



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1ère étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

<b>Title - Sujet</b> RMSO Bread & Rolls	
<b>Solicitation No. - N° de l'invitation</b> EC095-180001/A	<b>Date</b> 2018-03-12
<b>Client Reference No. - N° de référence du client</b> EC095-180001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MCT-015-5381
<b>File No. - N° de dossier</b> MCT-7-40047 (015)	<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 2018-04-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.	<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506)851-6948 ( )	<b>FAX No. - N° de FAX</b> (506)851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA CFB GAGETOWN & CSC INSTITUTIONS IN RENOUS & DORCHESTER, NB and SPRINGHILL & TRURO, NS Canada	
<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.	

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

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**  
NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

**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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## 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:

- Annex A – Requirement
- Annex B – Basis of Payment
- Annex C – Electronic Payment Instruments
- Annex D - Complete List of Each Individual Who Are Currently Directors and/or Owners of the Offeror

### 1.2 Summary

**1.2.1** Request for Regional Master Standing Offer (RMSO) for the supply and delivery of **Bread and Rolls to Department of National Defence**, the 5th Canadian Division Support Base Gagetown located in Oromocto, New Brunswick **and to Correctional Service Canada Institutions** located in Renous & Dorchester New Brunswick and Springhill & Truro Nova Scotia on an as and when requested basis for the period from **01 May 2018 to 30 April 2019** inclusive.

**1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### 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: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

### 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.

Due to the nature of the Request for Standing Offers, **transmission of offers by email to PWGSC will not be accepted.**

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (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 **New Brunswick**.

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 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, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Financial Offer

Offerors must submit their financial offer in accordance with the **Annexes B, Basis of Payment**.

### 3.1.1 Electronic Payment of Invoices - Offer

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

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

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

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013/11/06), Exchange Rate Fluctuation

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### Prices – Items

Offeror **must submit firm prices for all items listed at Annexes B.**

#### 4.1.1 Financial Evaluation

##### 4.1.1.1 SACC Manual Clause

M0220T (2016/01/28), Evaluation of Price - Offer

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

*(Derived from - Provenant de: M0069T, 2007/05/25)*

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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 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.

#### **5.1.1 Integrity Provisions – Required Documentation**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## 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 Annexes "A".

#### 6.2 Security Requirements

6.2.1 **For DND: There is no security requirement applicable to the Standing Offer for DND.**

6.2.2 **For CSC Institutions: On receipt of a Standing Offer, the Supplier must provide a list of its drivers to the Institutions of Correctional Services Canada in order for the drivers to be cleared by a Canadian Police Information Center (CPIC) Security check before deliveries can be made to the various Institutions.**

**The Suppliers must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements.**

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

###### Periodic Usage Reports - Standing Offer

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 data must be submitted for the standing offer period to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than two months after the end of the reporting period.

*(Derived from - Provenant de: M7010C, 2012/07/16)*

## 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 **May 1, 2018 to April 30, 2019** inclusive.

### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annexes "A" of the Standing Offer.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charlotte Drisdelle  
Title: Supply Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1

Telephone: (506) 851-6948  
Facsimile: (506) 851-6759  
E-mail address: [charlotte.drisdelle@pwgsc-tps.gc.ca](mailto:charlotte.drisdelle@pwgsc-tps.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:

#### ***Details will be provided in any resulting 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.

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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### 6.5.3 Offeror's Representative (Offeror please complete with offer)

#### Placing Orders:

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### Delivery follow-up:

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### General Enquiries:

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

**Department of National Defence**  
5th Canadian Division Support Base Gagetown  
PO Box 17000, Station Forces  
Oromocto, New Brunswick  
E2V 4J5

#### Correctional Service Canada Institutions as follows including the Inmates' Canteens:

**Atlantic Institution**  
13175 Route 8  
P.O. Box 102  
Renous, NB E9E 2E1

**Dorchester Penitentiary – Medium Sector**  
4902 Main Street  
Dorchester, NB E4K 2Y9

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**Dorchester Penitentiary – Minimum Sector**  
**4902 Main Street**  
**Dorchester, NB E4K 2Y9**

**Springhill Institution**  
**330 McGee Street**  
**P.O. Box 2140**  
**Springhill, NS B0M 1X0**

**Nova Institution**  
**330 James Street**  
**Truro Nova Scotia B2N 6R8**

#### **6.7 Call-up Procedures**

As indicated in Annex A.

