



Closing Date	May 17, 2018
Time	02:00 pm EDT
REFERENCE NO.: 7389497	
G7- Food Services_YQB Quebec city	

REQUEST FOR PROPOSALS

Title of Project G7 – FOOD SERVICES YQB JEAN LESAGE AIRPORT_QUEBEC CITY Reference number: 7389497 <u>CLOSING DATE: 02:00 PM on THURSDAY MAY 17, 2018 Time Zone: (EDT)</u>		
By e-mail: Véronique Sabourin-SMO Veronique.sabourin@international.gc.ca		
Contracting Authority's Address and Issuing Office Global Affairs Canada 1550, Avenue d'Estimauville Québec, Québec G1J 0C7		
Contracting Authority Véronique Sabourin	Telephone No. 418-254-4241	E-mail : Veronique.sabourin@international.gc.ca

WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS, SERVICES, AND CONSTRUCTION LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.

Bidder's Name
Bidder's Complete Address
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)
Signature
Date



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Food Services G7 Summit 2018

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PART 1 - GENERAL INFORMATION

1.1 Security requirements

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca.

1.2 Statement of work

On June 8 and 9, 2018, the Government of Canada will host the G7 Summit in La Malbaie (Charlevoix). The Summit will place high demands on government and Global Affairs Canada representatives, and Summits Management Office (SMO) employees until the event is held between Québec and La Malbaie.

The purpose of these requirements is to present the food services needs for the SMO's various clients at the Jean-Lesage International Airport (YQB). The following services, as well as all the related equipment and staff, should be provided in full or in part from June 7 to 9, 2018.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

1.4 Trade Agreements

Not-applicable.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Global Affairs Canada Bid Receiving Unit by the date, time and place indicated on the top left hand corner of page 1 of the bid solicitation.

Due to the nature of the bid solicitation, only bids transmitted by email to Global Affairs Canada will be accepted.

2.3 Former Public Servant

- a. for approval when the successful bidder is a former public servant in receipt of a pension paid under the Public Service Superannuation Act;
- b. for the application of the \$ 5,000 limit, including Applicable Taxes, for contract fees when the Successful Proponent is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, who have been awarded a lump sum payment under a work force adjustment program; and
- c. inform the successful bidder that the Proactive Procurement Disclosure Reports will include information as to whether the successful bidder is a public service former public servant receiving a pension under the Public Service Superannuation Act (PSSA).

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted **in writing** to the Contracting Authority no later than **two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.



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2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separate sections as follows:

- Section I: Technical Bid **(1 electronic copy)**
- Section II: Financial Bid - **(1 electronic copy)**
- Section III: Certifications **(1 electronic copy)**
- Section IV: Additional Information **(1 electronic copy)**

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment Instruments - Bid

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

If the 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.

Section III: Certifications

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



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Criterias	Met or not
<p>M1 – The contractor must provide an equipment inventory.</p> <p>The Contractor must demonstrate that he can provide the required crockery and cutlery in Annex A-Statement of Requirement. (Reusable, washable or recyclable and compostable). No plastic or plastic derivative is accepted.</p>	
<p>M2- The Contractor must provide a list of its employees who will be employed to support the requirements of this contract.</p> <p>The contractor must demonstrate that they can provide a team capable of meeting the schedule and schedule of operations.</p>	
<p>M3- The Contractor must provide sample menus for</p> <ul style="list-style-type: none"> • breakfast • lunch • dinner • snacks • refreshments <p>The Contractor must develop a complete menu plan as required in Annex A - Statement of Requirement</p>	
<p>M4- The contractor must demonstrate that at least one member of his team is bilingual (French / English).</p> <p>The contractor must be able to provide services in both French and English.</p>	

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.



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4.1.2 Financial Evaluation

The price of the proposal will be evaluated in Canadian dollars, all applicable taxes excluded, as detailed under Annex "B": Basis of Payment

4.2 Basis of Selection

4.2.1 Technical mandatory criteria

SACC Manual clause A0272T (2010-08-16)

A bid must comply with the requirements of the bid submission and meet all the evaluation criteria of the mandatory techniques to be declared responsive. The responsive bid with the lowest evaluated price, based on Basis of Payment (Annex "B") will be recommended for award of a contract.



