



**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**

**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

<b>Title - Sujet</b> RISO - Coffee and Dispenser RISO	
<b>Solicitation No. - N° de l'invitation</b> W0107-171524/A	<b>Date</b> 2018-03-07
<b>Client Reference No. - N° de référence du client</b> W0107-171524	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-903-1483
<b>File No. - N° de dossier</b> PET-7-47008 (903)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-03-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613)401-3643 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Solicitation No. - N° de l'invitation

W0107-171524

Client Ref. No. - N° de réf. du client

W0107-171524

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-7-47008

Buyer ID - Id de l'acheteur

PET 903

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 Periodic Usage Report Form, and the Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1 To establish a Regional Individual Standing Offer (RISO) for the provision of non-alcoholic beverages, specifically ground coffee, coffee beans, liquid coffee and frozen juice concentrates complete with dispensing machines, for the Department of National Defence at Garrison Petawawa.

The period for making call-ups against the Standing Offer is from date of issuance to 31 March 2019.

- 1.2.2 This requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services.

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 2.1.1 SACC Manual 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](mailto: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](mailto: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](mailto:kingston.procurement@pwgsc-tpsgc.gc.ca).

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

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

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

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

### 3.1.2 Exchange Rate Fluctuation

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 (2) 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 Financial Evaluation

##### 4.1.1.1 Mandatory Financial Criteria

Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex B, FOB Destination as indicated. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. Assessment will take into account end yields and case sizes. In the event that a bidder does not provide a price for any item PWGSC will, for assessment purposes only, substitute the highest price quoted (by another bidder) for the item for which they did not provide a quote. If all bidders fail to provide a price for a particular item, that item will be eliminated from the assessment. This will be for the purposes of obtaining an aggregate total for each bidder.

The aggregate value is the sum of all extended prices.

#### 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*.

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### 5.1.2.1.1 SACC Manual Clause A3050T (2014-11-27) Canadian Content Definition

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.canada.ca/en/employment-social-development/canada-labour) 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 "D". 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 quarterly reporting periods are defined as follows:

1<sup>st</sup> quarter: 1 January 2018 to 31 March 2018;

2<sup>nd</sup> quarter: 1 April 2018 to 30 June 2018;

3<sup>rd</sup> quarter: 1 July 2018 to 30 September 2018;

4<sup>th</sup> quarter: 1 October 2018 to 31 December 2018.

The data must be submitted to the Standing Offer Authority no later than thirty (30) 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 2018 to 31 March 2019.

#### **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: Mary Lou Harrington  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 101 Menin Rd, Bldg S-111 Garrison Petawawa, Ontario

Telephone: 613- 687- 0789  
Facsimile: 613- 687- 6656  
E-mail address: [marylou.harrington@pwgsc-tpsgc.gc.ca](mailto:marylou.harrington@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

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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 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 \$ 15,000.00 (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 [2010A](#) (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 Contract 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.

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**ANNEX "A"**  
**REQUIREMENT**

**1.0 Delivery Requirements:**

- 1.1 Unless otherwise specified, all deliveries are to be made direct to Normandy Court Kitchen/Catering, Building G-104.
- 1.2 All/any CF Unit training within the area is an additional user. Call-ups, billing & delivery instructions shall be by unit. There will be no delivery to the field.
- 1.3 Deliveries to Building G-104 may be made on a DAILY basis, Monday to Friday from 0630 to 1400 hours only.
- 1.4 Changes/increases/decreases to call-ups may be made 24 hours in advance of expected delivery.
- 1.5 Normal delivery shall be made within 3 calendar days of call-up.
- 1.6 There shall be no additional delivery charge.
- 1.7 Emergency delivery may be required on weekends, with 2 hours of notification.

**2.0 Type of Transport:**

- 2.1 Delivery shall be made in refrigerated transport. The acceptable temperature range shall be from 1.5°C to 4°C (35°F to 40°F).
- 2.2 The delivery vehicle must meet or exceed the standards set in the Sanitation Code for Canada's Foodservice Industry, current issue.
- 2.3 Minimum size of vehicle for compatibility with loading dock at Bldg. G-104 is 3 tonne.

**3.0 Rejects:**

- 3.1 The Contractor agrees to replace any rejected or shorted item within twenty-four (24) hours of notification of rejection. Any delivery or additional costs incurred to be solely at the contractor's expense.

**4.0 Equipment and Servicing Requirement:**

- 4.1 The contractor shall provide all equipment required to dispense the beverages to the Normandy Court dining room.
- 4.2 The equipment supplied must be new.
- 4.3 All equipment must be equipped with an on/off switch so daily cleaning can be performed.
- 4.4 A preventive maintenance program of at least once every month must be in place for each piece of equipment. The successful Contractor shall provide a copy of the schedule within 1 week after issuance of the Standing Offer. The Consignee will perform the preventative maintenance on each piece of equipment.
- 4.5 Servicing of equipment shall be provided within 12 hours of a call at no additional charge to Canada.
- 4.6 Should equipment require replacing, replacement equipment shall be received and installed within 72 hours of notice, at no additional charge to Canada.

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- 4.7 A written report shall be provided to the Kitchen Manager or his representative for each time a technician services any of the equipment.
- 4.8 The Contractor shall provide a trained company representative to instruct and demonstrate the proper maintenance and cleaning of all machines to supervisors and staff. This training shall be complete two (2) times per year and shall be coordinated by Normandy Court manager, at no additional cost to Canada.
- 4.9 The timing of the initial setup, and/or equipment replacement will be arranged with the manager of Normandy Court to minimize downtime to the kitchen.
- 4.10 The Consignee acknowledges the financial responsibility for any loss or damage to the equipment with the exception of items normally covered under warranty and/or due to normal wear and tear.