#### **6.8 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.

#### **6.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

## 6.10 Financial Limitation

The total budget over the period of the standing offer is **for administrative purposes only**. This does not limit the amount of business that an Offeror can conduct with the Federal Government under the Standing Offer.

## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017/06/21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2016/04/04), General Conditions - Goods (Medium Complexity);
- e) Annexes A, Requirement;
- f) Annexes B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_

## 6.12 Certifications and Additional Information

### 6.12.1 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.

## 6.13 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 **New Brunswick**.

## B. RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

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

## 6.2 Standard Clauses and Conditions

### 6.2.1 General Conditions

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

Section 16 Interest on Overdue Accounts, of **2010A (2016/04/04)** will not apply to payments made by credit cards.

### 6.2.2 SACC Manual Clauses

#### 6.2.2.1 Price Adjustment - Wheat

The prices detailed in the Contract are subject to upward or downward adjustment to allow for any increase or decrease established by the Canadian Wheat Board or the Ontario Marketing Board. A copy of the Contractor's notification or price increase or decrease from the applicable Board must be provided to the Contracting Authority.

The Contract will be amended to reflect the actual price of the increase or decrease at time of delivery. The Contractor must not invoice at prices other than those specified in the contract.

*(Derived from - Provenant de: C3603C, 05/08/12)*

#### 6.2.2.2 Delivery and Unloading

1. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

*(Derived from - Provenant de: D0018C, 30/11/07)*

## 6.3 Term of Contract

### 6.3.1 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

#### 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 a firm price as specified in Annexes B. Customs duties are included and Applicable Taxes are extra.

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

*(Derived from - Provenant de: C0207C, 2013/04/25)*

### 6.4.2 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

### 6.4.3 Electronic Payment of Invoices – Call-up

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

*(As identified in Annex "C")*

- 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)

## 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.

One (1) copy must be forwarded to the consignee.

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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## 6.6 SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9062C	Canadian Forces Site Regulations	2011/05/16
A9068C	Government Site Regulations	2010/01/11
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

## 6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) **5 CDSB Gagetown, Oromocto, New Brunswick and to CSC Institutions located in Renous and Dorchester New Brunswick and Springhill and Truro Nova Scotia** Incoterms 2000 for shipments from a commercial contractor.

Solicitation No. - N° de l'invitation  
EC095-180001/A  
Client Ref. No. - N° de réf. du client  
EC095-180001

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

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" 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)



**«*REQUIREMENT*»**

**«*Bread & Rolls*»**

***5<sup>th</sup> Canadian Division  
Support Base Gagetown***

**STATIC FEEDING REQUIREMENTS**

**01 May 2018 to 30 April 2019**

## Annex A – DND - EC095-18 0001

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### **SUPPLY & DELIVERY TO 5 CDSB GAGETOWN**

#### **REQUIREMENT**

To supply and deliver “**Fresh Bread, Rolls & miscellaneous other products**” on an as and when requested basis to specified locations at 5 CDSB Gagetown.

The offeror **must ensure 100% compliance** with this Annex “A” and the «List of Products» at Annex “B”. Any deviations **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), in writing, **PRIOR to bid closing**. Failure to do so will render your bid non-compliant and will be rejected,

The offeror **MUST** provide a price for **EACH item** and **MUST** be able to supply 100% of the items on the «List of Products» in Annex “B”.

#### **SCOPE OF SERVICES**

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

***Bread, Buns/Rolls, Bagels, English Muffins, Pitas and Tortillas***

#### **PRICING**

**All shipping charges must be included in the quoted prices.** If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

#### **LOSS OR DAMAGED BREAD RACKS**

The consignee agrees to reimburse the contractor the set **amount of \$\_\_\_\_\_ per lost or damaged Bread Racks**. To assist in the controlling of Bread Racks the supplier agrees to remove all Bread Racks at each delivery, and to provide the Consignee with a running total of all Bread Racks delivered and returned.

