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Annex A – Requirement

Annex B – Basis of Payment – List of Products

Annex C – Complete List of Each Individual Who Are Currently Directors and/or Owners of the Offeror

Annex D – Information to Suppliers

Annex E – Schedule of Tender Closing Dates and pages 1 of each Tender Closing Date

Annex F – Electronic payment Instruments

RETURN BIDS TO:

**Public Services and Procurement Canada
Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB
E1C 1H1**

or by

Bid Fax: (506)-851-6759

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail (email) to PSPC will not be accepted.

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 - List of Products
- Annex C - Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;
- Annex D - Information to Suppliers
- Annex E - Schedule of Tender Closing Dates and pages 1 of each Tender Closing Date
- Annex F - Electronic Payment Instruments

1.2 Summary

- 1.2.1** Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Fresh EGGS** to **Department of National Defence**, the 5th Canadian Division Support Base Gagetown located in Oromocto, New Brunswick on an as and when requested basis for the period from **03 April 2018 to 31 March 2019** inclusive, divided into two (2) rebid periods for two standing offer periods of six months each.

NOTE: Offers must be submitted for each period as per the schedule in Annex "E". Offerors may bid on any period of their choice.

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

"The requirement is limited to Canadian goods and/or services."

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 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.**

NOTE: Page 1 of each Request for Standing Offers, as per the Schedule of Tender Closing Dates, are included in Annex "E" with each individual closing dates. **Only the page 1 for the current closing date should be submitted.**

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** 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 **Annex 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 "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" 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 at Annex 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)

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/canada-labour's) 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.

5.2. Additional Certifications Precedent to Issuance of a Standing Offer

5.2.1 Canadian Content Certification

5.2.1.1. SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

5.2.1.2 Canadian Content Certification

This procurement is limited to Canadian goods.

The Bidder certifies that:

- () a minimum of 80 percent of the total bid price 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.

(Derived from - Provenant de: A3053T, 11/01/10)

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) (<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 one month 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 **April 3rd, 2018 to March 31st, 2019** inclusive, **divided into two (2) rebid periods** for two standing offer periods of six months each.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "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-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

Solicitation No. - N° de l'invitation
W0105-18F001
Client Ref. No. - N° de réf. du client
W0105-18F001

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

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.

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**

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 cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$31,000.00 per six month standing offer period** (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

(Derived from - Provenant de: M4506C, 2013/04/25)

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.

6.12.2 SACC Manual Clauses

SACC Reference	Section	Date
M3060C	Canadian Content Certification	2008/05/12

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 Delivery of Fresh Chilled or Frozen Products

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18o C or lower, and fresh chilled products between 4o C and 1o C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

(Derived from - Provenant de: D0014C, 30/11/07)

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)

6.2.2.3 Type of Transport

Delivery must be made in refrigerated transport. The acceptable temperature range is from 1.5° C to 4° C or (35° F to 40° F).

(Derived from - Provenant de: D3004C, 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 Annex 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 "F")

- 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.

6.6 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

Solicitation No. - N° de l'invitation
W0105-18F001
Client Ref. No. - N° de réf. du client
W0105-18F001

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

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** Incoterms 2000 for shipments from a commercial contractor.

Solicitation No. - N° de l'invitation
W0105-18F001
Client Ref. No. - N° de réf. du client
W0105-18F001

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

ANNEX "F" 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”

«Fresh Eggs»

***5th Canadian Division Support
Base Gagetown***

STATIC FEEDING REQUIREMENTS

03 April 2018 to 31 March 2019

Divided into two rebid periods for two standing offer periods of six months each

REQUIREMENT

To supply and deliver **“Fresh Grade “A” Large Eggs”** to specified locations in the Gagetown Training Area.

The offeror **must ensure 100% compliance** to this Annex A and attached Annex B the «Product Description». Any deviations **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), in writing, **PRIOR to bid closing**.

SCOPE OF SERVICES

To provide food commodities at specified times to meet the particulars of the requirement.

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

Fresh Eggs

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.

CALL-UP PROCEDURES

All orders may be placed in writing or by telephone. Supplier **MUST** be able to receive all orders by Telephone, Email and Facsimile.

ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified food commodities shall 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, case size or egg size be changed after award of the standing offer UNLESS the pack & case size are changed by the distributor. You will therefore have to notify the Standing Offer Authority at PSPC of the change. Changes will only take effect when the Standing Offer Authority has accepted the change, with DND's approval.

You must advise the Standing Offer Authority **and** DND's representative named below of any changes to Product Codes or other related issues arising concerning this requirement.

