

**RETURN BIDS TO:**

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**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**Room 1650, 635 8th Ave. S.W.**

## Calgary

## Alberta

**T2P 3M3**

**Bid Fax: (403) 292-5786**

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

### Regional Individual Standing Offer (RISO)

## Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

This document contains a security requirement

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

<b>Title - Sujet</b> Food - Bakery Products, Suffield	
<b>Solicitation No. - N° de l'invitation</b> W0142-19X003/A	<b>Date</b> 2018-06-12
<b>Client Reference No. - N° de référence du client</b> W0142-19X003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-127-6767
<b>File No. - N° de dossier</b> CAL-8-41004 (127)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-08-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ray, Jane	<b>Buyer Id - Id de l'acheteur</b> cal127
<b>Telephone No. - N° de téléphone</b> (403)472-1742 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE attn: G1 Finance, Invoice Section P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	6
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	7
2.4 APPLICABLE LAWS.....	7
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	10
<b>PART 6 - SECURITY REQUIREMENTS.....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS.....	11
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER .....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS .....	12
7.3 STANDARD CLAUSES AND CONDITIONS.....	12
7.4 TERM OF STANDING OFFER .....	13
7.5 AUTHORITIES .....	13
7.6 IDENTIFIED USERS.....	14
7.7 CALL-UP INSTRUMENT.....	14
7.8 LIMITATION OF CALL-UPS .....	15
7.9 FINANCIAL LIMITATION - TOTAL .....	15
7.10 PRIORITY OF DOCUMENTS .....	15
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
7.12. APPLICABLE LAWS.....	15
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
7.1 REQUIREMENT.....	16
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 TERM OF CONTRACT .....	16
7.4 PAYMENT .....	16

Solicitation No. - N° de l'invitation  
W0142-19X003/A  
Client Ref. No. - N° de réf. du client  
W0142-19X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41004

Buyer ID - Id de l'acheteur  
cal127  
CCC No./N° CCC - FMS No./N° VME

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7.5	INVOICING INSTRUCTIONS .....	17
7.6	INSURANCE .....	17
7.7	SACC MANUAL CLAUSES .....	17
<b>ANNEX "A"</b>	.....	<b>18</b>
	REQUIREMENT .....	18
<b>ANNEX "B"</b>	.....	<b>21</b>
	FOOD LIST AND BASIS OF PAYMENT .....	21
	FOB DESTINATION .....	21
<b>ANNEX "C"</b>	.....	<b>21</b>
	FOOD QUALITY SPECIFICATIONS.....	21
<b>ANNEX "D"</b>	.....	<b>21</b>
	SECURITY REQUIREMENT CHECKLIST .....	21
<b>ANNEX "E"</b>	.....	<b>21</b>
	ELECTRONIC PAYMENT INSTRUMENTS.....	21
<b>ANNEX "F"</b>	.....	<b>22</b>
	STANDING OFFER USAGE REPORT .....	22

## 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; and
- Part 6 Security Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, 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 Food List and Basis of Payment, the Electronic Payment Instruments, and any other annexes.

### 1.2 Summary

- 1.2.1 To establish a Regional Individual Standing Offer (RISO) for the supply and delivery of Bakery and Bread Products, as required by the Department of National Defence (CFB Suffield), located in Ralston, Alberta. The period of the Standing Offer will be for one (1) year from September 1, 2018, to August 31, 2019 with two (2) additional **Rebid** periods of one (1) year each from September 1, 2019, to August 31, 2020; and September 1, 2020, to August 31, 2021.

Offers must be submitted for each Re-Bid period as per the following schedule:

Period 1: July 3, 2018 at 2:00 PM MDT  
Period 2: August 05, 2019 at 2:00 PM MDT  
Period 3: August 05, 2020 at 2:00 PM MDT

- 1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

The 2006 standard instructions is amended as follows:

- section 05, entitled Submission of offers, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with section 17."
  - paragraph 2.d is deleted entirely and replaced with the following: "send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the specified address in the RFSO, as applicable."
  - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Offeror's name, return address, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"
- section 06, entitled Late offers, is deleted entirely and replaced with the following: "PWGSC will return or delete offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in section 07. For late offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers received electronically, the late offers will be deleted. As an example, offers submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving

Unit via the epost Connect service pertaining to a late offer will be deleted. Records will be kept documenting the transaction history of all late offers submitted using epost Connect."