#### **CALL-UP PROCEDURES**

All orders will be placed in writing. Supplier should be able to receive all orders by Email and Facsimile.

All orders will be placed **four (4)** days prior to the expected day of delivery. All orders will be placed by **11h30 am Atlantic Time (supplier indicate if otherwise\_\_\_\_\_)**.  
Certain products may have other mandatory delivery requirements than listed above.

### FOOD DELIVERIES

Deliveries must be made direct to a specified location, and **MUST** be between the hours of **0730hrs and 1130hrs, (delivery completed)** Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays. The contractor shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit. Note that there may be no deliveries available one day per week other than on Sunday.

### ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified product **must be immediately brought to the attention** of the designated Food Services representative, **at time of ordering or within 2 hours maximum**; who in turn is the only approving authority for substitutions.

### REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item within 24 hours, ***“delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractor’s expense”***.

### DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no pack size and product type or price be changed after award of the standing offer UNLESS they are changes to the bakery’s product line or discontinued. The supplier’s representative must therefore notify the Standing Offer Authority at PSPC of the change. Changes will only take effect when the Standing Offer Authority has accepted the change.

The supplier’s representative **must advise** the Standing Offer Authority **and** DND's representative named below of **any changes to Product Codes or other related issues arising concerning products**.

*This representative will be identified at award of the standing offer.*

### DELIVERY SERVICE LEVELS

Deliveries MUST be provided as and when requested.

Deliveries are to be made direct to a specified location as advised.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, COST to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting kitchen.

Delivery personnel must be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

### REQUIREMENTS PERTAINING TO INVOICING

A bill of lading and a computerized purchase invoice in three (3) copies "***One original and two copies***" must be provided to the client at the time of each delivery, "***Hand written invoices will not accepted***"

If and when corrections to an invoice are made, you MUST reprint a corrected copy to be supplied at time of delivery. No hand written corrections on invoices will be accepted.

The client will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

#### **Invoices must contain the following information:**

Attn:

***Name of Requesting Kitchen  
Kitchens Complete Mailing Address  
Invoice control number  
Delivery Date***

### INVOICE PAYMENT

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the contractor shall communicate this information as soon as possible to the receiving Units Comptroller.

### TYPE OF TRANSPORT

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

### EXPIRY DATES:

STANDARDS: All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts
- c) Canadian General Standards Board
- d) CFIA Inspection Standards

### QUALITY ASSURANCE

The «***DND Food Quality Specifications - Bread and Baked Products***» will be used as reference for quality control. These specifications can be found on **Buy and Sell** the Government Electronic Tendering Service (**GETS**) by searching with the following solicitation number.

#### **Bread and Baked Products - E6TOR-13RM07**

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

DND representatives may perform quality assurance inspections at the supplier facilities as required.

## Annex A – DND - EC095-18 0001

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### Vendors' Performance:

The vendor's performance will be monitored by the Food Services Representative or his designated representative.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to immediately COMMUNICATE unavailability of products ordered at time of ordering (or **within 2 hours maximum**);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Services and Procurement Canada.

High quality product and service as defined in «***DND Food Quality Specifications - Bread and Baked Products***» will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein OR non-compliance with Annex B - the «List of Products» more than eight (8) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, quality products or correct product as ordered etc....
2. Additional incidents will result in a written notification requesting corrective action; and
2. For a ninth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

