



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300**

**Montreal
Quebec
H5A 1L6**

**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

Food Supply, Montreal/Alimentation, Montréal
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montreal
Quebec
H5A 1L6

Title - Sujet RMSO: GROCERY PRODUCTS	
Solicitation No. - N° de l'invitation E6MON-18PQEP/A	Date 2018-04-25
Client Reference No. - N° de référence du client E6MON-18PQEP	GETS Ref. No. - N° de réf. de SEAG PW-\$MTR-503-14854
File No. - N° de dossier MTR-7-40393 (503)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-07	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Meloche, Laura	Buyer Id - Id de l'acheteur mtr503
Telephone No. - N° de téléphone (514)708-8426 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTÈRE DES SERVICES PUBLICS ET APPROVISIONNEMENT CANADA TOUS LES MINISTÈRES ET ORGANISMES FÉDÉRAUX RÉGION DU QUÉBEC QUÉBEC 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

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Solicitation No. - N° de l'invitation
E6MON-18PQEP/A
Client Ref. No. - N° de réf. du client
E6MON-18PQEP

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-7-40393

Buyer ID - Id de l'acheteur
MTR503
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

1.2.1 Requirement

Public Works and Government Services Canada (PWGSC) wishes to establish Regional Master Standing Offers (RMSO) for the provision and delivery of miscellaneous grocery products on an "as and when needed" basis to all federal departments and ministries located in the Province of Quebec

The proposed term of the RMSO is one (1) year divided into two (2) periods of six (6) months each.

PWGSC reserves the right de issue up to three (3) RMSO per term and per region should this be more advantageous for Canada.

1.2.2 Applicable Trade Agreements

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.

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 in the Schedule of Tender Closing Dates. Tenders must be submitted for each of the periods specified (See Schedule of Tender Closing Dates at Annex B).

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

By mail or delivery service:

PWGSC Bid Receiving Unit:

PWGSC BID RECEIVING UNIT
Bonaventure Place, Southwest portal
800 de la Gauchetière, Suite 7300
Montreal, QC H5A 1L6
Telephone: 514-496-3404

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer – Annex B (1 hard copy and 1 copy by e-mail to:
QueAlimentationEquipeMtl.QueFoodTeamMtl@tpsgc-pwgsc.gc.ca)

Section II: Certifications (1 hard copy)

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit firm prices for all items detailed at Annex B.

Annex B, in Excel format, comprises the following worksheets:

- (a) **Schedule of Tender Closing Dates** - This page contains the precise closing dates of the bids for each of the periods related to the Request for Standing Offers.
- (b) **Page 0X–Période 0X** – This provides the cover page to be used for the submission of your offer for the appropriate period. This page must be completed, signed and dated by the bidder and must be submitted with your bid.
- (c) **ListeMinistère P0X** – This page contains the List of Products for each period and must be completed by the bidder. This List of Products is used by PWGSC for financial evaluation purposes. The bidder must ensure that it is completed, compliant and contains all the information requested.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Financial Evaluation

4.2.1 The evaluation of the tenders will be based on the unit price of each item detailed in Annex B - Basis of Payment - List of Products.

4.2.2 The evaluation of bids will first be done on the respect of mandatory brands and formats. All items that do not respect the mandatory brand and/or format requirements will be rejected from the offer.

4.2.3 Then the offers are evaluated on the format offered versus the format requested. Any items that do not offer the same format as that requested, are standardized to determine its real unit price as follows:

Example of rule of 3:

Format requested: 4 L
Format offered: 3.8 L at \$5.25
Standardized price: $(\$5.25 \times 4L) / 3.8L = \underline{\$5.53/L}$

4.2.4 Product Compliance

The products offered must correspond to the description indicated in Annex "B" List of Products. When a brand is indicated as "MANDATORY", no substitute will be accepted.

If a product no longer exists or if its format has been modified, a notification from the manufacturer will have to be sent with the Offer.

4.2.5 Estimated Usage

Information related to Estimated Usage is provided solely as an evaluation tool; they represent only the most accurate estimate possible and do not reflect the actual intended use or any commitment by the Crown. The quantities given herein refer to the intended use for the period of the standing offer and are only a good faith estimate of the need to be filled. The standing offer will be limited to actual items ordered.