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



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PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact: SMOSecurity-SecuriteBGS@international.gc.ca



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PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

7.2.1 General Conditions

[2010C –Medium complexity - services \(2016-04-04\), general conditions - services \(medium complexity\) apply and form part of this contract.](#)

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of award to June 9th, 2018 inclusive.

7.4 Authorities

7.4.1 SMO Contracting Authority

The Contracting Authority for the Contract is:

Véronique Sabourin

Specialist, procurement and Contracts
Department of Global Affairs Canada
Summit Office

Telephone: (418) 254-4241, veronique.sabourin@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.4.2 Project Authority

The information about the Project Authority for the Contract will be provided at contract award.

The Project Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



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7.4.3 Contractor's Representative (To be filled provided by the Bidder)

Name : _____
 Title : _____
 Organisation : _____
 Adresse : _____

Phone number : _____
 Fax number : _____
 Email : _____

7.5 Payment

7.5.1 Basis of payment

- a. Firm Price means an unadjusted price for the performance of the Contract, in whole or in part. Since the contractor must assume all costs beyond or below the firm price, this type of payment base will encourage him to control his costs in order to achieve the maximum benefits. In addition, this method is the least administratively burdensome for both parties. See SACC Manual clause C0207C.
- b. Use this basis of payment for purchases of commercially available goods or quantifiable services when:
 - i. the Contractor has already manufactured the goods or services requested, or similar goods or services, and has sufficient experience to provide a realistic statement of work based on specific specifications;
 - ii. it will be possible to price the statement of work for the labor and materials required;
 - iii. a realistic estimate of material prices, labor costs and overhead costs that will apply during the contract period can be made.
- c. After negotiating a firm price basis of payment for a non-competitive requirement, the Contractor must resubmit a price quote reflecting the agreement reached.
- d. A discretionary control clause may also be included in the contract, as applicable, subject to the receipt of a price certificate in accordance with SACC Manual clauses C0002T or

7.7.2 Limitation of Price

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

7.7.3 Method 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 instruction provided in the contract;
- b. All such documents have been verified by Canada;
- c. The Work delivered has been accepted by Canada



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7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): Fill out Annex D.

- a. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

7.8.1 1. The Contractor must ensure that each invoice it provides to Canada:

- a. is submitted in the Contractor's name;
- b. is submitted each month for each delivery or shipment;
- c. only applies to the Contract;
- d. shows the date, the name and address of Canada's Representative, the description of the Work and the Contract number;
- e. details the claimed fees and disbursements, if applicable, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- f. sets out Applicable Taxes, such as the Contractor's output VAT, as a separate item along with corresponding registration numbers from the tax authorities;
- g. identifies all items that are zero-rated, exempt from Applicable Taxes or to which it does not apply.

2. By submitting an invoice, the Contractor certifies in each case that the invoice is consistent with the Work delivered and is in accordance with the Contract.

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and as detailed below. Claims cannot be submitted until all work identified in the claim is completed.

7.8.2 The original invoices must be distributed as follow:

7.8.2.1 The Contractor must issue and distribute invoices by electronic means (email) to the identified Invoice Authority and the Summits Management Office Contracting Authority :

Veronique.sabourin@international.gc.ca

7.9 Certifications and additional information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.



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7.11 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 Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Not Applicable;
- (f) Annex D, Electronic Payments;
- (g) the Contractor's bid dated _____, (*date of bid*).

7.12 Insurance

The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

Requirement



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ANNEX "A"

STATEMENT OF WORK

Food services in preparation for the G7 arrivals and departures that will take place at the Jean-Lesage international airport in Quebec, from June 7 to 9, 2018.

Introduction

On June 8 and 9, 2018, the Government of Canada will host the G7 Summit in La Malbaie (Charlevoix). The Summit will place high demands on government and Global Affairs Canada representatives, and Summits Management Office (SMO) employees until the event is held between Québec and La Malbaie.

