

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Meat, Fish & Poultry - CFB Trenton	
<b>Solicitation No. - N° de l'invitation</b> W0125-19SK04/B	<b>Date</b> 2018-08-28
<b>Client Reference No. - N° de référence du client</b> W0125-19SK04	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-304-7579
<b>File No. - N° de dossier</b> TOR-8-41019 (304)	<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 2018-11-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Adler Brooks, Julie	<b>Buyer Id - Id de l'acheteur</b> tor304
<b>Telephone No. - N° de téléphone</b> (905)615-2467 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 8 Wing Trenton Food Services - Yukon Galley 75 Yukon Street Astra Ontario K0K3W0 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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, the Standing Offer Usage Reporting Form, the Financial Evaluation, Additional Certifications, and the Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1    The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Trenton, ON, requires the supply and delivery of meat, fish and poultry products on as and when required basis, as specified in Annex B, to various sites on CFB Trenton.

The period of the Standing Offer is from 1 December 2018 to 28 February 2019.
- 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.
- 1.2.4    The Request for Standing Offers (RFSO) is to establish a Regional Individual Standing Offer for the delivery of the requirement detailed in the RFSO to the Identified Users in Trenton, ON. DND will transport some of the items delivered to Trenton, ON to other areas in Canada. The Nunavut Land Claims Agreement must be considered.

- 
- 1.2.5 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Debriefings

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

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## 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](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

Bid Receiving Unit – Acquisitions Ontario Region  
33 City Center Drive, Suite 480C  
Mississauga ON L5B 2N5  
[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
905-615-2023

### 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 Ontario.

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.

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## 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: Financial Offer  
Section II: 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: Financial Offer (1 hard copy)  
Section II: Certifications (1 hard 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](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<http://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: Financial Offer

Offerors must submit their financial offer in accordance with Annex D, Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 Electronic Payment Instruments, to identify which ones are accepted.

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tor304  
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If Annex 1 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation.

## **Section II: Certifications**

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



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## 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 Mandatory Financial Evaluation

##### 4.1.1.1 The Offeror must submit pricing for line items 1-91 in accordance with Annex D – Appendix 1.

Items 92-103 are Additional Items and Offerors are requested to provide their Firm Unit Price and their Ordering Lead Time for each item. These items may be ordered during the Standing Offer Period, however their usages are considered low and therefore no estimated usages will be provided for them.

Offeror should provide a firm discount or mark down price offered as a percentage for Table 2 – Special Orders in Annex B.

##### 4.1.1.2 The price used in the evaluation will be the Extended Price calculated by multiplying the Estimated Usages by the Firm Unit Price (Column A x Column B = Column C) for items 1-32 in accordance with Annex D, Evaluation.

##### 4.1.1.3 SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price.

### 4.2 Basis of Selection

#### 4.2.1 SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection.

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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.

#### 5.1.2 Additional Certifications Required with the Offer

##### 5.1.2.1 Canadian Content Certification

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

##### 5.1.2.1.2 Canadian Content

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 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.

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

#### 6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

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 entitled Annex D. 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 monthly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first month: December 1 2018 to December 31 2018
- second month: January 1 2019 to January 31 2019
- third month: February 1 2019 to February 28 2019

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from December 1 2018 to February 28 2019.

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

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users in Trenton, ON, further transporting items to other areas in Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Julie Adler Brooks  
Title: Senior Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Branch  
Address: 480C-33 City Centre Drive, Mississauga ON L5B 2N5

Telephone: 905-615-2467  
Facsimile: 905-615-2023  
E-mail address: [Julie.adlerbrooks@pwgsc.gc.ca](mailto:Julie.adlerbrooks@pwgsc.gc.ca)

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

#### **6.5.2 Project Authority**

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

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

#### **6.5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### **6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:  
The Department of National Defence, Canadian Forces Base (CFB) Trenton, in Trenton Ontario.

## 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (Applicable Taxes included)  
(*amount will be inserted at Standing Offer issuance*).

## 6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*will be inserted at the issuance of the Standing Offer*).

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tor304  
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## **6.10 Certifications and Additional Information**

### **6.10.1 Compliance**

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

### **6.10.2 SACC Manual Clauses**

SACC *Manual* clause M3060C (2008-05-12), Canadian Content Certification.

### **6.11 Applicable Laws**

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

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## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Statement of Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 (2018-06-21) Interest on Overdue Accounts, of 2010A (2018-06-21), will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with Annex "B" Basis of Payment. 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.

#### **6.4.2 Limitation of Price**

*SACC Manual* clause C6000C (2017-08-17) Limitation of Price

#### **6.4.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12), Single Payment.

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);



- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.5 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.

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B – Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total;
- b. The invoice must identify the call-up number;
- c. The invoice must identify the consignee address where the goods were delivered;
- d. Each call-up and consignee point must be invoiced separately.

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.

## 6.6 Insurance

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

## 6.7 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations;  
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods;  
SACC Manual clause [B2005C](#) (2007-05-25), Fish – Quality Stamping;  
SACC Manual clause [B3003C](#) (2007-05-25), Grades of Meat;  
SACC Manual clause [D3007C](#) (2007-11-30), Inspection and Stamping;  
SACC Manual clause [D5311C](#) (2007-11-30), Right of Access and Inspection of Meat.

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## ANNEX A

### STATEMENT OF REQUIREMENT

#### 1. Requirement

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Trenton On requires the supply and delivery of meat, fish and poultry products on an as and when required basis, as specified in Annex B, to various sites on the Trenton Canadian Forces Base.