4.2.6 Non-applicable items

Offerors are requested to indicate "NA" in Annex B – Basis of Payment, List of Products, for each item that is not to be included in the offer. If the Offeror leaves a blank price and/or format field, Canada will treat the price as "NA" for evaluation purposes.

4.2.7 Price Evaluation

[M0222T](#) (2016-01-28) Evaluation of Price - Canadian/Foreign Offerors

4.3 Basis of Selection – Multiple Items

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 on "an item basis"** will be recommended for issuance of a standing offer.

PWGSC reserves the right issue up to three (3) RMSO per period and per region if such proves more advantageous for Canada.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the 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.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](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.

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", "B" and "C"

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 - MANDATORY

The Offeror must compile and maintain records on its provision of goods to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card. The Offeror must provide for every **six (6) months**, reports on use of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports must be submitted on the appropriate document, which will be provided to the Offeror by the Standing Offer Authority, and forwarded no later than fifteen (15) days after the designated reporting period.

Reports have to be sent to the following address:

QueAlimentationRapportsMtl.QueFoodSupplyReportsMtl@tpsgc-pwgsc.gc.ca

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer *(to be completed at the time of issue of the RMSO)*

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Laura Meloche
Procurement Agent
Public Works and Government Services Canada
Procurement Directorate
800, rue de la Gauchetière West, Suite 7300
Montréal, Québec H5A 1L6

Telephone: (514) 708-8426
Facsimile: (514) 496-3822

E-mail: laura.meloche@tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

Name : _____

Title : _____

Address: _____

Telephone : _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail: _____

6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

6.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offeror
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;

- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Applicable Taxes included).

6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2017-06-21) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.
- e) Annex « A », Requirement;
- f) Annex « B », Basis of Payment – List of Products;
- g) Annex « C », Address of Delivery;
- h) the Offeror's offer dated _____

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

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.

(will be completed at the time of issue of the RMSO)

Section _____ (*insert section number*) Interest on Overdue Accounts, of _____ (*insert the number, date and title of applicable general conditions*) will not apply to payments made by credit cards.

6.2.2 Product compliance:

The products offered must correspond to the description detailed in Annexe B – List of Products. When a brand is indicated as “MANDATORY”, no substitute product will be accepted.

Should an item no longer exists or its format was modified, a notice from the manufacturer must be sent with the offer.

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 – Single Payment

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

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

6.4.2 SACC Manual Clauses

C2000C (2007-11-30) - Taxes - Foreign-based Contractor

6.4.3 Electronic Payment of Invoices – Call-up

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

(to be completed at the time of issue of the RMSO based on information provided Annexe “D”)

Solicitation No. - N° de l'invitation
E6MON-18PQEP/A
Client Ref. No. - N° de réf. du client
E6MON-18PQEP

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-7-40393

Buyer ID - Id de l'acheteur
MTR503
CCC No./N° CCC - FMS No./N° VME

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.

6.6 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

6.7 SACC Manual Clauses

[A9062C](#) (2007-11-30) - Canadian Forces Site Regulations
[A9068C](#) (2010-01-11) - Government Site Regulations
[B7500C](#) (2006-06-16) - Excess Goods
[D0014C](#) (2007-11-30) - Delivery of Fresh Chilled or Frozen Products
[D0018C](#) (2007-11-30) - Delivery and Unloading
[D3004C](#) (2007-11-30) - Type of Transport
[D3007C](#) (2007-11-30) - Inspection and Stamping

ANNEX "A"

REQUIREMENT

DESCRIPTION:

This request for Regional Master Standing Offer (RMSO) involves the provision, on a 'as and when' ordered basis of **miscellaneous grocery products**.

IDENTIFIED USERS:

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the province of Quebec.

PERIOD OF STANDING PROPOSAL:

From July 1, 2018 to June 30, 2019, divided into two (2) periods of six (6) months each.

