

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

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

**Place Bonaventure, portail Sud-Oue**  
**800, rue de La Gauchetière Ouest**  
**7e étage, suite 7300**

**Montreal  
Quebec  
H5A 1L6**

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

## National Master Standing Offer (NMSO)

### Offre à commandes principale et nationale (OCPN)

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**

Food Supply, Montel/Alimentation, Montréal  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> OCIR Viande Halal	
<b>Solicitation No. - N° de l'invitation</b> 21301-195859/A	<b>Date</b> 2018-10-24
<b>Client Reference No. - N° de référence du client</b> 21301-195859	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTR-340-15068
<b>File No. - N° de dossier</b> MTR-8-41198 (340)	<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 2019-05-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Doucette (mtr340), Andy	<b>Buyer Id - Id de l'acheteur</b> mtr340
<b>Telephone No. - N° de téléphone</b> (514)605-3829 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SERVICE CORRECTIONNEL DU CANADA ADRESSES VARIÉES LAVAL Québec 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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21301-19-5859/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTR-8-41198

Buyer ID - Id de l'acheteur  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offer (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 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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:

- Annex A: Requirement
- Annex B: List of products
- Annex C: Delivery addresses
- Annex D: CSC Request to access a federal institution
- Annex E: Complete list of Board of Directors
- Annex F: Electronic Payment Instruments

### **1.2 Summary**

- 1.2.1** Request for Regional Individual Standing Offer (RISO) to supply, on an as and when ordered basis, of Halal meat products for Correctional Service of Canada, various institutions located in the Province of Quebec.

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Resulting Standing Offer(s) will be in place from the date of issue to November 30th, 2019.  
Divided into two (2) periods of six (6) months.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

**1.3 Security Requirements**

There are no security requirements associated with the requirement of the Standing Offer. However, there are security requirements within the Correctional Service of Canada (**see PART 7**).

**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 (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.

**2.1.1 SACC Manual Clauses**

M1004T (2016-01-28), Condition of Material - Offer

**2.2 Submission of Offers**

Offers must be submitted, by mail or facsimile, to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit no later than the date, time and place indicated on page 1 of the Request for Standing Offer.

You must submit your offer, **by mail, in person or facsimile**, prior to the closing time and date:

**By mail or in person at the following address:**

Public Works and Government Services Canada (Bid Receiving Unit)  
Place Bonaventure, South-West Portal

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800, rue de la Gauchetière West, Suite 7300  
Montréal, Québec H5A 1L6

**By facsimile, at the following number: (514) 496-3822**

Once your offer has been completed and submitted by mail or fax, you must send a copy of the Annex B (Excel file), by e-mail, to the following address:

[QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca](mailto:QueAlimentationSoumissionsMtl.QueFoodSupplyTendersMtl@tpsgc-pwgsc.gc.ca)

**2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (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 questions or may request that Offerors do so, so that the proprietary nature of the question 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 Quebec.

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**

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted.

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 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.

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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 or 14 inch (216 mm x 279 mm or 356 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 or 14 inch (216 mm x 279 mm or 356 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 the Annex **B – Basis of payment**.

#### **Annex B – List of products (Attached separately)**

This document includes the calendar of tender closing dates and the list of Products for each of the **two (2) periods**.

The calendar of tender closing dates specifies the closing dates for each period. It is important to use the appropriate closing page, matching the period for which the offer applies.

The Offerors will complete Annex B using the Excel spreadsheet and make sure it has been properly completed and contains all required information.

##### **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

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## Section II: Certifications

Offerors must submit the certifications and additional information required under Part 5 (*if applicable*).

## 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 financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Financial Evaluation (See Annex B)

Offers will be evaluated on the "**aggregate price**" of all items, standardized as required, according to the estimated quantities.

A standardization using the 'rule of 3' will be used when the format of an item offered differs from the format requested.

