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Solicitation No. - N° de l'invitation  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40025

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Trenton, ON, requires the supply and delivery of meat, fish and poultry products on as and when required basis, as specified in Annex B, to various sites on CFB Trenton.

The period of the Standing Offer is from April 1 to June 30, 2018.

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

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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **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 10 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 copy)

Section II: Certifications (1 hard 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 the Annex D, Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Appendix 1, Electronic Payment Instruments, to identify which ones are accepted.

If Appendix 1 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

##### **3.1.2 Exchange Rate Fluctuation**

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

#### **Section II: Certifications**

Offerors must submit the certifications and additional information required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Mandatory Financial Evaluation**

- 4.1.1.1** The Offeror must submit pricing for line items 1-94 in accordance with Annex D – Appendix 1.

Items 95-106 are Additional Items and Offerors are requested to provide their Firm Unit Price and their Ordering Lead Time for each item. These items may be ordered during the Standing Offer Period however, their usages are considered low and therefore no estimated usages will be provided for them.

Offerors should provide a firm discount or mark down price offered as a percentage for Table 2 – Special Orders in Annex B.

- 4.1.1.2** The price used in the evaluation will be the Extended Price calculated by multiplying the Estimated Usages by the Firm Unit Price (Column A x Column B = Column C) for items 1-94 in accordance with Annex D, Evaluation.

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

#### **4.1.2 Mandatory Items**

If the Offeror is not able to provide a requested item, it is up to then Offeror to contact the Contracting Authority no later than five (5) calendar days prior to the closing date and inform the Contracting Authority of the items(s) than cannot be offered. The item(s) will be reviewed and determined if it/they can be purchased by other means and removed from the list.

### **4.2 Basis of Selection**

- 4.2.1** *SACC Manual* Clause M0069T (2007-05-25), Basis of Selection

- 4.2.2** Canada intends to issue one (1) Standing Offer to the compliant Offeror with the Lowest Aggregate Total.

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## 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 [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 with its offer the required documentation, as applicable), 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 [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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

## 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.2.3.1 Canadian Content Certification

5.2.1.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

### 5.2.3.2 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*.

## **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 Statement of Work 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** (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

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

The monthly reporting periods are defined as follows:

- first month: April 1 to April 30;
- second month: May 1 to May 31;
- third month: June 1 to June 30.

The data must be submitted to the Standing Offer Authority no later than 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 from 1 April to 30 June 2018.

## 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: [jeff.schmidt@pwgsc-tpsgc.gc.ca](mailto:jeff.schmidt@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 against 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: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, CFB Trenton, Trenton, Ontario.

## 6.7 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements..

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (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](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2016-04-04) Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Usage Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_.

## 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.

#### **6.10.2 SACC Manual Clauses**

M3060C (2008-05-12) Canadian Content Certification

#### **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 \_\_\_\_\_.

### **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 Statement of Work**

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.

#### **6.3 Term of Contract**

##### **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 - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

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, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 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

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.

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total.
- c. The invoice must identify the call-up number
- c. The invoice must identify the consignee address where the goods were delivered
- d. Each call-up and consignee point must be invoiced separately

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

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

### 6.7 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations;  
[B7500C](#) (2006-06-16), Excess Goods;  
[B2005C](#) (2007-05-25), Fish – Quality Stamping.  
[B3003C](#) (2007-05-25) Grades of Meat  
[D3007C](#) (2007-11-30) Inspection and Stamping  
[D5311C](#) (2007-11-30) Right of Access and Inspection of Meat

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## ANNEX A

### STATEMENT OF WORK

#### 1. Requirement

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Trenton, ON requires the supply and delivery of meat, fish and poultry products on as and when required basis, as specified in Annex B, to various sites on the Trenton Canadian Forces Base.

#### 2. DND Food Quality Specifications

All goods supplied must be in accordance with the DND Food Quality Specifications located at Buy and Sell ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca))

DND Food Quality Spec - Beef ([E6TOR-13RM06/A](#))  
DND Food Quality Spec - Veal ([E6TOR-13RM37/A](#))  
DND Food Quality Spec - Pork ([E6TOR-13RM32/A](#))  
DND Food Quality Spec - Lamb ([E6TOR-13RM27/A](#))  
DND Food Quality Spec - Poultry ([E6TOR-13RM33/A](#))  
DND Food Quality Spec – Fish & Seafood ([E6TOR-13RM18/A](#))

#### 3. Item Sizes and Back Orders

- 3.1 No deviation from sizes will be acceptable unless the stated size is no longer available in the industry. The Supplier must notify the Project Authority and the Contracting Authority and obtain their written acceptance of replacement size.
- 3.2 No back orders will be accepted unless arranged in advance with the Project Authority.
- 3.3 No minimum call-ups apply to this Standing Offer.