Objective

The purpose of these requirements is to present the food services needs for the SMO's various clients at the Jean-Lesage International Airport (YQB). The following services, as well as all the related equipment and staff, should be provided in full or in part from June 7 to 9, 2018.

Background

Canada holds the G7 Presidency for 2018. The Summit will take place in La Malbaie, Quebec, Canada. Global Affairs Canada employees and suppliers will be relocated to YQB for the delegations' arrivals and departures. All of these participants must be fed within the specified zone, where the Contractor's food services will be provided according to the contract signed between Global Affairs Canada and the Jean-Lesage Airport.

Nature and scope of services

The services expected in the context of this contract include the planning, running, maintenance and management of waste and surpluses related to the food services provided to Summit Management Office (SMO) employees and suppliers on-site at the Jean-Lesage International Airport for the 2018 G7 Summit.

Requirements

In the context of the contract between the two parties, this statement of requirements specifies mutual commitments and provides for the verification of services or expenses, as required. The food services required for the period of June 7 to 9 can be summarized as follows, but is still to be confirmed.

Summit (June 7 to 9, 2018)

- 3 buffet-style full meals in (location to be confirmed) + snack services and coffee
Approximately 30 to 40 people (employees and suppliers)

June 7 and 8, 2018

- Continuous refreshment services
Schedule and number to be confirmed (VIP)



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Service requirements

The following requirements must be respected

Food services: The Contractor must implement a procurement plan that will cover the following: order management; transportation and deliveries; and receipt, storage and management of food and consumables. The Contractor must be able to deliver food services under the same conditions, even if there are specific conditions affecting security, the weather or the commodities.

The Contractor is responsible for providing all of the meals, equipment and staff required to deliver the food services described in this document.

Global Affairs Canada clients: Employees and suppliers

Maintenance services:

In agreement with the airport management, the Contractor will be responsible for maintenance services in all of the food services areas identified in this contract. To the extent possible, biodegradable and environmentally safe products will be favoured.

Waste collection and disposal:

To the extent possible and in an agreement with the airport management, the Contractor will be responsible for providing full, efficient and cost-effective composting, recycling and waste disposal services in the food services areas.



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Appendix A

Food Services Requirements

A regular meal service must be provided for the duration of 2018 G7 Summit activities at Jean-Lesage International Airport, from June 7 to 9, 2018.

1. Food services (menus, schedules, service standards, etc.)

Meals will be served to two types of accredited clients: Summits Management Office (SMO) employees and suppliers (June 7 to 9); and then VIPs in reception lounge (June 7 and 8).

Operational requirements may require the Contractor to provide full meal service outside of these stated hours of operation. It must be prepared to ensure and maintain scheduling flexibility. The SMO's food services coordinator will endeavour to give the food services team sufficient notice so it can meet these requirements.

1.1. Operations schedule

Meals will be served in different rooms to the clients identified according to a menu that complies with the standards set out in this contract and determined by subsequent purchase orders. The schedule below is subject to change depending on the arrivals and departures.

Employees and suppliers	June 7 to 9
	Breakfast (continental): 6:30 AM to 8:00 AM
	AM Snack: 10:15
	Lunch (cold Buffet): 12:00 PM to 2:00 PM
	PM Snack: 3:30
	Supper (hot buffet): 6:00 PM to 8:00 PM

VIP	June 7 and 8
	Refreshments: 8:00 AM to 10:00 PM
	(Schedule to be confirmed)

Continuous refreshment services: coffee, tea, herbal teas, still and sparkling water, fruit juices and soft drinks, fresh fruits, pastries, chips, granola bars.

1.2. Service standards

Food services are provided buffet-style for meals and snacks, and should be delivered within the specified zone. At the request of the SMO and the Integrated Security Unit the contractor's delivery truck could be submitted for a complete verification before each delivery.



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1.3. Menu planning

The Contractor must develop a complete menu plan for the entire duration of the contract that avoids repetition and menu fatigue. The approved menu cycle must conform to standard meal item availability.

The menu cycle must incorporate all of the principles of effective menu planning, including:

- providing a choice of balanced and nutritious dishes, in accordance with *Canada's Food Guide*
- providing a variety of appetizing foods of various shapes and colours

Changes to the menus must be approved by the Summits Management Office's designed food services coordinator.

