



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**11 Laurier St. / 11 rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime accéléré

11 Laurier St. / 11 rue Laurier

6A2-16, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

|  |   |
|--|---|
| <b>Title - Sujet</b><br>Meal Kits  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W8561-180019/B   | <b>Amendment No. - N° modif.</b><br>001                                   |
| <b>Client Reference No. - N° de référence du client</b><br>DRMIS 920M #13918324  | <b>Date</b><br>2018-05-18   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$PD-150-74877   |   |
| <b>File No. - N° de dossier</b><br>pd150.W8561-180019  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-01</b>   | <b>Time Zone</b><br>Fuseau horaire<br>Eastern Daylight Saving<br>Time EDT |
| <b>F.O.B. - F.A.B.</b>   |   |
| <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Fulham, Veronique   | <b>Buyer Id - Id de l'acheteur</b><br>pd150                               |
| <b>Telephone No. - N° de téléphone</b><br>(819) 420-5332 ( )   | <b>FAX No. - N° de FAX</b><br>( ) -                                       |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>                |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

|  |                       |  |
|--|-----------------------|--|
| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
| <b>File No. - N° du dossier client</b> | <b>W8561-180019/B</b> | <b>Client Ref. No. - N° de ref. du</b> |

*This amendment is raised to;*

- 1. Modify Part 2- Bidder Instructions, article 2.3 Volumetric Data;**
- 2. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.1 Technical Evaluation, sub-article 4.1.1.2 Point Rated Technical Criteria for Food Samples;**
- 3. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.2 Financial Evaluation;**
- 4. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.2 Basis of Selection, sub-article 4.2.1 Basis of Selection- Minimum Point Rating;**
- 5. Modify Annex B- Pricing Table, table Cadet Meal Kits Order #1- Initial Contract Period; and**
- 6. Add a clause in Part 6- Resulting Contract Clauses, article 6.11 Liquidated Damages**

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- 1. Modify Part 2- Bidder Instructions, article 2.3 Volumetric Data;**

Part 2- Bidder Instructions, article 2.3 Volumetric Data is hereby modified as follow:

**Delete:** Meal Kit Historical Average Data for an order of 250,000.

**Insert:** Meal kit Historical Average Data for two orders of 250,000.

- 2. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.1 Technical Evaluation, sub-article 4.1.1.2 Point Rated Technical Criteria for Food Samples;**

Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.1 Technical Evaluation, sub-article 4.1.1.2 Point Rated Technical Criteria for Food Samples is hereby deleted in its entirety and replaced with the following:

**Insert:**

**4.1.1.2 Point Rated Technical Criteria for Food Samples**

- a. The purpose of the evaluation is to establish the acceptability of the menu items. Each menu item submitted will be evaluated on its own merit using a six (6) point Hedonic Scale ranging from 1 to 6 where each evaluator indicates their rating. See Annex A Part 6 for the Hedonic Scale used.
- b. A sensory evaluation for all menu items submitted will be conducted. Bidders must, at a minimum, submit the number of menu items per category specified below (i to viii). Samples (3) from each menu item submitted must be from the same lot number:
  - i. 10 lunch and dinner entrées (3 must be vegetarian);
  - ii. 4 breakfast entrées (2 must be vegetarian);
  - iii. 4 side dishes;
  - iv. 6 desserts;
  - v. 2 drinks;

|  |                       |  |
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| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
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- vi. 1 energy bar;
  - vii. 2 breads; and
  - viii. 2 spreads.
- c. The Bidder is invited to submit samples of additional menu items in each category with their bid. All menu items submitted will be evaluated and the qualified menu items with the highest aggregate total score per category will be considered.
- d. A minimum of 5 evaluators will evaluate each of the menu item samples provided.
- e. Annex A Part 4 provides meal characteristics that the evaluators will use as a guide for product evaluation, particularly for appearance and texture, and Annex A Part 3 A. provides suggested meal kit menu items,
- f. To qualify, menu items must attain a minimum average score of 3.50 points for both of the following criterion:
- i. Appearance and Texture; and
  - ii. Flavour (Taste and Aroma)
- g. The average score per criterion will be calculated as follows:
- Per Criterion:
- the lowest score and the highest score attained will be removed from the calculation; and
  - the remaining scores will be averaged and rounded to two decimals.
- h. If a proposed menu item does not achieve the minimum average score of 3.50 points for either of the evaluated criterion (Appearance and Texture or, Flavour) the item will be disqualified from further consideration.
- i. If the proposed menu item achieves the minimum average score of 3.50 in each criterion, the menu item will proceed to the next step of the evaluation which is the calculation of the aggregate total score.
- j. The aggregate total score will be calculated as follow:
- the average scores calculated for Appearance and Texture and, Flavour will be added together to create the aggregate total score;
  - the menu item must attain a minimum aggregate total score of 8.00 to be declared compliant; and
  - the aggregate total score will be rounded to two decimals.
- k. Bidders who fail to qualify the minimum required number of menu items per category (paragraph b, i to viii) will be declared non-responsive.
- l. In the event a menu item fails the point-rated technical evaluation, Canada will not re-evaluate that menu item.

