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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, Periodic Usage Report and the Federal Contractors Program for Employment Equity - Certification and any other annexes. The Appendix include the Instructions for completing the Electronic Financial Offer Template (EFOT)

1.2 Summary

- 1.2.1** The Department of Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply and deliver meats, fish, Poultry and proteins on an "as and when" requested basis and to be delivered to 4 Snider Rd, Connaught Primary Training Centre (CRPTC) in Ottawa, Ontario.

The periods of the Standing Offer will be from award date to December 31, 2018.

The Request for Standing Offers is to establish a Regional Individual Standing Offers for the items in accordance with requirement at Annex B detailed in the RFSO, to the Identified Users in the National Capital Area.

- 1.2.2** This requirement is subject to the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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.

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[B3000T](#) (2006-06-16) Equivalent Products
[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.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
PD008
CCC No./N° CCC - FMS No./N° VME

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.

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 8 of the 2006 standard instructions and as amended in Part 2 - Offeror Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. 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
Section IV: Additional Information

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

Section I: Technical Offer – one (1) hard copy
Section II: Financial Offer – Annex B - one (1) hard copy and one (1) soft copy on CD, USB stick
Section III: Certifications - one (1) hard copy.
Section IV: Additional Information – Published Price List or Current Cost Catalogue (one hard copy)

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

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 their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

Section I: 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.

Offerors must submit firm unit prices for a minimum of 90% of the 77 items listed in Annex B, basis of payment, Delivery Duty Paid, Ottawa, Ontario, Incoterms 2000. Transportation costs are to be included in unit prices. Applicable Taxes extra.

Offeror must include the minimal rebate applicable to items not listed in Annex B

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "C" 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.

Section IV: Additional Information – Price list

Offerors must provide their Current Cost Catalogue or Published Price List when requested to do so.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offers must meet all technical requirements as detailed in the RFSO.

- a) Offeror must provide pricing for a minimum of **90%** of the 77 items listed in Annex B). Failure to meet this requirement will declare the bid non-responsive.
- b) Percentage discount must be provided for Annex B for Off-list Items. Off-list Items will not be used in the Financial Evaluation.
- c) Offeror must certify that all goods supplied will be in accordance and compliant to the latest issue of the relevant specification must meet this Military Standard as indicated in this link found on www.buyandsell.gc.ca

<https://buyandsell.gc.ca/procurement-data/search/site/DND%2520Food%2520Quality%2520Specifications>

The certifications listed above should be submitted with the offer, but may be submitted afterwards. If any of these required certification 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 listed above within the time frame provided will render the offer non-responsive.

4.1.2 Financial Evaluation

Offerors must submit firm unit prices, Delivery Duty Paid, Ottawa Ontario, Incoterms 2000 as detailed in Annex B. Transportation costs are to be included in unit prices. Taxes, if applicable are extra.

4.1.2.1 Evaluation Methodology

For each item in Annex B for which all Offerors have submitted a price, an evaluated price will be derived from the estimated number of packages (T) multiplied by the price per evaluated unit of measure (Q) multiplied by the Total offered volume / weight per offered packaging option (N). (Where the unit of measure at column O is the same as unit of measure at column H. Otherwise values at column Q will be calculated to match units.)
$$(U = T \times Q \times N) \quad * \text{Adjusted to match units of measure}$$

Prices in column U will be aggregated in a Total

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PD018-W0002-17DC05

Buyer ID - Id de l'acheteur
PD008
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4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive.

The responsive offer with the lowest overall evaluated total price will be recommended for issuance of a standing offer.

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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

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, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data, if some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The reporting periods are defined as follows:

First report: October 1 to October 31, 2018.

Second report: November 1 to November 30, 2018

Third report: December 1 to December 31, 2018

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

RapportsOACPD.SOAREportingPD@tpsgc-pwgsc.gc.ca

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 date of award to December 31, 2018.

6.4.2 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: Rémi Simard
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Programs
Directorate: CAAMS
Address: 11 Laurier St., 6All-16, Gatineau, Québec, K1A 0S5
Telephone: 873-469-3193
E-mail address: Remi.Simard@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 DND

The Project Authority for the Standing Offer is: *(to be filled in at issuance of the standing offer)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

6.5.3 Offeror's Representative (Please Fill Information)

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: Department of Defence Dwyer Hill Training Centre

6.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing 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 \$40,000.00 (Applicable Taxes included). The Call-up Authority may order other items that are not in Annex "B" for up to 20 % of the call-up Value.

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 2029 (2016-04-04) General Conditions – Standing Offer - Goods or Services (Low dollars Value)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;

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g) the Offeror's offer dated _____ (*insert date of offer*),

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery

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

6.3.2 Pick up of Order

Suppliers must be able to facilitate the pick-up of orders by Government of Canada vehicles on their premises, as required.