**« REQUIREMENT »**

**«Bread & Rolls»**

**Correctional Service of Canada (CSC)**

***Institutions in New Brunswick & Nova Scotia***

***Delivery MUST be provided to the following Institutions  
including to the Inmates' Canteens***

**Atlantic Institution - Renous, New Brunswick**

**Dorchester Penitentiary – Medium Sector - Dorchester, New Brunswick**

**Dorchester Penitentiary – Minimum Sector - Dorchester, New Brunswick**

**Springhill Institution – Springhill, Nova Scotia**

**Nova Institution – Truro, Nova Scotia**

**01 May 2018 to 30 April 2018**

## Annex A – CSC – EC095-18 0001

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### **SUPPLY & DELIVERY TO ALL CSC INSTITUTIONS LISTED HEREIN**

#### **REQUIREMENT**

To supply and deliver “**Fresh Bread, Rolls & miscellaneous other products**” on an “as and when requested” basis to Correctional Service of Canada’s Institutions located in **Renous** and **Dorchester New Brunswick** and **Springhill** and **Truro Nova Scotia**.

The offeror **must ensure 100 % compliance** to this Annex "A" and the attached «List of Products» in Annex "B". Any deviations **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), in writing, **PRIOR to bid closing**. Failure to do so will render your bid non-compliant and it will be rejected.

The offeror **MUST** provide a price for **EACH item** and **MUST** be able to supply 100% of the items on the «List of Products» in Annex "B".

#### **SCOPE OF SERVICES**

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

***Bread, Buns/Rolls, Bagels, English Muffins, Pitas and Tortillas***

#### **PRICING**

**All shipping cost must be included in the quoted prices.** If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

#### **LOSS OR DAMAGED BREAD RACKS**

The consignee agrees to reimburse the contractor the set **amount of \$ \_\_\_\_\_ / per lost or damaged Bread Racks**. To assist in the controlling of Bread Racks the supplier agrees to remove all Bread Racks at each delivery, and to provide the Consignee with a running total of all Bread Racks delivered and returned. **No metal bread racks are accepted in the Institutions due to security reasons.**

#### **CALL-UP PROCEDURES**

All orders will be placed in writing. Supplier should be able to receive orders by Email and Facsimile.

All orders will be placed **two (2) calendar days** prior to expected day of delivery. All orders will be placed by **11h30 am Atlantic Time (fournisseur indiquez si autrement \_\_\_\_\_)**.  
Certain products may have other mandatory delivery requirements than listed above.

### FOOD DELIVERIES

Deliveries must be made direct to a specified location as listed herein. The contractor shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit. Note that there may be no deliveries available one day per week other than on Sunday.

### ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified product **must be immediately brought to the attention** of the designated Food Services representative, ***at time of ordering or within 2 hours maximum***; who in turn is the only approving authority for substitutions.

### REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item within 24 hours, ***“delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractor’s expense”***.

### DISCREPANCIES AND SUBSTITUTIONS

No items shall be substituted unless the substitution is authorized by the Food Services Officer indicated on the call-up document.

It is a condition that no pack size, product type or price be changed after award of the standing offer UNLESS they are changes to the bakery’s product line or discontinued. The supplier must therefore notify the Standing Offer Authority at PSpC of the change. Changes will only take effect when the Standing Offer Authority has accepted the change.

The supplier’s representative **must advise** the Standing Offer Authority of **any changes to Product Codes or other related issues arising concerning products**.

### DELIVERY SERVICE LEVELS

Deliveries MUST be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein. All security policies must be adhered to for deliveries on institutional grounds.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, COST to return these products will be the responsibility of the supplier.

The contractor shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

Delivery personnel must be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, he (the supplier) will be responsible for the Performance of that contractor.

### REQUIREMENTS PERTAINING TO INVOICING

A computerized or typed purchase invoice **one (1) copy only** must be provided to the client at the time of each delivery. ***“Hand written invoices will not accepted”***

If and when corrections to an invoice are made, you MUST reprint a corrected copy to be supplied at time of delivery. No hand written corrections on invoices will be accepted.

The client will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

### ALL Invoices MUST contain the following information:

1. Purchase Order Number
2. Attention: Name of Requesting Institution/Section
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

### INVOICE PAYMENT

The consignee will forward invoices to the requesting Institution for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the supplier shall communicate this information as soon as possible to the receiving Institution.