- section 07, entitled Delayed offers, is amended as follows:
  - subsection 1 is deleted and replaced as follows:

1. An offer delivered to the specified Bid Receiving Unit after the RFSO closing date and time but before the standing offer issuance date may be considered, provided the offeror can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed offers.

- The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:

- i. a CPC cancellation date stamp;
- ii. a CPC Priority Courier bill of lading;
- iii. a CPC Xpresspost label;

that clearly indicates that the offer was sent before the RFSO closing date.

- The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the offer was sent before the RFSO closing date and time.

- section 08, Transmission by facsimile, is deleted entirely and replaced with the following:

"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile.
  - a. PWGSC, National Capital Region: The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO.
  - b. PWGSC regional offices: The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.
- b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
  - i. receipt of garbled, corrupted or incomplete offer;
  - ii. availability or condition of the receiving facsimile equipment;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of an offer; or
  - vii. security of offer data.
- c. An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

2. epost Connect

- a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)):
  - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC

- headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca), or if applicable, the email address identified in the RFSO.
- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to the RFSOs issued by PWGSC regional offices is identified in the RFSO.
  - b. To submit an offer using epost Connect service, the Offeror must either:
    - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
  - c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the epost Connect conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.
  - d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
  - e. The RFSO number should be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
  - g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete offer;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the offer;
    - v. failure of the Offeror to properly identify the offer;
    - vi. illegibility of the offer;
    - vii. security of offer data; or
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05."

### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will be accepted. Once your offer has been completed and transmitted by mail or facsimile, a copy of the Annex

"B" Food List and Basis of Payment (Excel file) should be sent, by e-mail, to the following address: **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 Alberta.

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

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy) and/or (one (1) soft copy on Excel Spreadsheet sent to: **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**.)

Section III: Certifications (one (1) hard copy)

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

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B", Food List and Basis of Payment.

### **Annex B – Food List and Basis of Payment (Excel File)**

The Offeror is requested to complete the List of products using the Excel file and submit to: [WST.CAL-FOOD@pwgsc-tpsgc.gc.ca](mailto:WST.CAL-FOOD@pwgsc-tpsgc.gc.ca) prior to bid closing.

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### 3.1.2 Exchange Rate Fluctuation

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of work described in Annex "A" Requirement.
- b) Ability to meet all mandatory requirements in Annex "B" Food List and Basis of Payment.

#### 4.1.2 Financial Evaluation

4.1.2.1 The total overall Offer price will be calculated as follows:

- i. The unit price for each line item will be multiplied by the estimated quantity. The totals will be added together. That grand total will be multiplied x 6 to arrive at an extended price to which the fees for deliveries will be added to come up with the total evaluated price for the year.

SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Mandatory Technical Criteria Only

SACC Manual Clause (M0031T) (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications 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.

### 5.2.3. Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#)(9), Example 2, of the *Supply Manual*.

**5.2.3.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

## 7.2 Security Requirements

**7.2.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° W0142-19X003**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "D";
  - b. Industrial Security Manual (Latest Edition).

## 7.3 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.

### **7.3.1 General Conditions**

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

### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex "D" entitled "Standing Offer Usage Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from September 1, 2018 to August 31, 2019.

##### **7.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

##### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Jane Ray  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Suite 1650, 635 – 8<sup>th</sup> Ave SW  
Calgary AB T2P 3M3

Telephone: 403-472-1742  
Facsimile: 403-292-5786  
E-mail address: [jane.ray@pwgsc-tpsgc.gc.ca](mailto:jane.ray@pwgsc-tpsgc.gc.ca)

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

##### **7.5.2 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.

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### 7.5.3 Offeror's Representative (to be completed by the offeror)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base (CFB) Ralston, Alberta and Trail's End Camp, Cochrane, Alberta.

### 7.7 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 Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## **7.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

## **7.9 Financial Limitation - Total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ to be added at contract award (applicable taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the Said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.10 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A(2016-04-04) General Conditions – Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Food List and Basis of Payment;
- g) Annex C, Electronic Payment Instruments;
- h) Annex D, Standing Offer Usage Report;
- i) Annex E, Electronic Payments Instrument;
- j) Annex F, Security Requirements Check List; and
- k) the Offeror's offer dated \_\_\_\_\_.