6.3.3 Driver Identification

The Offeror will ensure that all drivers and co-drivers have valid government identification at all times when entering the DND property. Periodic verification of identity may be in place at the time of delivery. DND has the right to refuse all deliveries if the above application is not completed upon entry into the Connaught Polygon and Basic Training Center (CRPTC) Ottawa, Ontario.

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 firm unit prices as specified in Annex B for the cost specified in the call-up against the standing Offer. 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 Single Payment

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

6.4.3 Electronic Payment of Invoices – Call-up

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

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.
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 consignee.

6.6 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
G1005C (2016-01-28) Insurance
B2005C (2007-05-25), Fish – Quality Stamping
B3003C (2007-05-25), Grades of Meat
B7500C (2006-06-16), Excess Goods
D0014C (2007-11-30), Delivery of Fresh, Chilled or Frozen Products
D0018C (2007-11-30), Delivery and Unloading
D3004C (2007-11-30), Type of Transport
D3007C (2007-11-30), Inspection and Stamping
D5311C (2007-11-30), Right of Access and Inspection of Meat

6.7 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

1. Requirement

To supply and deliver meats, fish, Poultry and proteins as specified in Annex B, to the Department of National Defense (DND), in Ottawa on an « as and when requested » basis.

If an item has been deemed as a brand specific item: no substitutions are allowed, without prior consent from the Call-up Authority. Substituted items must be of equal or better quality and are to be sold at the contracted price or lower.

All goods supplied must be in accordance with the latest issue of the relevant specification must meet this Military Standard as indicated in this link found on www.buyandsell.gc.ca

<https://buyandsell.gc.ca/procurement-data/search/site/DND%2520Food%2520Quality%2520Specifications>

2 Additional Terms

The expiration date on fresh products must be a minimum of four to seven calendar days after the delivery date.

No back orders will be accepted unless arranged in advance with the Call-up Authority or authorized designate

The Supplier must supply items in the size identified in Annex B – Commonly Ordered Items (For Information Purposes Only). No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify the Call-up Authority and PWGSC to obtain their written acceptance of a replacement size.

The offeror must accept customer cancellations to call up if they occur 24 hours in advance except for special orders.

The Offeror must replace any rejected item(s) within 48 hours of notification of rejection. The contracting authority will be notified of each rejection and motive for rejection by email within 24 hours of delivery.

The Supplier shall provide copies of its product catalog and associated price lists to the Call-up Authorities upon request.

Deliveries must be from Monday to Friday between the hours of 6am to 9am. No exemption without the authorization of the Project Authority.

The delivery time will be approximately thirty (30) minutes of the agreed delivery time.

The time of delivery must be communicated when ordering.

If the supplier offers deliveries on Saturdays or Sundays, no additional charges will be incurred.

Delivery must be made within two (2) calendar days of receipt of a call-up against the Standing Offer.

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PD018-W0002-17DC05

Buyer ID - Id de l'acheteur
PD008
CCC No./N° CCC - FMS No./N° VME

3. Delivery Locations

Name of Installation	Billing Address	Delivery Address
Connaught Rifle Range & Primary Training Center (CRPTC)	35 Shirley BLVD, Nepean (Ontario) K2K 2W6	4 Snider Rd, Nepean ON (Kitchen)

Solicitation No. - N° de l'invitation
W0002-17DC05/D
Client Ref. No. - N° de réf. du client
W0002-17DC05

Amd. No. - N° de la modif.
File No. - N° du dossier
PD018-W0002-17DC05

Buyer ID - Id de l'acheteur
PD008
CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

**Electronic Financial Offer Template (EFOT)
(Provided as an electronic attachments)
Upon issuance of any resulting Standing Offer,
Annex "B" will contain the Resulting Electronic Price List**

Solicitation No. - N° de l'invitation
W0002-17DC05/D
Client Ref. No. - N° de réf. du client
W0002-17DC05

Amd. No. - N° de la modif.
File No. - N° du dossier
PD018-W0002-17DC05

Buyer ID - Id de l'acheteur
PD008
CCC No./N° CCC - FMS No./N° VME

ANNEX C 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;
- ☒ (X) Direct Deposit (Domestic and International) Mandatory;

ANNEX D

Electronic Standing Offer Usage Report

(Provided as an electronic attachments)

Instructions for Completing the Electronic Standing Offer Usage Report

1. General Instructions

Qualified Offerors will be supplied with the Electronic Standing Offer Usage report template at such time as a Standing Offer is issued to them. Subsequently, as required, Offerors may request that the Standing Offer Authority send a copy of the Electronic Standing Offer Usage report template to them by e-mail.