STANDARDS

All products must comply with the following Food Quality Specifications (FQS) outlined below:

E6MON-18PQEP – Grocery Products (Miscellaneous)	
Fats & Oils (E6TOR-13RM35/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6501
Pie Fillings and Pie Fruits (E6TOR-13RM31/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6505
Canned Vegetables (E6TOR-13RM10/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526
Fruit Juices (E6TOR-13RM24/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513
Dried Fruit (E6TOR-13RM16/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520
Canned Fruit (E6TOR-13RM09/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527
Frozen Fruit (E6TOR-13RM22/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6514

Frozen Vegetables (E6TOR-13RM23/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511
Cereal (E6TOR-13RM11/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525
Sugars and Preserves (E6TOR-13RM36/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6500
Condiments and Condiment Sauces (E6TOR-13RM14/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522
Herbs & Spices (E6TOR-13RM25/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512
Flour and Cake, Pancake and Waffle Mixes (E6TOR-13RM19/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517
Pasta and Noodles (E6TOR-13RM30/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506
Grains (E6TOR-17RM09/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7450
Rice (E6TOR-13RM34/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6502
Butter and Margarine (E6TOR-13RM08/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528
Coffee&Tea (E6TOR-13RM13/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523
Icecream and Sorbets (Sherbert) (E6TOR-13RM26/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510
Legumes (E6TOR-13RM28/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508
Dehydrated Vegetables (E6TOR-13RM15/A)	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521

DELIVERY AND DELAY

The Offerors must be able to deliver the goods being offered to ALL SHIPPING ADDRESSES set out in Annex C for each of the region or regions for which a bid is submitted.

Delivery will take place no later than forty-eight (48) hours from receipt of a document order.

At all times during the period of the Standing Offer, when "Urgent" requests are made, the Offeror(s) will commit to supplying the goods within twenty-four (24) hours following receipt of an order.

SECURITY – Applies only to the institutions of Correctional Service Canada

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CIPC) verification of identity/information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution/site. CSC reserves the right to deny access to any institution/site or a part of the site of any Contractor personnel, at any time.

The supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search when entering and exiting the institutions.

QUANTITIES:

The estimated quantities for each of the required items can be found in Annex B – Basis of Payment - List of Products.

LIABILITY FOR DEFECTIVE PRODUCTS

If an item provided by a supplier is broken or damaged, its replacement will be at the supplier's expense at the very latest at the time of the next delivery of goods.

If, following acceptance of a product, it has been determined that the product does not meet the product ordered or the norms and standards stipulated, the supplier will be required to take back the defective product at its expense and offer a discounted price based on the severity of the issue. In addition, Canada may take action under the provisions available under PWGSC's General Terms and Conditions.

OTHER PRODUCTS

The supplier offers to sell all products available other than those listed in Annex B in accordance with its listed catalogue/seasonal/or item prices at current prices less a discount. The discount, if applicable shall be indicated on the invoice.

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

PACKAGING AND MARKING

All food packages shall contain only the current season's crop of the country of origin. Each packing case shall be marked on one end with the month and year of packing in letters one half to one inch in height.

CANNED GOODS

Exterior of canned food must be free of any dirt, rust or fat substance. Canned food which does not meet this condition will be returned to the Contractor, at his own expense, for credit or replacement.

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APPROXIMATE SCOPE OF THE STANDING PROPOSAL:

The approximate scope of the Standing Proposal is \$7,000,000.00 for the period from July 1st, 2018 to June 30, 2019 inclusive.

TRADE AGREEMENTS:

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

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ANNEX "B"

BASIS OF PAYMENT – LIST OF PRODUCTS

***EXCEL SPREADSHEET
PROVIDED AS AN ELECTRONIC ATTACHMENT***

TO COMPLETE THE EXCEL SPREADSHEET

Keyboard shortcuts are available to expedite the data entry:

CTRL + SHIFT + I

Copies the identical brand, format and unit of measure as those requested).

CTRL + SHIFT + X

Indicates that you do not wish to provide an offer for that item and that the value will be set at \$0.00.

Repeat the same shortcut to reactivate a line.