Menus must be posted before every meal in a clearly visible location in each food service area, preferably near the counters where the meals are served. Menus must be posted in both English and French.

1.4. Sample menu guidelines

Food services standards will be set out in the tables in the appendices to come, and will serve as guidelines when planning the menus. The food quality standards and the portions described in these appendices must also be applied.

1.5. Snacks

The Contractor must prepare and provide snack according to the set schedule. As example, these snacks could include, but are not limited to, the following items:

- water in carafes or dispensers
- fresh fruits
- fresh vegetables
- a selection of brand name soft drinks (regular and diet) in cans
- cookies
- energy bars
- granola bars
- other nutritious snacks
- a variety of cheeses (from Quebec if possible)
- crackers
- fresh milk (250 ml) + lactose-free
- a selection of 100% pure juices (if possible in cans or Tetra Pak)
- filtered and decaffeinated coffee, and tea (Fair-trade or Organic)

The choice of the dishes, utensil and food containers must be in accordance with the items announced to the article 2.3 – Use of equipment

1.6. Special dietary needs

The Contractor must take special dietary needs into consideration, notably to accommodate religious beliefs, medical conditions and food allergies, according to the directives set out by the SMO's designated food services coordinator. As a general precaution, there should not be any seafood, peanuts or nuts (except individual packaging) on the menu. The participants' known dietary needs will be sent to the Contractor one week before the start of the event.

1.7. Restrictions and regulations



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The Contractor must comply with federal and provincial legislation, Canada's *Food and Drug Regulations*, the Canadian Food Inspection Agency's requirements, and those of Quebec's Ministère de l'Agriculture, des Pêcheries et de l'Alimentation for the procurement of all materials, unless otherwise specified in writing by the Summits Management Office. The Contractor must develop a strategy to manage expiration dates and conform with it, so that no expired food is served.

2. Safety, security and environmental standards

3.

3.1. Food safety and security

During meal production and service, all food must be kept in a properly controlled environment.

Food must be handled and stored in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry*.

The Contractor must ensure the cleanliness, safety and security of all food preparation areas, service areas, dining areas, and storage and related areas, and of all equipment, furniture, dishes, utensils and all other related items at all times, in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry*.

Workplace Hazardous Materials Information System (WHMIS) safety data sheets for all cleaning and chemical products used must be posted in the workplace. To the extent possible, the Contractor must favour biodegradable and environmentally safe cleaning products.

The Contractor must quickly resolve any issues regarding non-compliance with its food services occupational safety training program, including the proper handling of cleaning and chemical products.

3.2. Environmental controls

The Contractor must apply federal, provincial and municipal environmental protection legislation, regulations and requirements. In the event that environmental legislation or regulations change during the term of the contract, the Contractor is required to comply with the legislation and regulations as they come into effect. It must take all reasonable measures to minimize the environmental impact of operating its food services facilities. The Contractor must work with employees of the SMO, the departments concerned and local authorities to optimize efficiencies and minimize the use of natural resources. It must record and report all facts related to an industrial accident, environmental spillage or damage to the food services coordinator.



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3.3. Dishes, utensils, food container and other packaging

For meals provided in a dining room, the dishes and utensils must be reusable and washable or recyclable and compostable on SMO approval.

For drink containers, prioritized glass bottled juice, or cans or Tetra Pak and canned soft drinks.

No plastics or plastic derivatives will be accepted. Oxo-biodegradable and recyclable products will not be accepted. Oxo-degradable, oxo-biodegradable or recyclable products will not be accepted.

For take-out meals, the container(s), dishes and utensils must be 100% compostable. Acceptable 100% compostable products include the following: polylactic polymers, non-plasticized cardboard and paper, bamboo and palm.

Upon Canada's request, the Contractor must provide, before the end of the contract, details and proof of orders/invoices for the containers, dishes and utensils that will be used for take-out meals during the event.

Putrescible material that cannot be donated must be composted. If composting is not municipal, the Contractor must provide proof of its composting agreement within two business days. At the end of the event, the Contractor must provide at the least the following information about its composting: the total weight of the food composted during the event.

