maintain serving standards.
- 4.5.5 The Contractor is responsible for all packaging materials related to the provision and service of boxed meals. Each boxed meal is to be time and date stamped when completely assembled. Boxes must also be stamped in English with "Consumption must be within four hours unless refrigerated". Meals shall be held under refrigeration until pick-up and or delivered in refrigerated containers to the client ensuring holding times and temperatures are in accordance with the Food Safety Code of Practice for Canada's Food Services Industry showing no signs of deterioration. Contractor's vehicles used for transportation of boxed meals shall be clean to prevent cross contamination.
- 4.5.6 The Contractor is responsible to remove leftover food, and Contractor generated waste at the end of the meal window. Containers for night snacks (i.e. coffee and hot water urns, and insulated soup containers) can be picked up during breakfast removal.

4.6 **CAF Responsibilities**

- 4.6.1 CAF is responsible to provide the Contractor with the CAF contact on the ground Theatre Technical Authority (TTA) prior to the start of the contract.
- 4.6.2 CAF is responsible for advising the Contractor of expected number of diners and boxed meals when requesting services within seven (7) days of requirements. This process to be determined after Contract award through a means approved by both the Contractor and Technical Authority (i.e. a form proposed with the bid). Any requests for changes to the identified diner numbers must be made in writing to the Contractor by the TTA with a minimum of 48 hours' notice.
- 4.6.3 CAF is responsible for disposal of night snack leftovers, boxed meals waste, and waste produced by CAF members.
- 4.6.4 CAF reserves the right to inspect the Contractor's facility and disposal processes in order to ensure hygiene standards are maintained.

5 Deliverables

- 5.1 The Contractor must provide: Catering Services as described in this SOW during Operation NUNALIVUT 2018.

APPENDIX 1 – STANDARD MEAL ENTITLEMENT PATTERN

REGULAR MEAL PATTERN – CAFETERIA STYLE

Breakfast)
Juice
Fruit
Breakfast entrée
Breakfast meat or alternative
Cheese or Yogurt
Breakfast starch
Breakfast vegetable
Bread product
Two beverages
Condiments/Preserves
Supper
Soup
Main Entrée dish
Choice of freshly prepared protein dish, pasta or à la carte item
Starch
Cooked vegetable
Salad Bar
Fruit
Dessert
Bread product
Three beverages
Condiments

APPENDIX 2 – PORTION SIZE STANDARD

Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	210 g cooked (180 g raw)
Fish (steaks, fillet)	210 g (raw)
Fish (battered)	210 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	210 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea. @ 40 g or 1 ea. @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (210g)
Submarine (21 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea. 125 ml spoon, 2 ea. #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jell-O	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
1 Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Juice	250 ml
Milk (2%, 1%, skim, choc, non-dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

APPENDIX 3 – BOXED MEALS

Box Breakfast	Box /Supper
<ul style="list-style-type: none"> - One fruit - One juice - Cereal (with 250 ml milk) - Egg - Breakfast meat or alternative (meat, cheese or yogurt) - Two breakfast bread products - Appropriate condiments 	<ul style="list-style-type: none"> - Two sandwiches: <li style="padding-left: 20px;">1 of sliced solid meat (90 g) <li style="padding-left: 20px;">1 with a mixed filling, (110 g) Or <li style="padding-left: 20px;">1 sandwich with a mixed filling <li style="padding-left: 20px;">1 solid meat item with a roll Or <li style="padding-left: 20px;">1 cold plate with sliced meats + a solid meat item with two rolls. <p>(Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.)</p> <ul style="list-style-type: none"> - Side salad or assorted raw vegetables - Condiments appropriate for sandwiches and salad - Fresh or canned fruit - One prepared or baked dessert - Two beverages (see note 1) - One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)

Note 1: Two beverages: One of the two beverages should be milk. However, in situations where milk may not be appropriate for issue in a box meal (hot weather conditions, diner preference), either 2 x 250 ml juice/cold beverages or 1 x 400-500 ml container of juice/cold beverage can be issued. Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, and Bottled water, flavoured, sparkling, fortified or other bottled water products are not covered within this standard.

APPENDIX 4 – NIGHT SNACK FOOD AND BEVERAGE

All of the following food and/or beverage items must be available in each dining facility as a night snack:
--

Coffee or tea, plus cream or milk, plus sugar

Hot chocolate beverage mix

Iced tea mix

Milk

Fruit juice

Bread, spreads (peanut butter, cheese spread, jam, etc.)
--

Soup and soda crackers

Fresh fruit (orange, apple, pear, banana, etc.)

Snack (e.g. muffin, breakfast bar, cookies, granola bar)
--

Night Snack to be delivered for 2200hrs (10:00pm) for self-serve.