**5.0 Equipment/Machines Required:**

- 5.1 Provide soluble coffee machine for each meal area with a manual dispenser and which also has an independent exit for hot water dispensing. It must be able to provide a minimum of 4500 cups of coffee per hour. Extra hot water supply will be the responsibility of the consignee.
- 5.2 Fresh roasted and ground:
- a. two (2) regular coffee machines with two (2) insulated containers of 1.5 gallons each
  - b. six (6) insulated containers of 1.5 gallons each
  - c. two (2) coffee grinders with a single receptacle for freshly ground coffee
- 5.3 Juice Dispenser (frozen):
- a. four (4) juice dispensers offering at least six (6) kinds of juice at one time
  - b. dispensers must be equipped with an integrated self-cleaning system
  - c. containers must be disposable and machine ready. Boxes equipped with a disposable bag are not acceptable
  - d. individual containers must have attached dispensing caps, requiring no adjustment from user
  - e. individual containers must have tamperproof seal (foil or other) to eliminate tampering
  - f. the equipment to mix the product must be controlled mechanically. Dispensers that work with the mixing done manually are not acceptable

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## **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.

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**ANNEX "C"**

**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	<a href="mailto:Marylou.harrington@pwgsc-tpsgc.gc.ca">Marylou.harrington@pwgsc-tpsgc.gc.ca</a>
<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.:*

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## **ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX "B" COFFEE AND JUICE DISPENSERS -- BASIS OF PAYMENT**

SO Name	SO #	Supplier	Start Date	End Date
Coffee & Juice w/dispensers	W0107-171524			

  

ITEM NUMBER	ITEM CODE	ITEM DESCRIPTION	CASE DESCRIPTION	SUPPLIER ITEM CODE	BRAND	UNIT OF SERVICE	EST. QTY of CASES PER YEAR	UNIT OF MEASUREMENT	FROZEN JUICE: COST PER ML END YIELD	FROZEN JUICE: END YIELD	UOM QTY	UNIT PRICE PER UOM
1	2B021	COFFE GROUND, 100% COLUMBIAN 18 X 8 OZ or 18 x 0.23 kg CASE				CASE	182	Gram	N/A	N/A	4,086	
2	2B071	COFFEE BEANS, WHOLE 100% COLUMBIAN 8 X 2.5 LB or 8 x 1.13 kg				CASE	72	Gram	N/A	N/A	9,090	
3	2B075	COFFEE BEANS COUNTRY ROAST, 8 X 2.5 LB or 8 x 1.13 kg				CASE	13	Gram	N/A	N/A	9,090	
4	2B086	COFFEE ARABICA, WHOLE BEANS 8 X 2.5 LB or 8 x 1.13 kg				CASE	16	Gram	N/A	N/A	9,090	
5	2B175	COFFEE BEANS, WHOLE ROASTED, 8 X 2.5 LB or 8 x 1.13 kg				CASE	12	Gram	N/A	N/A	9,090	
6	2B273	COFFEE, FREEZE DRIED 100% 12 X 8 OZ or 12 x 0.23 kg pouch				CASE	61	Gram	N/A	N/A	2,880	

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ITEM NUMBER	ITEM CODE	ITEM DESCRIPTION	CASE DESCRIPTION	SUPPLIER ITEM CODE	BRAND	UNIT OF SERVICE	EST. QTY of CASES PER YEAR	UNIT OF MEASUREMENT	FROZEN JUICE: COST PER ML-END YIELD	FROZEN JUICE: END YIELD	UOM QTY	UNIT PRICE PER UOM
7	2G003	FROZEN JUICE, FRUIT PUNCH, RATIO 6 TO 1 CS SIZE: 3 X 3L END YEILD: 84 L				CASE	24	ML			9,000	
8	2G004	FROZEN JUICE, ORANGE JUICE, RATIO 6 TO 1 CS SIZE: 3 X 3L				CASE	41	ML			9,000	
9	2G007	FROZEN JUICE,APPLE JUICE, Ratio 7 to 1, CS SIZE: 3 X 3L end yeild: 96 L				CASE	41	ML			9,000	
10	2G011	FROZEN JUICE, CRANBERRY JUICE, CS SIZE: 3 X 3L				CASE	12	ML			9,000	
11	2G015	FROZEN JUICE, PINK GRAPEFRUIT, RATIO 4 TO 1 CS SIZE: 3 X 3L END YEILD: 96 L				CASE	18	ML			9,000	
12	2G032	FROZEN JUICE, LEMONADE, ratio 7 to 1 CS SIZE: 3 X 3L END YEILD: 96 L				CASE	18	ML			9,000	
13	2G045	FROZEN JUICE, ICED TEA, RATIO 7 TO 1 CS SIZE: 3 X 3L END YEILD: 96 L				CASE	12	ML			9,000	



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ITEM NUMBER	ITEM DESCRIPTION	CASE DESCRIPTION	SUPPLIER ITEM CODE	BRAND	UNIT OF SERVICE	EST. QTY of CASES PER YEAR	UNIT OF MEASUREMENT	FROZEN JUICE: COST PER ML-END YIELD	FROZEN JUICE: END YIELD	UOM QTY	UNIT PRICE PER UOM
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