#### 2. DND Food Quality Specifications

All goods supplied must be in accordance with the DND Food Quality Specifications located at the Buy and Sell Website ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca))

DND Food Quality Spec – Beef (E6TOR-13RM06/A)  
DND Food Quality Spec – Veal (E6TOR-13RM37/A)  
DND Food Quality Spec – Pork (E6TOR-13RM32/A)  
DND Food Quality Spec – Lamb (E6TOR-13RM27/A)  
DND Food Quality Spec – Poultry (E6TOR-13RM33/A)  
DND Food Quality Spec – Fish & Seafood (E6TOR-13RM18/A)

#### 3. Item Sizes and Back Orders

- 3.1 No deviation from sizes will be accepted unless the stated size is no longer available in the industry. The Supplier must notify the Project Authority and the Contracting Authority and obtain their written acceptance of replacement size.
- 3.2 No back orders will be accepted unless arranged in advance with the Project Authority,
- 3.3 No minimum call-ups apply to this Standing Offer.

#### 4. Final Inspection & Product Acceptance/Rejection

- 4.1 Inspection and acceptance will rest with the Site Authority at the delivery destination. All products supplied must be free of signs of deterioration, spoilage, filth or damage by rodents or insects;
- 4.2 The Site Authority may reject products at the time of delivery and any product(s) must be removed immediately by the Supplier;
- 4.3 Rejected items discovered after delivery must be picked-up within 1 working day of notification of the rejection;
- 4.4 Rejected product(s) must be replaced within 1 working day of notification;
- 4.5 If broken or damaged goods are received from a supplier, their subsequent reshipment to the Crown will be at the supplier's own expense. If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in the PSPC General Terms and Conditions of the Crown.

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**5. Preparation for Delivery**

- 5.1 The surface of all boxes/cartons must be clearly marked to show the grade, size, net weight and quantity, storage instructions and special instructions of the product contained in the package;
- 5.2 All boxes/cartons must be clearly labelled with the Supplier's name and address;
- 5.3 The Supplier must supply delivery slips for each delivery.

**6. Pallets**

- 6.1 All goods must be delivered on registered range or blue pallets only;
- 6.2 The Supplier must implement a tracking system to ensure that the number of outgoing pallets does not exceed the number of pallets delivered by their company.
- 6.3 This register must be verified by the Project Authority;
- 6.4 The Supplier must maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record must be provided to the Site Authority.
- 6.5 Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within 30 days after the last delivery date of the disputed month.

**7. Delivery**

- 7.1 Deliveries must be made within 24 hours from receipt of a call-up request;
- 7.2 Suppliers must notify receipt of each order within 4 hours of receipt;
- 7.3 Suppliers must notify the ordering office of any shortages for orders placed within 4 hours or receipt of an order (no later than 4:00 PM);
- 7.4 Delivery must be made during the period of 7:30 AM to 3:00 PM only on each delivery day;
- 7.5 Deliveries must be made five days per week, Monday to Friday;
- 7.6 Emergency delivery on weekends due to operational requirements must be available with no changes to pricing. Emergency delivery are defined as a national emergency or aid to civil power (i.e. ice storm).

**8. Delivery Locations**

Deliveries to be made directly to the following buildings at CFB Trenton, Trenton ON K0K 3W0:

7 Wing Food Services  
75 Yukon St  
Astra, ON K0K 3W0

8 Wing Officers' Mess  
182 Yukon St  
Astra, ON K0K 3W0

CFS Alert  
30 East North Star Dr

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Astra, ON K0K 3W0

Buildings may be added or deleted during the Standing Offer Period.

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## ANNEX B

### BASIS OF PAYMENT

Firm unit prices in Canadian funds including fuel costs, delivery costs, FOB Destination, transportation/storage costs, and any overhead costs. The total amount of Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### 1. List of Products

1.1 Prices Stated in Annex B – Appendix 1 are firm for the period of the Standing Offer.

1.2 See Annex B - Appendix 1, Table 1: List of Products

#### 2. Special Orders

The Standing Offer holder offers to sell any available products other than those listed in Annex B, Table 1 at prices matching those of their general, seasonal and sideline catalogue and price list less a discount of \_\_\_\_\_%.

Special Order items may be purchased during the Standing Offer Period.

In addition to the prices established in Annex B, the Standing Offer holder can offer special discounts, such as year-end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B – Appendix 1.

#### Annex B – Appendix 1

**Note to Offerors:** *Annex B will be attached based on the inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B, Basis of payment will then be provided with any resulting Standing Offer.*

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## ANNEX C

### STANDING OFFER USAGE REPORTING FORM

The data must be submitted to the Standing Offer Authority.

The reporting period is defined as follows:

- First month: December 1 2018 to December 31 2018
- Second month: January 1 2019 to January 31 2019
- Third month: February 1 2019 to February 28 2019

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

Standing Offer No. W0125-19SK04						
Month						
Unitrack Code	Standing Offer Holder's Code	Item Description	Case Description	Quantity	Firm KG Price, OR	Firm Case Price
Monthly Total						\$

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## **ANNEX D**

### **FINANCIAL EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm case prices from Annex B – Basis of Payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

#### **ANNEX D – Appendix 1**

See attached.

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## ANNEX E

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Part 5, Certifications, Section 5.2.1 Integrity Provisions – Required Documentation, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number: \_\_\_\_\_

Supplier may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, supplier may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.



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File No. - N° du dossier  
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tor304  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX 1 to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)