**Sensory Evaluation Example Scenario**

In this scenario one menu item is evaluated by 5 evaluators.

| <b>Appearance and Texture – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|  | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|  | Score              | Score              | Score              | Score              | Score              |                |

|  |                       |  |
|--|-----------------------|--|
| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
| <b>File No. - N° du dossier client</b> | <b>W8561-180019/B</b> | <b>Client Ref. No. - N° de ref. du</b> |

|                 |   |   |   |   |   |  |
|-----------------|---|---|---|---|---|--|
| <b>Bidder 3</b> | 3 | 4 | 4 | 2 | 4 |  |
|-----------------|---|---|---|---|---|--|

| <b>Flavour (Taste and Aroma) – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|   | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|   | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>   | 3                  | 4                  | 4                  | 5                  | 4                  |                |

To calculate the average score of each criterion, the lowest score and the highest score attained will be removed.

| <b>Appearance and Texture – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|  | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|  | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>                                      | 3                  | 4                  | 4                  | 2                  | 4                  |                |

| <b>Flavour (Taste and Aroma) – Proposed menu item 1</b> |       |       |       |       |       | <b>Average</b> |
|---|-------|-------|-------|-------|-------|----------------|
|   | Score | Score | Score | Score | Score |                |
| <b>Bidder 3</b>   | 3     | 4     | 4     | 5     | 4     |                |

The remaining 3 scores will be averaged and rounded to two decimals.

| <b>Appearance and Texture – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|  | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|  | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>                                      | 3                  | 4                  | 4                  | 2                  | 4                  | 3.67           |

| <b>Flavour (Taste and Aroma) – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|   | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|   | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>   | 3                  | 4                  | 4                  | 5                  | 4                  | 4.00           |

In this scenario, the menu item would proceed to the next step as the average score achieved for Appearance and Texture and, Flavour is above the required 3.50.

| <b>Appearance and Texture – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|  | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|  | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>                                      | 3                  | 4                  | 4                  | 2                  | 4                  | 3.67           |

| <b>Flavour (Taste and Aroma) – Proposed menu item 1</b> |                    |                    |                    |                    |                    | <b>Average</b> |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
|   | <b>Evaluator A</b> | <b>Evaluator B</b> | <b>Evaluator C</b> | <b>Evaluator D</b> | <b>Evaluator E</b> |                |
|   | Score              | Score              | Score              | Score              | Score              |                |
| <b>Bidder 3</b>   | 3                  | 4                  | 4                  | 5                  | 4                  | 4.00           |

The average scores calculated for Appearance and Texture and, Flavour will be added together to create the aggregate total score.

| <b>Proposed menu item 1</b>  |   |             |
|------------------------------|---|-------------|
| <b>Bidder 3</b>              | Appearance and Texture Average Score    | 3.67        |
|                              | Flavour (Taste and Aroma) Average Score | 4.00        |
| <b>Aggregate Total Score</b> |   | <b>7.67</b> |

In this scenario, the menu item would be non-responsive as the aggregate total score achieved is under the minimum score of 8.00.

| <b>Proposed menu item 1</b> |                                      |      |
|-----------------------------|--------------------------------------|------|
|                             | Appearance and Texture Average Score | 3.67 |

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| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
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|                              |   |             |
|------------------------------|---|-------------|
| <b>Bidder 3</b>              | Flavour (Taste and Aroma) Average Score | 4.00        |
| <b>Aggregate Total Score</b> |   | <b>7.67</b> |

**3. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.2 Financial Evaluation;**

Part 4- Evaluation Procedures and Basis of Selection, article 4.1 Evaluation Procedures, sub-article 4.1.2 Financial Evaluation is hereby deleted in its entirety and replaced with the following:

**Insert:**

**4.1.2 Financial Evaluation**

The price of the bids will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.

**Multiple Shipments**

As there may be additional costs related to the staggered fulfillment of the initial order, Bidders who intend to deliver order no. 1 in multiple shipments must provide pricing (if any) to account for this logistical burden (Logistics Surcharge/ Shipping ). This line item will be included in the evaluation.