### TYPE OF TRANSPORT

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

### EXPIRY DATES:

STANDARDS: All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts
- c) Canadian General Standards Board
- d) CFIA Inspection Standards

### QUALITY ASSURANCE

The «***DND Food Quality Specifications - Bread and Baked Products***» will be used as reference for quality control. These specifications can be found on **Buy and Sell** the Government Electronic Tendering Service (**GETS**) by searching with the following solicitation number.

#### **Bread and Baked Products - E6TOR-13RM07**

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

CSC representatives may perform quality assurance inspections at the supplier facilities as required.

### **Vendor's Performance:**

The vendor's performance will be monitored by the Food Services Officer or his designated representative at each individual Institution.

#### **«Performance Factors» will include, but NOT limited to:**

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to immediately COMMUNICATE unavailability of products ordered at time of ordering (or **within 2 hours maximum**);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Services and Procurement Canada.

High quality product and service as defined in **«DND Food Quality Specifications - Bread and Baked Products»** will be required during the period of this standing offer. Failure to provide the level of **quality of goods and services as defined herein OR non-compliance with Annex B - the «List of Products»** more than eight (8) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, quality products or correct product size etc....
2. Additional incidents will result in a written notification requesting corrective action;  
and
3. For a ninth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

### **MANDATORY DELIVERY INSTRUCTIONS FOR EACH INDIVIDUAL INSTITUTION**

#### **Atlantic Institution (AI) - Renous, N.B.**

Atlantic Institution will **require two (2) deliveries per week**

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

Emergency Deliveries only, will be accepted as per their regular delivery hours but up until 16h00 (delivery completed) with prior arrangements.

#### **Location of Delivery - Mandatory Requirement:**

All deliveries to Atlantic Institution **MUST** be made to the loading docks and are to be received by **Central Receiving**.

#### **Dorchester Penitentiary (DI) – Medium and Minimum Sectors- Dorchester NB**

Dorchester Penitentiary – Medium and Minimum Sectors require **two (2) deliveries per week**

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

Emergency Deliveries will be accepted as per their regular hours of delivery.

#### **Location of Delivery - Mandatory Requirement:**

All deliveries to DP Medium & Minimum Sector including the inmates' canteens must be made to the building indicated as «Procurement & Stores».

#### **Springhill Institution (SI) - Springhill, N.S.**

Springhill Institution will require **two (2) deliveries per week**.

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

Emergency Deliveries will be accepted during the same hours as regular deliveries.

For Springhill Institution, the days of delivery, for the duration of the standing offer, will be determined between a Representative from the Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

#### **Location of Delivery - Mandatory Requirement:**

All deliveries to Springhill Institution for the Kitchen **MUST** be made directly to the **Back Door of the Kitchen**. The truck **MUST ALWAYS** be capable to go directly to the Kitchen's Back Door.

## **Annex A – CSC – EC095-18 0001**

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Other deliveries to the Inmates' Canteen can be dropped at the warehouse.

### **Nova Institution (NI) - Truro, N.S.**

Nova Institution will require **one (1) delivery per week**. Deliveries **MUST be on Fridays only!**

**Deliveries to Nova Institution MUST be made from 8h30 until 11h30 only.** (deliveries must be "completed" by 11h30).

Emergency Deliveries: To be determined by the Food Services Officer when order is placed.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to Nova Institution MUST be made at the BACK DOOR of the building called «Food Services/Stores Area» situated inside institutional grounds.

### **NOTE:**

For all Institutions, the days of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

There MUST be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

### **EMERGENCY DELIVERIES:**

#### **LOCK DOWN Emergency Deliveries:**

Orders MUST be delivered within 24 hour notice, excluding Sundays & Statutory Holidays only, for Emergency Deliveries due to a LOCK DOWN.