ANNEX "C"

DELIVERY ADDRESSES

BAGOTVILLE REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
DEPARTMENT OF NATIONAL DEFENSE 3rd Squadron Bagotville Bldg. 87 Windsor Street Alouette, QC GOV 1A0	From Monday to Friday Between 7:30AM to 11:30AM and from 1 :00PM to 1 :30PM	
DEPARTMENT OF NATIONAL DEFENSE 3rd Squadron Bagotville Bldg. 55, Churchill street Alouette, QC GOV 1A0	From Monday to Friday, between 7:30 AM and 11:30 AM and between 1:00 PM and 1:30 PM	<i>Only for the months of June, July and August.</i>

QUEBEC REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
FISHERIES AND OCEANS CANADA CANADIAN COAST GUARD SHIPS CENTRAL AND ARTIC REGIONS 3 PRINCIPAL PORTS: - Port of Quebec: in the Estuaire district or the Anse or Foulon districts - Canadian Coast Guard base: 101 Champlain Blvd., Québec, QC G1K 7Y7 - Trois-Rivières Port: 1545 Du Fleuve street, Trois-Rivières, QC G9A 6K4 Fisheries and Oceans Canada 9 SECONDARY PORTS: ACCORDING TO AGREEMENT BETWEEN CCG AND SUPPLIERS, AS PER ORDERS RECEIVED IN TIME FOR DELIVERY. - Cacouna, La Baie, Port-Alfred, Matane, Set-îles, Gaspé, Sorel, Montreal and Ste- Catherine.	From Monday to Friday, 6:00AM to 600PM, for ALL ports. CCG will determine the date of delivery.	The important periods are: Month of June and the first 2 weeks of July; as well as November and the first 2 weeks of December SUPPLIERS MUST BE ABLE TO DELIVER AT THE 3 PRINCIPAL PORTS. THERE IS A POSSIBILITY OF DELIVERY TO THE 9 SECONDARY PORTS IF THE SUPPLIER IS ABLE TO DO THE DELIVERY. THE COMPLETE ADDRESSES WILL BE PROVIDED AT THE TIME OF PLACING THE ORDERS.

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<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
<p>DEPARTMENT OF NATIONAL DEFENSE Valcartier Support Base Food Services Building 505 P.O. Box 1000, Succ Forces Courcelette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:00 AM to 11:00 AM</p> <p><i>NO DELIVERIES OUTSIDE OF THESE TIMES WILL BE ACCEPTED</i></p>	<p>Delivery on palettes 48" long, 40" wide and 53" high.</p> <p><i>Possibility of extra deliveries during peak traffic</i></p> <p>Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.</p>
<p>DEPARTMENT OF NATIONAL DEFENSE Valcartier Support Base Ration Unit Depot Building 188, Door J (at the back) P.O. Box 1000, Succ. Forces Courcelette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:30 AM to 3:00 PM</p>	<p>Order to be placed on a palette, wrapped individually in plastic wrap and the identification of the Ordering Unit must be visibly affixed to the palettes.</p> <p><i>IMPORTANT: The frequency of orders will vary depending on the military activity calendar.</i></p> <p>Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.</p>
<p>DEPARTMENT OF NATIONAL DEFENSE Valcartier Support Base Cadets Kitchen Building CC-119 P.O. Box 1000, Succ Forces Courcelette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:00 AM to 11:00 AM</p>	<p>Delivery on palettes 48" long, 40" wide and 53" high and be secured with plastic wrap.</p> <p><i>No orders will be placed during the summer months (May to August).</i></p>
<p>DEPARTMENT OF NATIONAL DEFENSE Valcartier Support Base Camp Vimy Kitchen Building CM-3 P.O. Box 1000, Succ Forces Courcelette, Qc, G0A 4Z0</p>	<p>Monday through Friday From 7:00 AM to 11:00 AM</p>	<p><i>During the summer months (May to August) orders could double.</i></p> <p>Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.</p>