3.4. Food surpluses

The Contractor must offer, to the extent possible, its food surpluses to the community for free. The Contractor is responsible for ensuring the hygiene and safety of the food provided. At the end of the event, the Contractor must provide at least the following information about its food donations: the estimated quantities donated; the number of pick-ups; and the types of food donated.

3.5. Use of equipment

All equipment must be used in accordance with the manufacturer's instructions and user manuals. On SMO demand, the Contractor must provide a preventative maintenance schedule for all equipment used to prepare food.

The Contractor must ensure that all facilities and equipment are properly safeguarded and maintained to ensure the ongoing delivery of the expected level of service, and to prevent the deterioration of the facilities and equipment. When the equipment is beyond economical repair, the Contractor must restore or replace the equipment or mobile unit to ensure the ongoing delivery of the services expected during the contract period.

Manufacturer's instructions, user manuals and standard operating procedures must be available to staff in the workplace. The Contractor must quickly correct any identified problems to the satisfaction of the food services coordinator and any government food services representatives. All food services staff whom use food services equipment must have been instructed on how to use the equipment properly. All staff must wear personal protective equipment (PPE) in the workplace, such as oven mitts, chain mail gloves and special purpose aprons. The PPE must be in good condition and in sufficient quantity, and the Contractor is responsible for providing it.



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3.6. Employee uniforms and personal hygiene

The Contractor must provide staff with uniforms that conform to food industry standards, including PPE, as required, and the necessary means for maintaining personal hygiene at work.

To ensure clients' health and safety, the Contractor must ensure that a sufficient quantity of clean and appropriate uniforms that are consistent in style are available for all staff members working in food preparation and service areas so that they can wear a new one every day. It must also ensure that it has a sufficient quantity of aprons and headwear so that these can be replaced when they are dirty. Sufficient quantities of disposable gloves must also be provided. Personal hygiene must be maintained in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry*. All food services staff must wear clean uniforms and headwear. Hand-washing products must always be available to food services staff. All staff must have appropriate cleaning equipment, in good condition and in sufficient quantities, in the workplace, such as rubber gloves and boots. When a problem is identified, the Contractor must correct it within four hours, in accordance with the applicable legislation and to the satisfaction of the technical authority and the applicable official representatives. Food services staff must present a neat appearance and be easily recognizable as members of the Contractor's food services team.

3.7. Site cleaning and hygiene management

The Contractor must implement a cleaning and hygiene management plan in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry*, and ensure that its employees meet personal and professional hygiene requirements for the duration of their shift. The plan must, at minimum, set out regular cleaning periods.

The Contractor must: ensure that facilities and equipment, including storage areas, maintain the standards set out in the *Food Safety Code of Practice for Canada's Foodservice Industry* in terms of cleanliness and sanitation; ensure that all areas for which it is responsible are free of vermin and other pests; provide calibration and service certifications for refrigeration units, microwaves and ovens; provide suitable toilet and changing facilities for its staff that are separate from those available to clients; clean all of the facilities, equipment and storage spaces; and supply the required cleaning materials, chemical products and equipment. All areas are to be maintained in accordance with the standards set out in the *Food Safety Code of Practice for Canada's Foodservice Industry*.

4. Product and material management

4.1. Procurement of food products

Food products used for the preparation of all meals and snacks must be consistent with the purchase standards set out in current government standards, if applicable. In the absence of such standards, the Contractor must purchase food products that are consistent with the "good" quality standards established for government food services. The Contractor must manage a safe food supply chain to ensure the reliability and security of its supply sources. It must also liaise with food suppliers to ensure that the food products ordered and received meet the quality standards of Canada's food industry, and that they satisfy the clients and the food services coordinator.

The Contractor must make every effort to use local food suppliers when possible.



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4.2. Delivery, receipt and storage of food products

Food products must be delivered in conditions that prevent any contamination and ensure that adequate temperatures are maintained, in accordance with the *Food Safety Code of Practice for Canada's Foodservice Industry* for their subsequent distribution.