## **7.11 Certifications and Additional Information**

### **7.11.1 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.

### **7.11.2 SACC Manual Clauses**

M3060C (Canadian Content Certification), 2008-05-12

## **7.12. 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 Alberta.

## **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.

### **7.1 Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 16 Interest on Overdue Accounts, of General Conditions – Goods (Medium Complexity (2016-04-04) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from September 1, 2018, to August 31, 2019.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Payment**

#### **7.4.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid Firm unit prices(s) as specified in Annex B for a cost of \$ as per call-up. Customs duties are included and Applicable Taxes are extra.

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

#### **7.4.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ to be determined. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or

- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.4.3 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12) Single Paymentf

#### **7.4.4 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):  
(To be determined at time of Standing Offer Issuance)

#### **7.5 Invoicing Instructions**

1. 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **7.6 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No specific requirement.

#### **7.7 SACC Manual Clauses**

A9062C Canadian Forces Site Regulations (2011-05-16)  
B7500C Excess Goods (2006-06-16)  
D0014C Delivery of Fresh Chilled or Frozen Products (2007-11-30)  
D0018C Delivery and Unloading (2007-11-30)  
D3004C Type of Transport (2007-11-30)

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## **ANNEX "A"**

### **REQUIREMENT**

#### **FOOD SUPPLY AND DELIVERY TO CANADIAN FORCES BASE SUFFIELD AND AREAS OF RESPONSIBILITY**

##### **1.0 SCOPE**

- 1.1 The Department of National Defence (DND) has a requirement for the supply and deliver of "BAKERY" to the Canadian Forces Base Suffield area of responsibility.
- 1.2 The contract will take the form of a Standing Offer (SO) for all food provisions of "as and when requested" groceries as identified in individual call-ups as per this standing offer agreement.
- 1.3 The Contractor shall during a period of standing offer, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

##### **2.0 REQUIREMENT**

###### **2.1 Food List**

- 2.1.1 All items listed at Annex "B" Food List and Basis of Payment, must be available for regular purchase. At all times, the Contractor must ensure that 90% off all the food items listed at Annex "B" are available for regular purchase.
- 2.1.2 The Contractor can accept or decline call-up items not listed at Annex "B", Food List and Basis of Payment. Non-listed items will be priced in accordance with Annex "B". All products must meet specific specifications as outline in Annex "C".

###### **2.2 Mandatory Requirements**

- 2.2.1 The "Canadian Government Standards Boards specifications" will be used as reference for quality control. All food items must be in accordance with -CF Food Quality Specifications FQS-34 Bread Cereal and Baked Products, and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.
- 2.2.2 Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.
- 2.2.3 All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.
- 2.2.4 All faculties entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified.
- 2.2.5 DND reserves the right to inspect the Contractor's facility during the contract for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

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## **2.3 Quality Assurance**

- 2.3.1 All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.
- 2.3.2 All fresh items must arrive in good order with a best before date of a minimum of 7 days to expiry at time of delivery.
- 2.3.3 Fresh bread and baked products shall be packaged in normal retail and commercial packaging, packing, labelling and marking which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.
- 2.3.4 Final inspection and acceptance of the food product will rest solely with the Technical Authority or his or her representatives at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Technical Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

## **2.4 Availability and Substitutions**

- 2.4.1 Potential shortfalls in providing the identified food items in a call-up shall be immediately brought to the attention of the Technical Authority and Call-up Authority.
- 2.4.2 Substitutions will not be accepted without the prior approval of Technical Authority and Call-up Authority, who is the only approving authority for substitutions and call-up amendments.
- 2.4.3 Any additional cost incurred to substitute a food item rests fully at the Contractor's expense. Substitute food items will be invoiced at the same price as the item it is substituting, as per Annex "B", Food List and Basis of Payment.

## **2.5 Rejects and Shortfalls**

- 2.5.1 The Contractor agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Contractor's expense.

## **2.6 Call-up and Order Confirmation**

- 2.6.1 When groceries are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the Contractor. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays.
- 2.6.2 The Contractor must respond within 2 to 4 hours of receipt of a Purchase Order and/or Call-up Against a Standing Offer to confirm receipt, via return fax.
- 2.6.3 DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

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## **2.7 Food Deliveries**

2.7.1 Food deliveries are to be made directly within the geographies of the Canadian Forces Base Suffield areas of responsibilities identified herein. The delivery location will be identified on each individual call-up.