1. The Total Assessed Price will be calculated as follows:

For every line item:

- a. The Firm Unit Price per Meal Kit Type, the unit price will be multiplied by Quantity for Evaluation to determine a Total per Meal Kit Type;
- b. The Total for each Meal Kit Type and the Logistical Surcharge/Shipping will then be aggregated to form the Total Assessed Price;

**Assumptions**

The Quantity for evaluation values stated in the table are for evaluation purposes only. There is no commitment by the Government of Canada that the government's future usage of the services will be consistent with the quantities provided.

| <b>Cadet Meal Kits Order # 1 - Initial Contract Period</b> |   |  |                                |              |
|--|---|--|--------------------------------|--------------|
| <b>Item No.</b>  | <b>Meal Kit Types</b>                   | <b>Firm Unit Price per Meal Kit Type</b> | <b>Quantity for Evaluation</b> | <b>Total</b> |
| 1.   | Vegetarian Breakfast Entrée             | \$                                       | 27,777                         | \$           |
| 2.   | Non- Vegetarian Breakfast Entrée        | \$                                       | 55,556                         | \$           |
| 3.   | Vegetarian Lunch and Dinner Entrée      | \$                                       | 55,556                         | \$           |
| 4.   | Non- Vegetarian Lunch and Dinner Entrée | \$                                       | 111,111                        | \$           |
| 5.   | Logistical Surcharge                    | \$                                       | Flat Rate                      | \$           |
| <b>Total Assessed Price</b>                                |   |  |                                | <b>\$</b>    |

|  |                       |  |
|--|-----------------------|--|
| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
| <b>File No. - N° du dossier client</b> | <b>W8561-180019/B</b> | <b>Client Ref. No. - N° de ref. du</b> |

**a. Taxes - Foreign-based Contractor**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

**4. Modify Part 4- Evaluation Procedures and Basis of Selection, article 4.2 Basis of Selection, sub-article 4.2.1 Basis of Selection- Minimum Point Rating;**

Part 4- Evaluation Procedures and Basis of Selection, article 4.2 Basis of Selection, sub-article 4.2.1 Basis of Selection- Minimum Point Rating is hereby deleted in its entirety and replaced with the following:

**Insert:**

**4.2.1 Basis of Selection - Minimum Point Rating**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. every food item proposed must achieve the required minimum average score of 3.50, for each of the evaluated rated criteria (Flavour, Texture and appearance) and a required minimum aggregate total score of 8.00 for the aggregated criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The responsive bid with the lowest Total Assessed Price will be recommended for award of a Contract.

**5. Modify Annex B- Pricing Table, table Cadet Meal Kits Order #1- Initial Contract Period;**

Annex B- Pricing Table, table Cadet Meal Kits Order #1- Initial Contract Period is hereby deleted in its entirety and replaced with the following:

**Insert:**

| <b>Cadet Meal Kits Order #1- Initial Contract Period</b> |   |  |                 |              |
|--|---|--|-----------------|--------------|
| <b>Item No.</b>  | <b>Meal Kit Types</b>                   | <b>Firm Unit Price per Meal Kit Type</b> | <b>Quantity</b> | <b>Total</b> |
| 1.   | Vegetarian Breakfast Entrée             | \$                                       |                 | \$           |
| 2.   | Non- Vegetarian Breakfast Entrée        | \$                                       |                 | \$           |
| 3.   | Vegetarian Lunch and Dinner Entrée      | \$                                       |                 | \$           |
| 4.   | Non- Vegetarian Lunch and Dinner Entrée | \$                                       |                 | \$           |

|  |                       |  |
|--|-----------------------|--|
| <b>Contract No. - N° du Contract</b>   | <b>Amd/Amend</b>      | <b>Buyer - Id de l'acheteur</b>        |
|  | <b>01</b>             | <b>Pd150</b>                           |
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|           |                                 |    |                  |    |
|-----------|---------------------------------|----|------------------|----|
| <b>5.</b> | Logistical Surcharge/ Livraison | \$ | <b>Flat Rate</b> | \$ |
|           |                                 |    | <b>Total</b>     | \$ |

**6. Add a clause in Part 6- Resulting Contract Clauses, article 6.11 Liquidated Damages;**

Part 6- Resulting Contract Clauses, article 6.11 Liquidated Damages is hereby modified as follow:

**Insert:**

**6.11 Liquidated Damages**

1. If the Contractor fails to deliver the goods within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 14,000.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed 20 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**