#### 4. Final Inspection & Product Acceptance/Rejection

- 4.1 Inspection and acceptance will rest with the Site Authority at the delivery destination. All products supplied must be free of signs of deterioration, spoilage, filth or damage by rodents or insects;
- 4.2 The Site Authority may reject product at the time of delivery and any product(s) must be removed immediately by the Supplier;
- 4.3 Rejected items discovered after delivery must be picked-up within 1 working day of notification of the rejection;
- 4.4 Rejected product(s) must be replaced within 1 working day of notification.
- 4.5 If broken or damaged goods are received from a supplier, their subsequent reshipment to the Crown will be at the supplier's own expense. If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in PSPC General Terms and Conditions of the Crown.

## **5. Preparation for Delivery**

- 5.1 The surface of all boxes/carton must be clearly marked to show the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package;
- 5.2 All boxes/cartons must be clearly labelled with the Supplier's name and address;
- 5.3 The Supplier must supply delivery slips for each delivery.

## **6. Pallets**

- 6.1 All goods must be delivered on registered range or blue pallets only;
- 6.2 The Supplier must implement a tracking system to ensure that the number of outgoing pallets does not exceed the number of pallets delivered by their company;
- 6.3 This register must be verified by the Project Authority;
- 6.4 The Supplier must maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record must be provided to the Site Authority;
- 6.5 Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within thirty (30) days after the last delivery date of the disputed month.

## **7. Delivery**

- 7.1 Deliveries must be made within 24 hours from receipt of a call-up request;
- 7.2 Suppliers must notify receipt of each order within 4 hours of receipt;
- 7.3 Suppliers must notify ordering office of any shortages for orders placed within 4 hours of receipt of an order (no later than 1600hrs);
- 7.4 Delivery must be made during the period of 7:30 AM to 3:00 PM only on each delivery day;
- 7.5 Deliveries must be made five days per week, Monday to Friday;
- 7.6 Emergency delivery on weekends due to operational requirements must be available with no changes to pricing. Emergency delivery are defined as a national emergency or aid to civil power (i.e ice storm).

## **8. Delivery Locations**

Deliveries to be direct to the following buildings at CFB Trenton, Trenton, ON K0K 3W0:

8 Wing Food Services  
75 Yukon St  
Astra, ON K0K 3W0

Solicitation No. - N° de l'invitation  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40025

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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8 Wing Officers' Mess  
182 Yukon St  
Astra, ON K0K 3W0

CFS Alert  
30 East North Star Dr  
Astra, ON K0K 3W0

Buildings may be added or deleted during the Standing Offer Period.

Solicitation No. - N° de l'invitation  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
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## ANNEX B

### BASIS OF PAYMENT

Firm unit prices in Canadian funds including fuel costs, delivery costs, FOB Destination, transportation/storage costs, and any overhead costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable

#### 1. List of Products

1. Prices stated in Annex B – Appendix 1 are firm for the period of the Standing Offer.
2. See Annex B - Appendix 1, Table 1: List of Products.

#### 2. Special Orders

The supplier offers to sell any available products other than those listed in Annex B, Table 1 at prices matching those of his general, seasonal and sideline catalogue and / or the price list less a discount of \_\_\_\_\_%

Special Order items may be purchased during the Standing Offer Period.

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B – Appendix 1.

### ANNEX B - Appendix 1

**Note to Offerors:** *Annex B will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B, Basis of Payment will then be provided with any resulting Standing Offer.*

Solicitation No. - N° de l'invitation  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40025

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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### ANNEX C

#### USAGE REPORTING FORM

The data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

- first month: April 1 to April 30;
- second month: May 1 to May 31;
- third month: June 1 to June 30.
- 

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

Standing Offer No. W0125-18SK03						
Month:						
Unitrak Code	Offerors Code	Item Description	Case Description	Quantity	Firm KG Price or	Firm Case Price
<b>Monthly Total</b>						<b>\$</b>

Solicitation No. - N° de l'invitation  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40025

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D**

### **FINANCIAL EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm case prices from Annex B - Basis of Payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

#### **ANNEX D - Appendix 1**

See attached.