Example: Format requested: 4 L  
Format offered: 3.8 L at \$5.25  
Standardized price:  $(\$5.25 \times 4L) / 3.8L = \$5.53$

#### 4.1.2 Evaluation of Price

M0222T (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

**Any offer submitted in foreign currency will be assessed in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

### 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 evaluated price will be recommended for issuance of a standing offer.

Note: Only One (1) Standing Offer will be issued per period of six (6) months.

## 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

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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 [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 with its offer the required documentation, as applicable), 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 (see Annex F)**

In accordance with 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website: [http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

There are no security requirements associated with the requirement of the Standing Offer. However, there are security requirements within the Correctional Service of Canada (**see PART 7**).

## 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 Annex "A"- Requirement, Annex "B"- List of products and Annex C – Delivery Addresses.

#### 7.2 Security Requirement (See Annex D)

The Standing Offer contains no security screening as there is no access to sensitive information or assets. Where necessary, the Offeror's personnel will be accompanied in particular areas of the establishment or operational unit if Correctional Service Canada (CSC) staff or persons authorized by the CSC to act on its behalf deem it necessary.

Before entering the establishment or business unit, the Offeror's personnel must undergo a CSC identity and information verification with the Canadian Police Information Center and must meet the requirements of the institution with respect to searches. CSC reserves the right to refuse access to the establishment or operational unit, or any part thereof, at any time to any of the Offeror's personnel.

#### 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.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer (to be completed at Standing Offer award)

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

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MTR-8-41198

Buyer ID - Id de l'acheteur  
MTR340  
CCC No./N° CCC - FMS No./N° VME

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## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andy Doucette  
Title: Acting Procurement Agent  
Public Works and Government Services Canada  
Acquisitions Branch Directorate  
Address: 800 De La Gauchetière, Portail South-West, Suite 7300, Montréal, Qc H5A 1L6  
Telephone: 514-605-3829  
Facsimile: 514-496-3822  
E-mail address: [andy.doucette@tpsgc-pwgsc.gc.ca](mailto:andy.doucette@tpsgc-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.

### 7.5.2 Offeror's Representative (*to be completed at standing offer award*)

#### General enquiries

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## 7.6 Identified Users

The Identified User authorized to make Call-ups against the Standing Offer is: **Correctional Service of Canada (CSC)**. Various delivery addresses (consult Annex C).

## 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.

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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
- 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 **\$25 000.00 (Applicable Taxes included)**.

#### 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (**amount will be indicated at the issuance of the standing offer**), (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 **3 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.

**The Standing Offer will be awarded in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

#### 7.10 Priority of Documents

If there is a discrepancy between the wordings 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 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
  - d) the general conditions 2029 (2016-04-04), General Conditions - Services (Low Dollar Value);
  - e) Annex A, Requirement;
  - f) Annex B, List of Products;
  - g) Annex C, Delivery Addresses;
  - h) Annex D, CSC Request to access a federal institution;
  - j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer.*)

## 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.

### 7.12 Applicable Laws *(to be completed by the bidder)*

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 \_\_\_\_\_.

## 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 perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

2029 (2016-04-04), General Conditions - Services (Low Dollar Value)

Section 12 - Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions - Services (Low Dollar Value) will not apply to payments made by credit cards.

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### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

#### **7.3.2 Delivery of Fresh Chilled or Frozen Products**

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18° C or lower and fresh chilled products between 4° C and 1° C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

#### **7.3.3 Liability for defective products:**

If an item provided by a supplier is broken or damaged, its replacement will be at the supplier's expense at the very latest at the time of the next delivery of goods.

If, following acceptance of a product, it has been determined that the product does not meet the product ordered or the norms and standards stipulated, the supplier will be required to take back the defective product at its expense and offer a discounted price based on the severity of the issue. In addition, Canada may take action under the provisions available under PWGSC's General Terms and Conditions.

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

The Contractor will be paid at the firm unit prices and hourly rates specified in Annex B. Customs duties are included and Applicable Taxes are extra.

#### **7.4.2 Single Payment**

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

#### **7.4.3 Limitation of Price**

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

#### **7.4.4 SACC Manual Clauses**

SACC Manual clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### **7.4.5 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).