In the event an order CANNOT be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc..., the supplier will be required to make delivery the following business day and NO LATER than the second business following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
1	3B003	22,500	loaf	<b>Bread, White, Sliced, Expiry/Best Before Date MUST be minimum 6 to 7 days from the day of delivery. No Substitute This product must be fresh and never previously frozen.</b>	minimum 14 slices + 2 heels or greater					per bread
2	3B011	1,250	loaf	<b>Bread, Texas White Toast or equivalent This product must be fresh and never previously frozen.</b>	15 slices + 2 heels approximately					per bread



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
3	3C003	10,500	loaf	<b>Bread, 100% Whole Wheat.</b> Sliced, Expiry/Best Before Date MUST be minimum 6 to 7 days from the day of delivery. No substitute <b>This product must be fresh and never previously frozen.</b>	minimum 14 slices + 2 heels or greater					per bread
4	3A030	2,100	loaf	<b>Bread, Multigrain</b> No Substitute <b>This product must be fresh and never previously frozen.</b>	approximately 12 slices + 2 heels					per bread
5	3A009	1,300	loaf	<b>Raisin Bread or Cinnamon Raisin Bread</b> no substitute <b>This product must be fresh and never previously frozen.</b>	approximately 14 slices + 2 heels					per bread



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread</u> & <u>Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
6	3A032	1,000	loaf	<b>French Bread, must be Thick Sliced</b> no substitute <b>This product must be fresh and never previously frozen.</b>	approximately 12 slices + 2 heels ( <b>must be thick sliced</b> )					per bread
7	3A033	2,500	loaf	<b>Bread, Dark Rye</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	16 slices + 2 heels approximately					per bread
8	(Z) 3E166	3,000	pkg	<b>Sausage Buns, must be 6" and pre-sliced</b> no substitute <b>This product must be fresh and never previously frozen.</b>	6's -12's					per pkg



**DND 5th Canadian Division Support Base Gagetown**  
**MDN Base de soutien de la 5e Division du Canada Gagetown**

File No / No de dossier: EC095-180001/A Annex "B" - Basis of Payment  
 Title / Titre: Bread & Rolls

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
9	(Z) 3E012	3,000	pkg	Sub Buns must be 9" and pre-sliced no substitute This product must be fresh and never previously frozen.	6's -12's				par	pkg
10	3D021	1,500	pkg	<b>Hamburger Buns, Whole Wheat</b> , No Substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's -12's				per	pkg
11	3D004	9,000	pkg	<b>Hamburger Buns, Sesame Seed Top</b> , No Substitute. This product may have been previously fresh frozen but must be delivered fresh.	12's approximately				per	pkg



**DND 5th Canadian Division Support Base Gagetown**  
**MDN Base de soutien de la 5e Division du Canada Gagetown**

File No / No de dossier: EC095-180001/A Annex "B" - Basis of Payment  
 Title / Titre: Bread & Rolls

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
12	3D007	800	pkg	<b>Hotdog Buns</b> , Side Split Bun or Top Slice Bun. This product may have been previously fresh frozen but must be delivered fresh.	must be 12 per package no substitute					pkg
13	(Z) 3E001	9,000	pkg	<b>Kaiser Rolls</b> no substitute <b>This product must be fresh and never previously frozen.</b>	6's - 12's per pack					pkg
14	3F048	2150	pkg	<b>English Muffins, Whole Wheat</b> , no substitute, regular size approximately 62g each. <b>This product must be fresh and never previously frozen.</b>	6's approximately					pkg



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
15	3F015	1250	pkg	<b>English Muffins, Plain</b> no substitute, regular size approximately 62g each. <b>This product must be fresh and never previously frozen.</b>	6's approximately				per	pkg
16	3F002	2150	pkg	<b>Bagels, Plain</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately				per	pkg
17	3F034	2150	pkg	<b>Bagels, Sesame</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately				per	pkg
18	3F002	2150	pkg	<b>Bagels, Cinnamon Raisin</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately				per	pkg



**DND 5th Canadian Division Support Base Gagetown**  
**MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment**  
**Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
19	3F030	2150	pkg	<b>Bagels, 12 Grain</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately					per pkg
20	3F052	2150	pkg	<b>Bagels, Whole Wheat or Whole Wheat Sesame</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately					per pkg
21	3G063	2150	pkg	<b>Tortilla, Whole Wheat and Flax or Ancient Grains with Flax, Quinoa, Millet and other grains, Must be 10"</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	<b>Must be 10"</b> 5 to 12 per package approximately					per pkg