2.7.1.1 The following delivery locations will be included in the areas of responsibility:

- Ration Commissary- CFB Suffield, Ralston Alberta, Building 207
- Combined Mess- CFB Suffield, Ralston Alberta, Building 436
- Crowfoot Kitchen- CFB Suffield, Ralston Alberta, Building 241
- Trail's End Camp-Cochrane Alberta

2.7.2 Deliveries must be made between the hours of 0730 hr and 1200 hrs, including weekends and statutory holidays.

2.7.3 The Technical Authority or his or her representative will meet the Contractor to receive the food order at the delivery location identified on the individual call-up.

## **2.8 Type of Transport**

2.8.1 Delivery of chilled food commodities will be made in climate controlled transport unless the Call-up Authority instructs otherwise. Refrigerated and freezer transport must have the following acceptable temperatures:

2.8.1.1 Refrigerated transport must have a temperature of four degrees Celsius (4° C), plus or minus two degrees Celsius ( $\pm 2^\circ \text{C}$ ).

2.8.1.2 Freezer transport must have a temperature below negative eighteen degrees Celsius (-18° C).

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

2.8.3 The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of CFIA.

2.8.4 The vehicle shall be a dedicated transport.

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**ANNEX "B"**

**FOOD LIST AND BASIS OF PAYMENT**

*(See Attached Excel Spreadsheet for Basis of Payment)*

**FOB Destination**

**Applicable taxes are to be excluded from the prices herein**

**Applicable taxes will be added as a separate item on the invoice, if applicable.**

F.O.B. Destination: Canadian Forces Base (CFB) Suffield, Ralston, Alberta, including, but not limited to, all ecology fees, deposits, shipping and delivery, loading and offloading, and fuel charges, Canadian customs duties and excise tax included.

Offerors must bid on at least 51 of the 56 items; otherwise their offer may be treated as non-responsive.

The estimated usage provided in Excel Spreadsheet is for evaluation purposes only and does not form part of any resulting Standing Offer.

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**ANNEX "C"**

**FOOD QUALITY SPECIFICATIONS**

**See PDF attachment**

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**ANNEX "D"**

**SECURITY REQUIREMENT CHECKLIST**

**See PDF attachment**

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**ANNEX "E"**

to PART 3 OF THE REQUEST FOR STANDING OFFERS

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);

Solicitation No. - N° de l'invitation  
W0142-19X003/A  
Client Ref. No. - N° de réf. du client  
W0142-19X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-8-41004

Buyer ID - Id de l'acheteur  
cal127  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "F"

### STANDING OFFER USAGE REPORT

Return to:  
Public Services and Procurement Canada  
Facsimile: (403) 292-5786  
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

#### Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

SUPPLIER:  
STANDING OFFER NO: W0142-19X003  
DEPARTMENT OR AGENCY: Department of National Defence

#### REPORTING PERIOD:

Item No.	Call-Up/contract No. 1Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE:

### FQS-34 Bread and Baked Products

#### Description:

**Bread:** A stable food prepared by cooking dough made with flour and water and other ingredients dependent upon the type of bread. Loaves of bread procured shall be sweet and wholesome, well risen and well baked with even bloom. They shall be free from burned crust and be uniform in size. The crumb shall be a good even texture and the bread shall be free from dough spots, lumps or indication of mould or rope.

Table 1.0 Types of Bread

Type	Description	Requirements
White Bread	Made by baking a yeast-leavened dough prepared with flour and water and may contain: salt; shortening, lard, butter or margarine; milk or milk product; whole egg, egg-white; egg-yolk, (fresh, dried, or frozen); a sweetening agent; and other ingredients indicated in <a href="#">Food and Drug Regulation Division 13 B.13.021</a> . White bread shall be white and creamy in colour and free of grayness.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.021</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Enriched White Bread	Made from dough in which enriched flour is the only wheat flour used and contains ingredients of the type and amounts indicated in the <a href="#">Food And Drug Regulations Division 13 B.13.022</a> . Enriched white bread shall be white and creamy in colour and free of grayness.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.022</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Whole Wheat Bread	Made from dough of which the named percentage of the flour used shall be whole wheat flour and shall contain not less than 60 per cent whole wheat in relation to the total flour used and contains ingredients of the type and amounts indicated in the <a href="#">Food And Drug Regulations Division 13 B.13.026</a> .	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.026</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Brown Bread	Bread coloured by the use of whole wheat flour, graham flour, bran, molasses or caramel.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.027</a> . The minimum guaranteed shelf life after

		delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Raisin Bread	Bread that contains for each 100 parts by weight of flour used not less than 50 parts by weight of seeded or seedless raisins, or raisins and currants of which not less than 35 parts shall be raisins and may contain spices or peel.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.025</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.