The following person will be responsible to relay the information to all kitchens' personnel.

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

FOOD DELIVERIES

Deliveries must be made direct to a specified location, and **MUST** be between the hours of **0730hrs** and **1130hrs**, Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. 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.

DELIVERY SERVICE LEVELS

All orders will be placed a **minimum of two (2) days prior to the expected day of delivery**.

DND personnel will be able to make MINOR amendments to the original order up until **1400hrs**, from Monday to Friday.

Deliveries **MUST** be provided as requested.

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

All products must be delivered in its original box or case.

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 consignee at the time of each delivery, “***Hand written invoices will not accepted***”

The consignee's delivery representative will verify with the contractor'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

Delivery of chilled and/or frozen food commodities **MUST** always be made in climate controlled transport unless the consignee instructs otherwise.

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.

Annex « A » - W0105-18F001

PALLETISING

Orders MUST be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least (2) sides.

Food items MUST be palletized in segregated commodities of:

Chilled

Food items MUST be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

The supplier is responsible for the offloading of all food items

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 - Fresh Eggs**» 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.

Eggs and Egg Products - E6TOR-13RM17

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 » - W0105-18F001

Vendor's 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 Works and Government Services Canada.

High quality product and service as defined in «***DND Food Quality Specifications - Fresh Eggs***» 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 «Product Description» more than six (6) 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 seventh incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

File No / No de dossier: W0105-18F001 Annex "B" - Basis of Payment
Title / Titre: Fresh Eggs

Vendor Name / Nom du fournisseur:						
Period / Période: 03 April 2018 - 31 March 2019 divided into 2 rebid periods for 2 standing offer periods of 6 months each						
Item	Estimated Quantity for a period of 6 months	Unit of Issue	DESCRIPTION	Egg size & case size offered	Product Number	Price
1	800	case	Fresh Canada Grade "A" Large Eggs, Minimum 56 grams per Egg, 180 Eggs/15 dozen Per Case. Advise Grams Being Offered: _____			per case

ANNEX “D” INFORMATION

Tender closing at the office of:

Bid Receiving
Public Services and Procurement Canada (PSPC)
1045 Main Street, 3rd Floor
Moncton, New Brunswick
E1C 1H1

Or by facsimile at: (506) 851-6759

Here is some information that might be of use:

1) **Buy and Sell** – at www.buyandsell.gc.ca Government Electronic Tendering Service (GETS):
<https://buyandsell.gc.ca/procurement-data/tenders>

You must use the **LATEST PUBLISHED VERSION OF THE DOCUMENT**.

Any changes to the Requirement at Annex A, the List of Products at Annex “B” or to a Tender Closing Date at Annex “E” will be provided by publishing an Amendment to the Solicitation on **Buy and Sell**.

2) **Transmission of offers:**

For your Offer to be considered, it must be transmitted by **FACSIMILE** or by **MAIL**.

3) **Request for evaluation results:**

By email to the Supply Officer’s email address. They will be sent to you by PDF format.

Please note that you will have to identify the **File Title, Client’s Reference Number**, the **client department’s name** as well as the **period for which your request applies**.

General Address for the Supply Officer:

4) **For any questions concerning Food Procurement files, you may contact the following person:**

Charlotte Drisdelle
/Supply Officer / Agente d’approvisionnement
Phone number / Téléphone: 506-851-6948
Facsimile number / No de télécopieur: 506-851-6759
Email / Courriel: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

ANNEX "E" - Schedule of Tender Closing Dates

PWGSC Buyer and ID: Charlotte Drisdelle (MCT015)
Client Reference no. W0105-18F001
Subject: Eggs, Fresh
For the following consignee: 5th Canadian Division Support Base Gagetown
Oromocto New Brunswick

Schedule of Tender Closing Dates

Period Identification N°	Two (2) Periods of Six (6) Months Each	Closing Date
W0105-18F001/ 01/ A	03 April 2018 to 30 September 2018	29 March 2018
W0105-18F001/ 02/ A	1st October 2018 to 31 March 2019	05 September 2018



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

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

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

Title - Sujet RISO Fresh Eggs	
Solicitation No. - N° de l'invitation W0105-18F001/01/A	Date 2018-03-13
Client Reference No. - N° de référence du client W0105-18F001	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier MCT-7-40074 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-29	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Drisdelle, Charlotte J.	Buyer Id - Id de l'acheteur mct015
Telephone No. - N° de téléphone (506)851-6948 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5 CDSG FOOD SERVICES GAGETOWN OROMCTO New Brunswick E2V4J5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