## ANNEX E

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Part 5, Certifications, Section 5.2.1 Integrity Provisions – List of Names, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer 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  
W0125-18SK03/C  
Client Ref. No. - N° de réf. du client  
W0125-18SK03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40025

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX 1 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 D - Appendix 1  
Table 1 - List of Products

Item #	UNITRAK Code	Supplier Code	Item Description	Additional Description	Case Description	Suppliers Case Description (if different)	Preferred Brand	Estimated Usages for 3 months (kg's) (UoM)	Firm Unit Price (KG)	UoS	Extended Price
								A	B		C=(AxB)
1	6F009		MEATBALLS, BEEF, COOKED	1 oz	1 X 4.54 kg			28	\$	kg	\$
2	8A008		PASTRAMI, SLICED	Vacuum Packed	1 X 4.54 kg			96	\$	kg	\$
3	8A014		PEPPERONI, SLICED	N/A	3 X 5 kg		LESTER	75	\$	kg	\$
4	8A032		SALAMI, SLICED		6 X 500 g			133	\$	kg	\$
5	8B001		TURKEY BREAST, SLICED		1 X 3 kg			373	\$	kg	\$
6	8B031		TURKEY, BREAST, COOKED	Roast Solid Muscle Boneless	2 X 4 Kg			162	\$	kg	\$
7	8C013		ROAST BEEF, COOKED		1 X 3 kg			129	\$	kg	\$
8	8C015		BEEF, CORNED, SLICED		1 X 3 kg			133	\$	kg	\$
9	8C017		BEEF, PIZZA TOPPING		1 X 4.54 kg			33	\$	kg	\$
10	8E002		HAM, BLACK FOREST, SLICED		6 X 500 g			249	\$	kg	\$
11	9A001		BEEF, INSIDE ROUND	Canada AA and up fat level 1 or 2 6-9 Kg	3 X 11 kg			628.1	\$	kg	\$
12	9A002		BEEF, DICED, LEAN	Canada AA Fat Level 1 or 2 or better	1 X 4.54 Kg			97	\$	kg	\$
13	9A003		BEEF, PRIME RIB, 7 BONE	Canada AA roast 7 Bone Jerl Netted Fat Level 2 or 3	2 X 11 Kg			123.3	\$	kg	\$
14	9A012		BEEF, TENDERLOIN, CANADA GRADE AA	Full Tenderloin Canada AA or Better Fat level 1,2, or 3 aged minimum 14 Days	2 X 2 Kg			61.6	\$	kg	\$
15	9A019		BEEF, RIBEYE ROAST	Boneless, tied, Canada AA fat level 1,2 or better	1 X 6 kg			85.83	\$	kg	\$
16	9A062		BEEF, STRIPLOIN	Whole Boneless, Canada AA and Up, fat level 1,2 or better	3 X 5 kg			1070	\$	kg	\$
17	9B001		BEEF, GROUND, LEAN	15-17% Fat	2 X 2.27 kg			1331	\$	kg	\$
18	9C010		BEEF, BURGER, STEAK HOUSE		24 x 168 g			90.44	\$	kg	\$
19	9C018		BEEF, FAJITA STRIPS	Raw	1 X 4.54 Kg			4.5	\$	kg	\$
20	9C023		BEEF, STRIPLOIN STEAK, NEW YORK	Canada AA or better, Centre Cut, Boneless Fat level 2 or 3, 8 oz	24 x 227 g			181	\$	kg	\$
21	9G008		BEEF, DONAIR MEAT	Sliced	15 X 1 KG			65.4	\$	kg	\$
22	9G056		BEEF, STEAK, PHILLY	N/A	40 X 113 g			38.6	\$	kg	\$
23	10A002		TURKEY BREAST WHOLE	Solid Muscle, Boneless	2 x 3.7 Kg			137.96	\$	kg	\$
24	10A007		TURKEY, WHOLE, GRADE A	Eviscerated, Frozen	4 X 6 kg			1423.25	\$	kg	\$
25	10A012		TURKEY, SCHNITZEL, BREADED	Solid Muscle	1 x 4 kg			20	\$	kg	\$
26	10A030		TURKEY, GROUND	Raw Frozen	2 X 2.27 Kg			54.78	\$	kg	\$
27	10B002		CHICKEN, BREADED, BROCCOLI AND CHEESE		18 x 168 g			4.5	\$	kg	\$
28	10B004		CHICKEN, BREAST FILLET, BREADED	Solid Muscle	1 X 4 Kg		GALCO LOVE ME TENDER	348	\$	kg	\$
29	10B011		CHICKEN KIEV	N/A	18 X 170 g			32	\$	kg	\$
30	10B022		CHICKEN, 9 CUT, BREADED	Cooked	1 x 11.95 kg			59.8	\$	kg	\$
31	10B040		CHICKEN, SOUVLAKI	Raw White and Dark 100g	40 X 100 g			70.4	\$	kg	\$
32	10B088		CHICKEN, FLORENTINE	N/A	18 x 198 g			4.5	\$	kg	\$
33	10B090		CHICKEN BREAST THUNDER CRUNCH	Breaded Breast Solid Muscle 168g	1 X 4 KG		THUNDER CRUNCH	115	\$	kg	\$
34	10B119		CHICKEN, FAJITA STRIPS, SEASONED, COOKED	unbreaded oven roasted	1 X 4 Kg			46	\$	kg	\$
35	10B148		CHICKEN, GROUND	Raw Frozen	2 X 5 lbs			4.5	\$	kg	\$
36	10D008		CHICKEN, WINGS, SPLIT, TIP OFF	Canada Grade A 8-10 per lb	1 X 4.54 Kg			147.7	\$	kg	\$
37	10D011		CHICKEN, DRUMSTICK	Frozen	1 X 5 kg			210	\$	kg	\$