Offerors must complete the Electronic Standing Offer Usage report in accordance with the instructions below.

2. Electronic processing of Standing Offer Usage Report

Reports must be submitted by electronic mail to the Standing Offer Authority in the ".XLS" or ".XLSX" (Excel compatible) file format.

2.1 The Standing Offer usage report will be processed by PWGSC using electronic automation. If the Offeror's report is submitted in a way that prevents automated processing, the report will be deemed as unacceptable and returned to the Offeror with information pertaining to the deficiency.

2.2 The use of the "Copy" and "Paste" feature may negatively impact certain aspects of the template. PWGSC suggests Offerors use "Copy" and "Paste Special - Values".

3. Itemized reporting

Offerors must include the requested data for every item sold as a result of call ups against the Standing Offer.

4. Field descriptions and input instructions

Fields in the Report are identified by column heading or by tag. The purpose of each field is described and the instructions for completing the field are provided below.

Part I: Report Header

a) Standing Offer Number

The Offeror must enter the Standing Offer number which appears on the cover page of their Standing Offer.

b) Company Name

The Offeror must enter their legal company name.

c) Period

The Offeror must select the Quarter for which it is submitting a report from the pull down list. Offerors must submit a report for every quarter.

Part II: Report Body

a) Delivery point

Offerors must enter the location name or address where the item was delivered.

b) Invoice number

Offerors must enter their invoice number for each item sold as a result of a call up against the Standing Offer. Offerors may aggregate more than one item per invoice number.

c) Qty

Offerors must enter the quantity of items sold as a result of a call up against the Standing Offer. If the unit of sale is for multiple individual units, this field should reflect the number of units of sale sold. Example (if the Unit of Sale is dozen, and one dozen was sold the QTY field should indicate "1"). Alternatively if the Unit of Sale is dozen and 6 individual pieces are sold the QTY field should indicate "0.5"

d) Manufacturer / Brand

This field must contain the Manufacturer of the item sold as a result of a call up against the Standing Offer. While the Brand and Manufacturer of a product may in some instances be interchangeable, this is not always the case. The Offeror must enter the name of the Manufacturer of the item sold as a result of a call up against the Standing Offer.

e) Manufacturer's Product Code

Offerors must enter the Manufacturer's Model Number for the item sold as a result of call ups against the Standing Offer.

f) Offeror SKU

Offerors must enter their part number (or SKU) for the item sold as a result of call ups against the Standing Offer exactly as it is listed in the "Offeror's Part Number" field of the Price List submitted with their offer.

g) Unit of Sale

This field represents the Unit of Sale for the item sold as a result of call ups against the Standing Offer. The Unit of Sale "ea." typically represents the smallest unit of sale for an item. case, bag or box should include # of items per case, bag or box. Example: box of 12

h) Description

This field must contain a short description of the item sold as a result of call ups against the Standing Offer and must at a minimum include sufficient information to identify the primary purpose of the item and its core defining attributes. (Chicken Fillets, Breaded, Frozen)

i) Date of Invoice

Offerors must enter the date at which the call up for the item sold as a result of call ups against the Standing Offer was invoiced. The date must be entered using the YYYY-MM-DD format.

j) Unit Price

This field must contain the Offeror's price invoiced per unit of issue for the item sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

k) Extended Price

This field must contain the Offeror's price invoiced per unit of issue multiplied by the quantity of each items sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

Appendix 1

Instructions for Completing the Electronic Financial Offer Template

1 General Instructions

Offerors must complete the Electronic Financial Offer Template (EFOT) provided as an electronic attachment to this requirement, in accordance with the instructions below. The EFOT submitted with the Offer will form part of any resulting Standing Offer as the pricing basis.

Each row in the Financial Offer Template represents one item.

Offerors must save a copy of the completed EFOT in Excel compatible format (.XLSX or .XLS) on a Compact Disk (CD) or Digital Versatile Disc (DVD) or USB stick and include it with their Offer.

Offerors must print a copy of each tab of the EFOT and include it with their Offer. Print Formatting, Header and Footer information for printing purposes is included in the EFOT; Offerors must not change this information.

2 Electronic Processing of Financial Offer Template

The Electronic Financial Offer Template may be processed for evaluation by PWGSC using electronic automation. As such, Offerors must not unlock or change the format of the Electronic Financial Offer Template in any way. At the time of evaluation, if the Offeror's Electronic Financial Offer Template has been reformatted changed in a way that prevents automated processing, the Offer may be found non-responsive.

3 Field Color

All green colored fields are requested to be populated by the Offeror in compliance with the instructions below;

Orange fields represent fields that are calculated automatically and require no data entry;

White fields are fields populated by Canada and require no data entry;

Yellow, gray and blue colored fields are headers and require no entry;

4 Field Descriptions and Input Instructions

Fields in the Electronic Financial Offer Template are identified by column heading. The purpose of each field is described and the instructions for completing the field are provided.