4.3. Procurement of consumables

The Contractor must provide all consumables required to meet all requirements. These items include, but are not limited to: cleaning products, consumable paper and packing paper. There must be a sufficient inventory to meet food services requirements through the event.

4.4. Other material required

The Contractor must provide all of the other material required, notably furniture for the areas used, and the occupational health and safety equipment needed to deliver food services, including the following: porcelain dishes, (non-disposable) utensils, insulated containers for take-out meals and related safety equipment. There must be a sufficient quantity of dishes and utensils to meet food services needs for an entire meal period.

In case of breakage or insufficient supply, the necessary replacement parts and materials must be of equal or superior quality (according to the price-quality ratio) as the original pieces and materials, unless otherwise specified by the SMO's food services coordinator. The quality of these pieces and materials must be of equal or superior quality as the initial supply (according to the price-quality ratio).

5. Greening, and surplus and waste management

The Contractor must provide all of the supervision, labour, material, tools and equipment needed to efficiently and economically recover compostable and recyclable materials, and dispose of waste. The Contractor must also collect, process and dispose of recyclable materials and waste using front-loading containers, according to the specifications provided below. To be confirmed.

5.1. Equipment

All of the equipment provided must be maintained in optimum condition; containers must be clearly identified (recycle, waste, etc.).

5.2. Frequency of collection

Waste containers must be emptied regularly.

5.3. Disposal

Waste from the collection area must be disposed of in accordance with municipal regulations and with applicable environmental regulations applied in the airport.



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6. Standard and additional equipment

The Contractor must provide and maintain equipment, small kitchen items and hand tools for delivery and on-site food services.

It must provide reliable, quality equipment for the delivery of food services and ensure all of the necessary maintenance and repairs. This includes the current range of food services equipment for quality food services facilities, and all mobile or portable equipment for food services. The Contractor must ensure that all of the equipment is used, maintained and repaired in accordance with the manufacturer's instructions. It must prevent any impact on the production capacity of food services equipment and facilities. It must also ensure that all main food services equipment and facilities are included in the preventative maintenance plan. The Contractor must quickly prepare, submit and follow up on work requests for all food services equipment and facilities that require servicing; work requests for equipment repair must be submitted immediately. The Contractor must follow up on work requests to ensure that they are prioritized and that the repairs are done as quickly as possible.

6.1. Additional equipment

The Contractor is responsible for providing any additional equipment required for food services, as described in this contract (fridge, water dispenser, tablecloth, etc.).

7. Labour

7.1. Hiring and training of food services staff

The Contractor must ensure that all staff members have, at minimum, all of the required qualifications to perform their respective duties. The manager, his/her alternate, other supervisors and staff who interact directly with SMO employees must be able to communicate in both English and French. Food services staff must present a neat appearance and be easily recognizable as members of the Contractor's food services team. An appropriate number of staff must be provided for food services, based on the volume of activity.

7.2. Management of food services teams

The Contractor must staff an appropriate number of employees, based on fluctuations in the volume of activity. It must continually provide, monitor and improve the services required, and manage and supervise all staff and ensure their well-being, ensuring that there is a sufficient number of resources available to meet all contractual obligations. The Contractor must ensure that its employees work in a safe and secure environment.

8. Start-up meeting

A start-up meeting will be planned with the SMO staff and the Contractor selected after awarding the contract.



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ANNEX "B"

BASIS OF PAYMENT

The unit price of each item must include all services required in Annex A - Statement of Work, including equipment, labor, delivery and pick-up, maintenance, uniforms, travel and administrative costs.

Item	Unit Price	Estimated Quantities*	Total
	_____ \$	120	_____ \$
Breakfast Menu (Continental)			
	_____ \$	120	_____ \$
Lunch Menu (cold buffet type)			
	_____ \$	120	_____ \$
Dinner menu (hot buffet type)			
	_____ \$	40	_____ \$
Snacks			
	_____ \$	60	_____ \$
Refreshment			
Total (taxes excluded)			_____ \$

Value of Financial Proposal for YQB-Quebec Food Services 7389497	_____ \$
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ANNEX "C"

SECURITY REQUIREMENTS

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca



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ANNEX "D"

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International);