**Description:**

**Specialty Breads:**

Bread containing ingredients that are either not permitted in the general standard for bread (such as fruits, nuts, seeds and flavours) or other ingredients (mostly various flours, meals and starches) that are permitted in greater amounts than in the general standard.

Table 2.0 Specialty Breads

Type of Bread	Specialty Ingredient	Minimum amount of Specialty Ingredient as % of Flour	Requirements
Graham Bread	Graham Flour	150	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Milk Bread	Milk Solids	6	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> The minimum guaranteed shelf life after delivery shall be 72 hours.
Potato Bread	Potato	5	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Honey Bread	Honey	5	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> , The minimum guaranteed shelf life after delivery shall be 72 hours.
Cheese Bread	Cheese	12	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Oatmeal Bread	Oats	20	Must comply with <a href="#">Food and Drug</a>

				<u>Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Cracked Wheat Bread	Cracked Wheat	20		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Wheat Germ Bread	Wheat Germ	2		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Egg Bread	Whole Egg Solids	1.5		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Fruit Bread or Loaf	Fruit	40		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Triticale Bread	Triticale Flour	20		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Rye Bread	Rye Flour	20		Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified. If light rye bread is specified at least 10% of the flour shall be rye flour. If dark rye is specified at least 30% of the

Raisin Bread	Seedless Raisins	50	flour shall be rye. Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Raisin Bread	or a mixture of Raisins Currants	35 plus – 15 (maximum)	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Bran Bread	> 2 g dietary fibre from wheat bran per serving	> 2 g dietary fibre from wheat bran per serving	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Protein Bread	Must have a protein rating of 20 or more.	Must have a protein rating of 20 or more.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.

**Description:**

**Bread Products:**

Products made with flour and water and the addition of other ingredients dependent on the product. Salt, fat and leavening agents such as yeast and baking soda are common ingredients. Bread products may contain other ingredients, such as milk, egg, sugar, spice, fruit (such as raisins), vegetables (such as onion), nuts (such as walnuts) or seeds (such as poppy).

**Table 3.0 Bread Products**

<b>Type of Bread Product</b>	<b>Description</b>	<b>Requirements</b>
Bagel	Bagel is a bread product, traditionally shaped by hand into the form of a ring from yeasted wheat dough, roughly hand-sized. Bagels are first boiled water and then baked. Bagels have a dense, chewy, doughy interior with a browned and sometimes crisp exterior. Bagels may be topped with seeds such as poppy or sesame seeds baked on the outer crust. Bagels may be also be made from dough types such as whole-grain or rye.	The minimum guaranteed shelf life after delivery shall be 72 hours.
English Muffins	An English muffin is a small, round, flat (or thin) type of yeast-leavened bread which is commonly served split horizontally. English muffins may be made with white or whole-grain dough and are available in flavours such as cinnamon.	The minimum guaranteed shelf life after delivery shall be 72 hours.
Pita	Pita is a round slightly leavened pocket bread. The "pocket" in pita bread is created by steam, which puffs up the dough. As the bread cools and flattens, a pocket is left in the middle. Pita bread is either round or oval and varies in size.	The minimum guaranteed shelf life after delivery shall be 72 hour.
Tortilla	The Mexican tortilla is made from specially treated maize flour. Tortillas are also commonly made from wheat flour. The maize and wheat tortillas have different textures. The maize (corn) version is somewhat thicker and heartier in texture, while the wheat version is less easily broken due to its high gluten content, and can be made larger in circumference and thinner without breaking.	The minimum guaranteed shelf life after delivery shall be 72 hour.
Croissants	Croissants are a buttery flaky bread roll with a distinctive crescent shape. Croissants are made of yeast-leavened dough layered with butter, rolled and folded several times in succession, then rolled into a sheet, in a technique called laminating. The process results in a layered, flaky texture, similar to a puff pastry.	The minimum guaranteed shelf life after delivery shall be 72 hours.