38	10D014	CHICKEN, QUARTERS, FROZEN	Eviscerated Grade A Quarter Fryer 1.2 to 1.4kg	1 X 19 Kg			922.2	\$	kg	\$
39	10D021	CHICKEN, BREAST, BONELESS	17% Protien	24 x 168 g			1176	\$	kg	\$
40	10D032	CHICKEN, CORDON BLEU	N/A	18 x 198 g			110.7	\$	kg	\$
41	10D038	CHICKEN, WINGS, BREADED, HOT ZINGER	Fully Cooked	2 X 2 Kg			131	\$	kg	\$
42	10D042	CHICKEN, DICED	80% white 20% Dark Cooked IQF 3/4"	1 X 4.54 Kg			135	\$	kg	\$
43	10D079	CHICKEN BREAST BONELESS RANDOM SIZES	17% Protien	1 X 4 kg			105	\$	kg	\$
44	12A003	BACON, PEAMEAL	Sliced	1 x 4 kg			56	\$	kg	\$
45	12A010	BACON	Smoked Side rindless, Centre Cut, sliced fresh only	1 X 5 kg			1911	\$	kg	\$
46	12A011	BACON, PIZZA CRUMBLE		2 X 2.27 kg			19.3	\$	kg	\$
47	12B003	PORK, GROUND, FROZEN, LEAN	max 17% Fat	1 X 5 kg			25	\$	kg	\$
48	12B007	PORK, RIBS, BACK	Tail Off Uniform Thickness	1 X 15 kg			304.8	\$	kg	\$
49	12B013	PORK LOIN, WHOLE, BONELESS	Trimmed max fat 6 to 10 mm 5-6 kg	1 x 5kg			611.9	\$	kg	\$
50	12B017	PORK, LEG NETTED, BONELESS	shank meat removed	1 X 8.5 kg			69.5	\$	kg	\$
51	12B018	PORK, TENDERLOIN, TRIMMED	whole, tissue removed	1 X 9 kg			207.22	\$	kg	\$
52	12B021	PORK, DICED	25mm Cubes max 15% fat	1 X 5 kg			109	\$	kg	\$
53	12C005	PORK, CHOPS, LOIN, BONELESS	Bladeless Centre Cut Tenderloin in 13-15mm thickness	20 x 225 g			170	\$	kg	\$
54	12C007	PORK, CUTLET, DELICATE	Breaded Tenderized 168g portion	1 X 5 kg			5	\$	kg	\$
55	12C011	PORK, CUTLET, UNBREADED	Tenderized surface fat 6mm frozen	1 X 5 kg			15	\$	kg	\$
56	12D007	PORK, SOUVLAKI	raw marinated	40 X 100 g			176	\$	kg	\$
57	12D009	PORK, BBQ RIB PATTY	Boneless 3-4oz portion	54 x 88.7 g			9	\$	kg	\$
58	12D055	PORK, PULLED IN BBQ SAUCE	Boneless	1 X 6.8 kg			49.1	\$	kg	\$
59	12E011	HAM, BONED AND ROLLED, TIN END	Fresh	1 X 5 kg			61.4	\$	kg	\$
60	12E027	HAM, SMOKED, BONE IN, SKINLESS	Whole, shankless Fresh	2 X 9 kg			315.1	\$	kg	\$
61	13A002	LAMB LEG, BONELESS, NETTED	Canadian Meat Spec #1234R	6 x 1.5kg			176	\$	kg	\$