A) Item No.

Purpose: This field represents a number assigned to the line item in the list for the purpose of this solicitation. Any amendments or questions pertaining to the line items or products requested will be addressed by this item number during the solicitation period.

Input instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

B) Unitrack Code

Purpose: This field represents DND reference code for the line item.

Input instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

C) Product / Item Description

Purpose: This field represents a brief description of the item required.

Input instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

D) Grading and sizing

Purpose: This field represents the grading and sizing, where applicable, for the item required.

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

E) Requested item count per package

Purpose: This field represents the number of items included in a package. Example (12 cans of tomato paste per box)

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

F) Item Format / Size

Purpose: When associated with the unit of measure in column F, this field represents the volume, weight, count of the item required (170 ml, 454 g, 20 ea.)

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

G) Unit of Measure

Purpose: This field represents the unit of measure (weight, volume, count) associated with the value in column E.

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

H) Total requested volume / weight / count per requested packaging option

Purpose: When associated with the Unit of measure in column H, this field represents the total volume, weight or count of items requested per preferred packaging option

Input Instructions: This field is automatically calculated, no data entry on behalf of the Offeror is required.

I) Unit of Measure

Purpose: This field represents the unit of measure (weight, volume or count) associated with the value in column G.

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

J) Offered Brand

Purpose: This field represents the brand or manufacturer name of the line item.

Input Instructions: If the cell color is light green the offeror is requested to enter the brand name of the product offered. If the cell color is white, the offeror will supply the requested brand.

K) Offered Product Code

Purpose: This field represents the manufacturer's product code for the line item.

Input Instructions: If the cell color is light green the offeror is requested to enter the manufacturer product code of the product offered. If the cell color is white, the offeror will supply the requested product code.

L) Offered Item Count per Package

Purpose: This field represents the number of items included in a package. Example (12 cans of tomato paste per box)

Input Instructions: The offeror is requested to enter the number of items included in the proposed packaging option. This field may only contain numeric values (no letters, commas or special characters)

M) Item Format / Size

Purpose: When associated with the unit of measure in column M, this field represents the volume, weight, format of the item required (170 ml, 454 g, 20 ea.)

Input Instructions: The offeror is requested to enter the format count or size of items included in the proposed packaging option. This field may only contain numeric values (no letters, commas or special characters)

N) Unit of Measure

Purpose: This field represents the unit of measure (weight, volume, count) associated with the value in column L.

Input Instructions: The Offeror is requested to select the appropriate unit of measure from the drop down menu. No other value will be accepted.

O) Total offered volume / weight per offered packaging option

Purpose: When associated with the Unit of measure in column O, this field represents the total volume, weight, count of items requested per preferred packaging option

Input Instructions: This field is automatically calculated, no data entry on behalf of the Offeror is required.

P) Unit of Measure

Purpose: This field represents the unit of measure (weight, volume, count) associated with the value in column N.

Input Instructions: This field is automatically calculated, no data entry on behalf of the Offeror is required.

Q) Price per Offered packaging option

Purpose: This field represents the price for the packaging option for the line item as described in columns I through O. Example (price for a box 16 x 454 grams of product "x" with a total weight of 7.264 kg)

Input Instructions: The Offeror must enter a numerical value which represents its firm price for the line item offered in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals

R) Price per evaluated unit of measure

Purpose: This field represent the price per single evaluated unit of issue at column Q. Example: Where the price for a box of 16 x454 grams of a product is \$7.98 the Price per evaluated unit of measure is \$1.098568/ kg

Input Instructions: This field is automatically calculated, no data entry on behalf of the Offeror is required.

S) Evaluated Unit of measure

Purpose: This field represents the unit of measure that will be used for price evaluation

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

T) Estimated # of packages

Purpose: This field represents the estimated number of packages (based on preferred packaging option) to be consumed by the client. This is no way represents a commitment to purchase and is used for evaluation purposes only.

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

U) Estimated # of packages (adjusted in accordance with offered packaging option)

Purpose: This field represents the estimated number of packages based on the offered packaging option to cover the requirement identified in column S. The value in this field is rounded up to the nearest integer. This is no way represents a commitment to purchase and is used for evaluation purposes only.

Input Instructions: This field is populated by CANADA and no data entry on behalf of the Offeror is required.

V) Evaluation price (based on preferred packing option)

Purpose: This field is the estimated total price per line item for the number of estimated packages (Column S) times the total requested volume (Column G) times the price per evaluated unit of measure (Column R)

Input Instructions: This field is automatically calculated, no data entry on behalf of the Offeror is required.