Type of Bread Product	Description	Requirements
Bread Rolls	Bread rolls are yeast leavened bread products that are available in various sizes and shapes.	Bread rolls shall keep sweet, sound and palatable for 72 hours after delivery, with the exception of hard dinner rolls, which shall keep sound and palatable for 48 hours after delivery.
White rolls		Made from enriched white flour meeting the specifications in the <a href="#">Food and Drug Regulations, Division 13 B13.001</a> . White rolls shall be white to creamy in colour and free from grayness.
Enriched white rolls		Shall meet the requirements for white rolls and contain, for each 100 parts of flour used, not less than 2 parts by mass of skim milk solids, or 4 parts by mass of dried whey powder.
Whole Wheat rolls		Shall be made from a blend in which not less than 60 % of the flour shall be good quality whole wheat flour.
Hard dinner rolls		Shall be baked to a hard crusty finish on the complete surface and shall be of the size and shape specified.
Soft dinner rolls		Shall be made from dough that contains, for each part of flour, not less than 2 parts by mass of sugar or dextrose and not less than 2 parts by mass of shortening or lard. The crust shall be soft to the touch. The rolls shall be of the mass, size and shape specified.
Hot dog rolls		Shall meet the same requirements as soft dinner rolls except that they shall be of the shape required for hot dogs and shall be at least 150mm long.
Hamburger rolls		Shall meet the same requirements as soft dinner rolls except that they shall be of a flattened round shape required for hamburgers and shall have a diameter on not less than 75 mm unless otherwise specified. The crust on top shall be soft to the touch.

All bread, specialty breads and bread products procured in Canada:

- must be of the type and pack size specified;
- must have a shelf life as specified in Tables 1.0, 2.0 and 3.0;
- bread and specialty bread must be drawn from the oven not less than 12 hours or more than 24 hours before delivery;
- must not have been previously frozen unless otherwise specified;
- must meet the requirements as indicated in Tables 1.0, 2.0 and 3.0 when appropriate, unless otherwise specified;
- must comply with relevant sections of Acts and Regulations listed under [Canada Food and Drugs Act](#), [Food and Drug Regulations](#), [Canada Agricultural Products Act](#) and [Related Regulations](#), [Canadian Food Inspection Agency Act](#), [Canada Grain Act](#), and [Canada Grain Regulations under the Act](#);
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#);
- must comply with all requirement listed under [Canadian Grain Commission](#);
- must comply with food additive regulations listed under [Food and Drug Regulations - Division 16](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and [Consumer Packaging and Labelling Regulations](#);
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - [Recommended International Code of Practice - General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines; and
- must comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997).

All bread, specialty breads and bread products procured outside Canada:

- must only be procured from countries that meet federal acts and regulations govern the importation of food under Canadian Food Inspection Agency - Guide to Importing Food Commercially;
- must be of the type and pack size specified;
- must have a shelf life as specified in Tables 1.0, 2.0 and 3.0;
- must not have been previously frozen;
- must meet the requirements as indicated in Tables 1.0, 2.0 and 3.0 when appropriate, unless otherwise specified;
- must comply with relevant sections of Acts and Regulations (or the equivalent in the country where procured) listed under [Canada Food and Drugs Act](#), [Food and Drug Regulations](#), [Canada Agricultural Products Act](#) and [Related Regulations](#), [Canadian Food Inspection Agency Act](#), [Canada Grain Act](#), and [Canada Grain Regulations](#) under the Act;
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#), and [Agriculture and Agri - Food Canada](#);
- must comply with all requirement listed (or the equivalent in the country where procured) under [Canadian Grain Commission](#);
- must comply with food additive regulations listed under [Food and Drug Regulations - Division 16](#); and/or
- must comply with food additive classes listed under [General Standard for Food Additives \(Codex Stan 192-1995\)](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and/or [Consumer Packaging and Labelling Regulations](#);
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#); and/or,
- must comply with all the requirement listed under [General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - [Recommended International Code of Practice - General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines;
- must comply with others relevant Codes of Hygienic Practice and Codes of Practice recommended by the Codex Alimentarius Commission relevant to bread;
- must comply with all the requirement listed under [Guidelines for the Use of Flavours \(Codex CAC/GL 66-2008\)](#); and

- meet all requirements of applicable local food legislation whenever those requirements are stricter. All bread must be obtained by sources approved by the applicable local and international laws, regulations, procedures and requirements.