62	13C001	LAMB, LOIN CHOPS	Canadian or New Zealand Spring lamb, Min 13mm max 15mm Thick	1 X 5 KG			15	\$	kg	\$
63	13C004	LAMB, CUBED	25 mm Cubes	2 x 2.5 Kg			42	\$	kg	\$
64	14A001	VEAL, INSIDE ROUND	Grain Fed, boneless 5-5.7kg frozen	1 X 5 Kg			113.6	\$	kg	\$
65	14A002	VEAL, DICED	Shank Meat 20mm cross cut Canadian Council Spec #1395	1 x 5 kg			70	\$	kg	\$
66	14B002	VEAL, CUTLETS, BREADED	Grain Fed solid muscle tenderized	1 X 168 ea			9	\$	kg	\$
67	14C004	VEAL CUTLETS, TENDERIZED	Grain Fed, solid muscle	40 x 125 g			17	\$	kg	\$
68	15B001	CRAB, FLAKES, IMITATION	N/A	1 X 4.54 kg			22.2	\$	kg	\$
69	15B002	SHRIMP, PEELED & DEVEINED, TAIL OFF, 21 / 25 COUNT	Tiger unbreaded 21/25 count	1 X 1.36 kg			134.4	\$	kg	\$
70	15B024	SHRIMP, LIGHTLY BREADED, 21 / 25 COUNT	fantail	1 X 2.27 kg			49.9	\$	kg	\$
71	15B030	SCALLOPS	Canadian 20/30 Count IQF Moisture Vapour Proof Sealed Bag	2 X 2.27 kg			68.9	\$	kg	\$
72	15B085	SQUID	Calamari Rings Breaded	1 X 10 kg			10	\$	kg	\$
73	15B088	SCALLOPS, BABY	Canadian 80/100 Count IQF Moisture vapour proof sealed bag	2 X 5 lb			13.6	\$	kg	\$
74	15B108	SHRIMP, COOKED PEELED & DEVEINED, 21 / 25 COUNT	Cooked tail off 21/25 count	4 x 1.36 Kg			7.3	\$	kg	\$
75	15B131	SHRIMP P&D PIECES RAW	Shrimp Pieces Raw, peeled deveined 80/100 Count	10 X 2 Lbs			36.3	\$	kg	\$
76	15C114	COCONUT CRUSTED TILAPIA FILLETS	IQF 5-6 oz portions	1 X 4.54 KG			77	\$	kg	\$
77	15C115	LIME TILAPIA FILLETS	IQF 5-6 oz portions	32 X 5 OZ			16.6	\$	kg	\$
78	15C116	SALMON, FILET, SMOKEY APPLEWOOD	N/A	2 X 2.27 Kg		HIGHLINER	46.4	\$	kg	\$
79	15D002	SOLE, FILLETS, RAW	IQF 6oz Pin Bone Removed	1 X 4.54 kg			83.1	\$	kg	\$
80	15D004	HALIBUT, STEAK	168g portion Frozen	1 X 4.54 kg			13.6	\$	kg	\$
81	15D005	SALMON, WHOLE, DRESSED	IQF	1 X 4.54 kg			10.05	\$	kg	\$
82	15D011	ARCTIC CHAR, WHOLE	IQF, Dressed	1 X 4.54 kg			13.62	\$	kg	\$
83	15D034	TROUT, FILLETS	Lake Frozen IQF 168g	1 X 4.54 Kg			47	\$	kg	\$