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## 7.5 Invoicing Instructions

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.

1. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.6 Insurance

SACC Manual clause: G1005C (2016-01-28) Insurance – No specific requirement

## 7.7 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
A9068C (2010-01-11), Government Site Regulations  
B7500C (2006-06-16), Excess Goods  
D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen Products  
D0018C (2007-11-30), Delivery and Unloading

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## ANNEX A

### REQUIREMENT

#### **DESCRIPTION**

This request for a Regional Individual Standing Offer (RISO) involves the provision, on an "as-and-when" requested basis, of ***Halal Meat Products***.

**DEFINITION:** "HALAL" is a meat product that has been produced in accordance with the Halal process, bears the Halal symbol, (example, issued by the Islamic Society of North America (ISNA) or other equivalent agency), and is produced by a Licensed Meat producer that has been certified ISNA (or other equivalent agency) to produce Halal meat products. Equivalency to the ISNA is defined as an agency that provides certifications nationally (or internationally), and is recognized by a national (or international) Muslim Society as being a Halal certification service.

**Note:** Offers must be submitted for each period as per the pre-determined schedule of Tender closing dates (see Annex B).

**The Offeror must be able to deliver the items being offered to ALL DELIVERY ADDRESSES listed in Annex C for the region(s) for which an offer is submitted.**

#### **IDENTIFIED USER**

Correctional Service of Canada, various institutions located in the Province of Quebec.

#### **PERIOD OF THE STANDING OFFER**

**From date of issue to November 30, 2019**, divided into two (2) periods of six months.

**NOTE:** Only (1) standing offer will be issued per period.

#### **FOOD QUALITY SPECIFICATIONS**

All products must comply with the following Food Quality Specifications (FQS) outlined below:

21301-195859 – HALAL MEAT PRODUCTS	
Prepared Meats and Meat By-products  (E6TOR-17RM08/A)	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7448">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7448</a>
Beef (E6TOR-13RM06/A)	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530</a>
Poultry (E6TOR-13RM33/A)	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6503">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6503</a>

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Variety Meats (E6TOR-17RM06/A)

<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7452>

### **DELIVERY REQUIREMENTS**

Mandatory maximum delivery turnaround time of **10 days** from time of call-up for those call-ups the Institutions deem **non-urgent requirements**, and no minimum call-ups to apply.

Mandatory maximum delivery turnaround time of **5 days** from time of call-up for those call-ups the Institutions deem **urgent requirements**.

### **SPECIAL INSTRUCTIONS**

Unless otherwise stipulated in the purchase document, suppliers are to ensure that they comply with the standard stated on the item description details. The consumable product is to be HALAL and must also be completely sealed in order to prevent tampering. The firm's certification must be visible on the packaging and in accordance with applicable legislation. The consumable product must be produced in accordance with Halal practices and be processed by a company certified to provide Halal products.

### **OUT OF STOCK**

Suppliers must notify the Institutions within forty-eight (48) hours following receipt of a call-ups if the delivery of any product cannot be made, in order to allow the Institutions sufficient time to make alternative arrangements for the unavailable product.

### **PREPARATION FOR DELIVERY**

Each container shall be packed in such a manner that the content and the quantity is visible on the surface. The product shall be delivered to the consignee in good condition and show no signs of deterioration.

### **PRODUCT CERTIFICATION**

By signing Page 1 of this RISO document, the Bidder warrants that the products being offered come from an established Halal certified company that is subject to federal or provincial inspections in the required categories.

Canada reserves the right to conduct inspections, as deemed necessary, of the Bidder's premises at any time during the period of the Standing Offer.

### **SECURITY**

Please note that there might be a delay at the entrance and exit of the institutions. The client may require that the supplier and its delivery staff undergo a security clearance.

Furthermore, the supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search when entering and exiting the institutions.

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## **QUANTITIES**

The estimated quantities for each of the required items can be found in Annex B - List of Products.