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
DEPARTMENT OF NATIONAL DEFENSE Quebec Citadel Kitchens C-14 and C-18 1, Côte de la Citadelle Québec, Qc, G1R 3R2	Monday through Friday From 7:00 AM to 11:00 AM <i>No deliveries between 9:30AM and 11:00AM from June to September (changing of the guard)</i>	Suppliers must verify if their delivery trucks can pass through the doors to access the Citadel. MANDATORY REQUIREMENT: NO DELIVERIES will be accepted at Quebec's Old Citadel between 9:30AM and 11:00AM from June to Labor Day in September. Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
DEPARTMENT OF NATIONAL DEFENSE St-Malo Armoury Kitchen 1020, Vincent-Massey Street St-Malo Industrial Park Québec, Qc, G1N 1M8	Monday through Friday From 7:30 AM to 11:00AM	Orders average once a week between the months of September to May. Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
DEPARTMENT OF NATIONAL DEFENSE Naval Reserve Headquarters Pointe-à-Carcy Kitchen 144, Dalhousie Street Québec, Qc, G1K 4C1	Monday through Friday From 7:30 AM to 11:00AM	Upon delivery, invoices must be signed and dated and presented to the person in charge of receiving the goods.
Correctional Service Canada Donnacona Institution 1537, route 138 Donnacona (Québec) G3M 1C9	Monday through Friday 8:00 AM to 10:45 AM and from 1:00 PM to 2:45 PM	

MONTREAL REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
DEPARTMENT OF NATIONAL DEFENSE SAINT-JEAN Garrison St-Jean Garrison (Grand-Bernier Road South, St-Jean-sur-Richelieu (Quebec), Building General Jean-Victor-Allard «Méga » JOJ 1R0	Monday to Friday from 7:30 AM to 11:30 AM NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED	Delivery on pallets measuring 48" long, 40" wide and 48" high. Products will be placed in an appropriate and safe manner.

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<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
DEPARTMENT OF NATIONAL DEFENSE FARNHAM Garrison Centre d'Entraînement de l'Estrie 1111 Principale Street West Building 10 Farnham (Quebec), J2N 2X9	Tuesday and Thursday From 7:30AM to 11:30AM <i>NO DELIVERY OUTSIDE THESE HOURS WILL BE ACCEPTED</i>	
DEPARTMENT OF NATIONAL DEFENSE SAINT-HUBERT Garrison 51st Canadian Service Battalion 4820 Leckie Street Pavilion 2, Door 117 Saint-Hubert (Quebec), J3Z 1H6.	Tuesday from 7:30 AM to 11:30 AM	Possibility of a 2nd delivery during military exercises.
Correctional Services Canada Federal Training Centre – Site 600 600, Montée St-François Laval (Québec) H7C 1S5	Food services Monday to Friday From 8:00 to 11:15 am and from 12:30 to 3:00 Canteen Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm	
Correctional Services Canada Federal Training Centre – Site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Thursday (preferably Tuesday and Thursday), from 8:00 to 11:00 am	Maximum height of delivery vehicles at the Federal Training Centre is 13 feet. (Gate temporarily closed on Friday)
Correctional Services Canada Archambault Institution – Med. 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and 12:30 to 3:30 pm	
Correctional Services Canada Archambault Institution – Min. 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and 12:30 to 3:30 pm	
Correctional Services Canada Regional Reception Centre 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:30 to 11:00 am and 1:00 to 3:00 pm	

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<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Services Canada Joliette Institution 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:00 to 11:30 am and 1:00 to 3:30 pm	
Correctional Services Canada Cowansville Institution 400, Fordyce Cowansville (Québec) J2K 3N7	Food services Monday to Thursday From 8:00 to 11:00 am and 1:00 to 3:00 pm Canteen Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm	All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is 5 ft. high.
Correctional Services Canada Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday From 8:45 to 11:00 am and from 1:00 to 3:30 pm	
Correctional Services Canada CCC Martineau 10345, boul. St-Laurent Montréal, Qc H3L 1P1	Monday to Friday From 8:00 am to 4:30 pm	
Correctional Services Canada Regional food production center (RFPC) – Building A-43 244, Montée Gagnon Ste-Anne des Plaines (Québec) J0N 1H0	Monday to Friday From 7:00 to 11:30 am and From 1:00 to 2:30 pm	

MACAZA REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Service Canada 321 Airport road La Macaza (Québec) J0T 1R0	Monday to Friday From 8:05am to 10:30am and 1 :30pm to 3 :00pm	

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PORT CARTIER REGION

<u>ADDRESS AND MINISTRY</u>	<u>HOURS OF DELIVERY</u>	<u>SPECIAL INSTRUCTIONS</u>
Correctional Services Canada 1, Airport road Port Cartier (Québec) G5B 2W2	Monday to Friday From 8:00am to 11:30am and 1 :00pm to 3 :30pm	

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ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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);