**DND 5th Canadian Division Support Base Gagetown**  
**MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A Annex "B" - Basis of Payment**  
**Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:										
Period / Période: 2018-05-01 - 2019-04-30										
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price	
22	3G017	2150	pkg	<b>Tortilla, Original White, Must be 10"</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	<b>Must be 10"</b> 5 to 12 per package approximately					pkg per
23	3G020	2150	pkg	<b>Tortilla, Tomato Basil or Sundried Tomato, Must be 10"</b> no substitute. This product may have been previously fresh frozen but must be delivered fresh.	<b>Must be 10"</b> 5 to 12 per package approximately					pkg per
24	(Z) 3E115	1350	pkg	<b>Salad Rolls, White</b> no substitute	12's per pack approximately					pkg per
25		1350	pkg	<b>Salad Rolls, Whole Wheat</b> no substitute	12's per pack approximately					pkg per



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:									
Period / Période: 2018-05-01 - 2019-04-30									
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread</u> & <u>Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price
26				Miscellaneous additional other items not listed herein at wholesale price less a _____% discount or at cost price plus a _____% markup.					
				<b>PRICING: Suppliers MUST provide a price for each and every item</b> and be able to supply all items listed in this Annex "B".					
				<b>Basis of Evaluation/ Selection:</b> Only one standing offer will be awarded to the lowest aggregate bid, total extended cost of all items including DND & CSC, meeting all mandatory requirements.					



**DND 5th Canadian Division Support Base Gagetown  
MDN Base de soutien de la 5e Division du Canada Gagetown**

**File No / No de dossier: EC095-180001/A    Annex "B" - Basis of Payment  
Title / Titre: Bread & Rolls**

Vendor Name / Nom du fournisseur:									
Period / Période: 2018-05-01 - 2019-04-30									
Item No.	Unitrak No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread &amp; Number of slices / No of Units per Pack / &amp; Product's Dimension where specified</u>	Brand Offered	Product Number	Price
				<p><b>Any deviations MUST be approved</b> by the Standing Offer Authority at Public Services and Procurement Canada, in writing, <b>PRIOR to bid closing</b>. A change, if any, will be posted on Buy and Sell in an amendment.</p>					
				<p><b>Prices should be submitted with this Annex "B"</b>. A copy in Excel format can be obtained by contacting the Standing Offer Authority by telephone or email.</p>					
				<p>It is the <b>responsibility of the offerer to obtain clarification</b> of each item of the requirements contained herein, if necessary, prior to submitting their offer or <b>PRIOR to bid closing</b>.</p>					

File No / No de dossier: EC095-180001/A Annex "B" - Basis of Payment  
 Title / Titre: Bread and Rolls / Pain et Petits Pains

Vendor Name / Nom du fournisseur: Period / Période: 2018-05-01 - 2019-04-30								
Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price
1	9,420	loaf	<b>Bread, White, Sliced</b> Expiry Date/Best Before Date <b>MUST</b> be a <b>minimum of 6 to 7 days</b> from the day of delivery. This product must be fresh and never previously frozen.	<b>must be minimum 14 slices + 2 heels or greater no substitute</b>				per loaf
2	9,600	loaf	<b>Bread, White, Sliced</b> Expiry Date/Best Before Date <b>MUST</b> be a <b>minimum of 12 to 14 days</b> from the day of delivery. <b>No Substitute</b> This product must be fresh and never previously frozen.	<b>must be minimum 14 slices + 2 heels or greater no substitute</b>				per loaf

Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price	
3	49,760	loaf	<b>Bread, 100% Whole Wheat,</b> Sliced, Expiry date/Best Before Date MUST be a <b>minimum of 6 to 7 days</b> from the day of delivery. This product must be fresh and never previously frozen.	<b>must be minimum 14 slices + 2 heels or greater no substitute</b>					per loaf
4	57,200	loaf	<b>Bread, 100% Whole Wheat,</b> Sliced, Expiry date/Best Before Date MUST be a <b>minimum of 12 to 14 days</b> from the day of delivery. <b>No Substitute</b> This product must be fresh and never previously frozen.	<b>must be minimum 14 slices + 2 heels or greater no substitute</b>					per loaf
5	6,145	loaf	<b>Bread, 12 Grains</b> No Substitute This product must be fresh and never previously frozen.	Approximately 12 slices + 2 heels or greater					per loaf
6	1,800	loaf	<b>Raisin Bread or Cinnamon Raisin Bread</b> no substitute This product must be fresh and never previously frozen.	Approximately 14 slices + 2 heels or greater					per loaf

Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price	
7	12,838	pkg	<b>Hamburger Buns, White</b> No Substitute. This product may have been previously fresh frozen but must be delivered fresh.	12 per pkg no substitute				per pkg	
8	10,064	pkg	<b>Hot Dog Buns, White.</b> MUST be <b>top sliced only</b> . This product may have been previously fresh frozen but must be delivered fresh. MUST be packs of 12.	12 per pkg only no substitute				per pkg	
9	520	pkg	<b>Sub Buns, White</b> must be cut and hinged, must be <b>6" - 6.5"</b> only No Substitute This product must be fresh and never previously frozen.	6 to 8 per pkg				per pkg	
10	546	pkg	<b>Sausage Rolls, White 6" - 6.5"</b> only and sliced. No Substitute This product must be fresh and never previously frozen.	6 to 8 per pkg				per pkg	

Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price	
11	8,000	pkg	<b>Bagels</b> , Assorted such as plain, sesame, cinnamon, 12 grain, whole wheat, everything etc.... This product may have been previously fresh frozen but must be delivered fresh. <b>Provide ordering code for each flavor</b>	6 to 8 per pkg					per pkg
12	4,000	pkg	<b>English Muffins, Regular White</b> No Substitute This product must be fresh and never previously frozen.	6 per pkg					per pkg
13	1,560	pkg	<b>English Muffins, Regular Whole Wheat</b> No Substitute This product must be fresh and never previously frozen.	6 per pkg					
14	1,700	pkg	<b>Tortilla, Whole Wheat</b> , must be minimum 6" to 7" maximum No substitute This product may have been previously fresh frozen but must be delivered fresh.	minimum 6" to 7" maximum only					per pkg

Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price	
15	3,000	pkg	<b>Tortilla, Whole Wheat</b> , must be minimum <b>10" to 12"</b> maximum No substitute This product may have been previously fresh frozen but must be delivered fresh.	minimum 10" to 12" maximum only				per pkg	
16	1,724	pkg	<b>Sub Buns, White</b> , must be <b>9"</b> No Substitute This product must be fresh and never previously frozen.	6's				per pkg	
17	420	pkg	<b>Kaiser Rolls</b> no substitute This product must be fresh and never previously frozen.	6's - 12's per pack				per pkg	
18		%	<b>Miscellaneous items</b> not listed herein at wholesale price less a discount of _____% or at cost plus a _____% markup to a maximum of 10%.						
			<b>PRICING:</b> Suppliers <b>MUST provide a price for each and every item</b> and be able to supply all items listed in this Annex "B".						

Item	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Price
			<p><b>Basis of Evaluation/ Selection:</b> Only one standing offer will be awarded to the lowest aggregate bid, total extended cost of all items including DND &amp; CSC, meeting all mandatory requirements.</p> <p><b>Any deviations MUST be approved</b> by the Standing Offer Authority at Public Services and Procurement Canada, in writing, <b>PRIOR to bid closing.</b></p> <p>A change, if any, will be posted on Buy and Sell in an amendment.</p>					
			<p><b>Prices should be submitted with this Annex "B"</b>. A copy in Excel format can be obtained by contacting the Standing Offer Authority by telephone or email.</p> <p>It is the <b>responsibility of the offerer to obtain clarification</b> of each item of the requirements contained herein, if necessary, prior to submitting their offer or <b>PRIOR to bid closing.</b></p>					