APPENDIX 5 – MEAL SATISFACTION CHECKLIST

NAME: _____ RANK: _____ POS: _____
UNIT: _____ DATE: _____
NO. MEALS ORDERED: _____ NO. MEALS SERVED: _____
TIME MEAL REQUESTED: _____ TIME MEAL SERVED: _____

BREAKFAST				SUPPER	
------------------	--	--	--	---------------	--

ITEM	POOR	FAIR	GOOD
1. MAIN DISH			
2. SIDE DISH			
3. SALAD			
4. DESSERT			
5. BEVERAGE			
6. OVERALL DINER IMPRESSION			

COMMENTS:

CATERER / CONTRACTOR

UNIT AUTHORITY

ANNEX "B" – Bid Evaluation Criteria

Department of National Defence
Bid Evaluation Criteria
Lowest Responsive Cost-compliant Proposal

Name of Supplier:

Evaluated by:

Department:	Name:	Date:
Evaluator 1		
Evaluator 2		
Evaluator 3		

The winning bidder must:

- Meet or exceed mandatory criteria;
- 9Submit the lowest cost-compliant proposal.

Item	All mandatory requirements	Met	Not met
M1.1	Bidder has described how food handling, storage and preparation will be in accordance with CFIA, GFS, and appropriate Food Safety Code of Practice (SOW section 2)		
M1.2	Bidder has confirmed it has the equipment to provide Cafeteria style service (SOW section 3.1.1) Note: Air Tindi and NWS hanger do not have serving facilities, the CAF will set up a serving area.		
M1.3	Bidder can provide Boxed meals (SOW section 3.1.1)		
M1.4	Bidder can provide Night snacks (SOW section 3.1.1)		
M1.5	Bidder can deliver to Air Tindi and NWS (para 3.2.1)		
M1.6	Bidder can serve up to 155 personnel divided between Air Tindi and NWS (SOW para 3.2.2)		
M1.7	Bidder has provided a detailed 2 week cycle menu (SOW para 3.3.2)		
M1.8	Bidder's personnel that will be preparing the food hold the appropriate food services qualifications (SOW para 3.4.4)		
M1.9	Provided a plan detailing how the services will be provided. Including: "cafeteria service", transportation of meal and night snacks, and process to confirm expected meal counts.		

This Supplier is Responsive Non responsive

Comments:

ANNEX "B" – Bid Evaluation Criteria

Department of National Defence
Bid Evaluation Criteria
Lowest Responsive Cost-compliant Proposal

Provision of Catering Services as per SOW Annex A.

Total Cost for catering as per Annex "C"
Forecasted Feeding Schedule: \$ _____

Cost per additional Catered Meal:
Breakfast: \$ _____
Supper: \$ _____
Night Snack: \$ _____

Cost per Box Meal:
Breakfast: \$ _____
Supper: \$ _____

Total value of the proposal: \$ _____

Note: The total value includes:
Catering (not including box meals);
1 additional catered breakfast;
1 additional catered supper;
1 additional catered night snack;
1 boxed breakfast; and
1 boxed supper

ANNEX "C" – FORECASTED FEEDING SCHEDULE

Air Tindi: Air Tindi hangar located 100m to the south of the passenger terminal;

NWS: Northern Warning Site hangar at the at the north end of the runway from the passenger terminal; and

VIP Visits: Very Important Person Visit

Date	Location	Breakfast	Supper	Night Snack
22 February	Air Tindi		22	
23 – 26 February	Air Tindi	22	22	
27 February	Air Tindi	22	33	
28 February	Air Tindi	33	33	
1 March	Air Tindi	33	55	
	NWS		45	
Total		33	100	
2 March	Air Tindi	55	55	
	NWS	45	96	
Total		100	151	
3 – 7 March	Air Tindi	55	55	10
	NWS	96	96	20
Total		151	151	30
8 March	Air Tindi	55	30	10
	NWS	96	15	5
Total		151	45	15
9 – 16 March	Air Tindi	30	30	10
	NWS	15	15	5
Total		45	45	15
12 March	Location TBD see Note 3	30	30	
VIP Visits				
17 – 19 March	Air Tindi	35	35	10
	NWS	15	15	5
Total		50	50	15
20 March	Air Tindi	55	55	10
	NWS	100	100	20
Total		155	155	30
21 March	Air Tindi	55	55	
	NWS	100	22	
Total		155	77	
22 March	Air Tindi	55	25	
	NWS	22		
Total		77	25	
23 – 25 March	Air Tindi	25	25	
26 March	Air Tindi	25		

Note 1: Lunch will not be included in this contract, box lunches see Note 4.

Note 2: Meal hours are:

a. Breakfast: 0500hrs-0700hrs (5:00am – 7:00am)

b. Supper: 1700hrs-1900hrs (5:00pm – 7:00pm)

c. Night Snack to be delivered for 2200hrs (10:00pm) for self-serve

Note 3: "VIP Visits" has been set to 12 March for purpose of Bid Evaluation. Date can shift due to weather, or other unforeseen events. Location will be Air Tindi or NWS.

Note 4: It's forecasted that up to 18 box meals will be required during this contract. 3 box meals for breakfast, and 15 box meals for supper. In accordance with CAF Responsibilities, the Contractor will be provided with a minimum of 48 hours' notice for the date and meal required.