## **APPROXIMATE SCOPE OF THE STANDING PROPOSAL**

The approximate scope of the Standing Proposal is **\$435,000.00** for the period **from Date of issue to November 30, 2019** inclusive.

## **TRADE AGREEMENTS**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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**ANNEX « B »**

**LIST OF PRODUCTS**

***Excel spreadsheet attached***

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## ANNEX C

### DELIVERY ADDRESSES

#### IMPORTANT:

The Offeror must be able to deliver the items at all the delivery sites listed below.

<b>Federal Training Centre – Site 600</b> 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday, between 7h00 and 11:15 am. and 12h30 à 15h00
<b>Federal Training Centre – Site 6099</b> 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday (preferably Tuesday and Thursday), between 8:00 and 11:00 am. <b><u>N.B.</u></b> Maximum height of delivery vehicles at the Federal Training Centre is thirteen (13) feet.
<b>Archambault Institution – Med.</b> 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:30 and 11:00am and between 1:00 and 3:00 pm.
<b>Archambault Institutions - Min</b> 244, Montée-Gagnon Centre de production alimentaire <b>Bâtiment A 43</b> Sainte-Anne des plaines Québec) J0N 1H0	Monday to Friday, between 8:30 and 11:00am and between 1:00 and 3:00 pm.
<b>Regional Reception Centre</b> 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:30 and 11:00am and between 1:00 and 3:00 pm. (preferably in morning).
<b>La Macaza Institution</b> 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0	Monday to Friday between 8:30 and 10:45am and between 2:15 and 3:00 pm Delivery persons must be preregistered in the institution's authorization system.

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<b>Cowansville Institution</b> 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday between 8:00 and 11:30am, And between 1:00 and 3:30.  <b><u>N.B.</u></b> All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is five (5) feet.
<b>Drummond Institution</b> 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday between 8:45 and 11:00am and between 1:00 and 3:30 pm.  Delivery persons must be preregistered in the institution's authorization system.
<b>Donnacona Institution</b> 1537, route 138 Donnacona (Québec) G3M 1C9	Monday to Friday between 8:00 and 10:45am and between 1:00 and 2:45 pm.
<b>Établissement Joliette</b> 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Wednesday from 8:00 to 11:00 and from 13:00 to 15:30.
<b>Établissement Port-Cartier</b> 1, chemin d'Aéroport Port-Cartier (Québec) G5B 2W2	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm

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**ANNEXE « D »**

**Request to access a federal institution**

**PERSONAL INFORMATION**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_

Date of birth (YY-MM-DD): \_\_\_\_\_ Sex: M ☐ F ☐

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Tel. Number: Home: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_-\_\_\_\_

**GENERAL INFORMATION**

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No ☐ Yes ☐ If so, which?  
\_\_\_\_\_

Do you know personally anyone incarcerated in a federal or provincial institution?

No ☐ Yes ☐ if so, what is the name?  
\_\_\_\_\_

Are you registered as an inmate's visitor or have you ever visited an inmate?

No ☐ Yes ☐ if so, what is the name?  
\_\_\_\_\_

Have you made a similar request for access in the last two years?

No ☐ Yes ☐ if so, for which institution?  
\_\_\_\_\_

What is the reason for your request to access a federal institution?  
\_\_\_\_\_  
\_\_\_\_\_

Name of your employer / educational institution?  
\_\_\_\_\_

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Name of the employee responsible for the visit: \_\_\_\_\_

**Privacy act statement**

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of employee responsible for the visit: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT**

Institution: \_\_\_\_\_

Access to the institution granted: No ☐ Yes ☐

Name of Security intelligence officer: \_\_\_\_\_ Date: \_\_\_\_\_

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**ANNEX « E »**

**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).

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**ANNEX « F »**

**COMPLETE LIST OF COMPANY BOARD OF DIRECTORS**

**NOTE TO BIDDERS**

**WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

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**PBN (PROCUREMENT BUSINESS NUMBER):** \_\_\_\_\_