**Size:**

The usual retail and commercial standard size available in the market applicable for fresh bread and baked products unless otherwise specified.

**Packaging:**

Fresh bread and baked products shall be packaged in normal retail and commercial packaging, packing, labelling and marking which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

**Storage and Distribution:**

All products must be delivered in clean, sanitary vehicles and in cartons, packages or trays that protects the product from dust and contamination in transit.

**Applicable Regulations and Resources for Bread and Baked Products**

[Canada Food and Drugs Act](#)  
[Food and Drug Regulations under the Act](#)  
[Food and Drug Regulation Division 13](#)  
[Canada Agricultural Products Act](#)  
[Canada Agricultural Products Act - Processed Products Regulations](#)  
[Agriculture and Agri-Food Canada - The Canadian Bread and Bakery Industry](#)  
[Canadian Food Inspection Agency Act](#)  
[Canadian Food Inspection Agency - Food Safety](#)  
[Food and Drug Regulations - Division 16](#)  
[Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products-9.8](#)  
[Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#)  
[Canadian Food Inspection Agency - Guide to Food Labelling and Advertising - Chapter 9 - Supplementary Information on Specific Products](#)  
[Consumer Packaging and Labelling Act](#)  
[Consumer Packaging and Labelling Regulations under the Act](#)  
[Canada Grain Act](#)  
[Canada Grain Regulations under the Act](#)  
[Canadian Grain Commission](#)  
[Recommended International Code of Practice- General Principles of Food Hygiene \(Codex Alimentarius - CAC/RCP 1969\)](#)  
[General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#)  
[General Standard for Food Additives \(Codex Stan 192-1995\)](#)  
[Guidelines for the Use of Flavours \(Codex CAC/GL 66-2008\)](#)

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Contract Number / Numéro du contrat

W0142-19X003

~~XXXXXX~~

Security Classification / Classification de sécurité  
Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND, CFB SUFFIELD		G4 Food Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail		
Food Services support contractor will deliver food commodities (Bread & Bakery products) throughout the week and are requested to be available everyday of the week. This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W0142-19X003 ~~XXXXXXX~~

Security Classification / Classification de sécurité  
Unclassified

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET SIGINT           | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui SM

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-19X003

XXXXXXXXXX

Security Classification / Classification de sécurité

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W0142-19X003 XXXXXXXX

Security Classification / Classification de sécurité  
Unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

WO Ottar Michael J

Title - Titre

Kitchen Manager

Signature

Telephone No. - N° de téléphone  
403 544 4011 x5129

Facsimile No. - N° de télécopieur  
403-544-4596

E-mail address - Adresse courriel  
Michael.Ottar@forces.gc.ca

Date  
12 Feb 18

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security  
Senior Security Analyst

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Tel: 613-998-0286

E-mail: sasa.medjovic@forces.gc.ca

2018 - March 06

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non ☒ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

**Roxanne Antille**

Contract Security Officer / Agente de sécurité des contrats

Tel: 613-948-2561, Fax: 613-948-1712

Roxanne.Antille@tpsgc-pwgsc.gc.ca

Signature

E-mail address - Adresse courriel

Date

Mar 21 / 18

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**Security Guide To W014219X003**

- The only Security Requirement for this contract is that personnel working on this procurement require, as a minimum, a **RELIABILITY STATUS** before access to a secure site is granted. Contractor personnel working on DND sites shall abide by the National Defence Security Orders and Directives as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing access to secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will the contractor personnel be allowed to have any access to CLASSIFIED/PROTECTED data/documentation/systems and assets.
- Subcontracts containing security requirements are prohibited without the prior written authority of CISC/PWGSC.

**DND Personnel:**

DDSO-Industrial Security, is the contact person for information pertaining to security concerns identified in this procurement.

**Industrial Personnel:**

The Company Security Officer (CSO) or alternate may contact CISC/PWGSC for information pertaining to security concerns identified in this procurement. Foreign Suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA), and shall adhere to instructions issued by their responsible NSA/DSA.

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