



---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	4
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	7
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
<b>A. STANDING OFFER .....</b>	<b>8</b>
6.1 OFFER.....	8
6.2 SECURITY REQUIREMENTS .....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER .....	9
6.5 AUTHORITIES .....	9
6.6 IDENTIFIED USERS.....	10
6.7 CALL-UP PROCEDURES .....	10
6.8 CALL-UP INSTRUMENT .....	10
6.9 LIMITATION OF CALL-UPS .....	10
6.10 PRIORITY OF DOCUMENTS .....	11
6.11 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.12 APPLICABLE LAWS.....	11
6.13 PRICE LISTS.....	11
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
6.1 REQUIREMENT .....	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 TERM OF CONTRACT .....	11
6.4 PAYMENT .....	12
6.5 INVOICING INSTRUCTIONS .....	12
6.6 INSURANCE .....	13
6.7 SACC MANUAL CLAUSES .....	13
<b>ANNEX "A" .....</b>	<b>14</b>
REQUIREMENT.....	14

Solicitation No. - N° de l'invitation  
21401-186074/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50101

Buyer ID - Id de l'acheteur  
KIN630  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX "B"</b> .....	<b>18</b>
BASIS OF PAYMENT .....	18
<b>ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b> .....	<b>20</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	20
<b>ANNEX "D"</b> .....	<b>21</b>
CLOSING DATE SCHEDULE .....	21
<b>ANNEX E</b> .....	<b>22</b>
USAGE REPORTING FORM .....	22
<b>ANNEX F</b> .....	<b>23</b>
DESTINATION AND INVOICE ADDRESSES .....	23

## **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 and any other annexes

### **1.2 Summary**

1.2.1 To establish a Regional Individual Standing Offer for the provision of Halal Meat on an 'as and when requested' basis for the Correctional Service Canada, for those Ontario Region Institutions listed in Annex F.

Public Services and Procurement Canada (PSPC) intends to issue one Regional Individual Standing Offer to the lowest compliant offer.

The supplier must also be prepared to provide additional products not listed in Annex B, Pricing Basis A which have been categorized as Miscellaneous Halal Meat Items.

1.2.2 Period of the Standing Offer has been divided into the following four periods:

- Period A: 1 February 2019 to 30 April 2019 (10 December 2018)
- Period B: 1 May 2019 to 31 July 2019 (16 April 2019)
- Period C: 1 August 2019 to 31 October 2019 (16 July 2019)
- Period D: 1 November 2019 to 31 January 2020 (15 October 2019)

Note: Offer must be submitted for each period as per the schedule in Annex D, Closing date Schedule. Offerors may present offers on any period of their choice.

1.2.3 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 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.

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

Delete: 60 days  
Insert: 90 days

### 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 in the RFSO.

#### 2.2.1 Firm Price

The Offeror is required to submit firm prices that will apply for the entire period of the Standing Offer.

### 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 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.

## 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: Technical Offer (1 hard copy)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

#### Section I: Technical Offer

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

#### Section II: Financial Offer

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

##### 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.

## 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 Financial Evaluation

##### 4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit its financial offer in accordance with Annex B - Basis of Payment. All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Pricing must be provided for all line items in Pricing Basis A as listed, and a percentage discount for Pricing Basis B - Miscellaneous Halal Meat Items.

The estimated usages provided in Annex B, are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

In Pricing Basis A, the Extended Price is the Estimated Quarterly Usages (KG) multiplied by the Unit Price per KG.

In Pricing Basis B, the Extended Price is the Estimated Quarterly Usage (\$) less the offered percentage discount.

The Evaluated Price is the sum of the Extended Price from Pricing Basis A and Pricing Basis B.

##### 4.1.1.2 Unit Size

If a unit size is no longer available in the industry, the Offeror should notify the Contracting Authority no later than 7 calendar days prior to the closing date. Any changes to the product unit size will be made by the Contracting Authority through an amendment to the Request for Solicitation document.

- (a) Offerors changes to Unit Size

Where a change to a unit size is proposed:

- i) The proposed change to unit size is necessary because the original unit size is the unavailable in the industry; **and**
- ii) The proposed unit size reflects the next size up or down (from the original unit size specified) that is available in the unit size specified in the RFSO; **and**
- iii) There is less than a 15% difference between the proposed unit size and the unit size specified in the RFSO.

#### **4.1.1.3 SACC Manual Clause**

*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

## **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-) (<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/programs/employment-equity/federal-contractor-program.html#s4) 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.

## **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**

**6.2.1** 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 E. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: 1 February 2019 to 30 April 2019
- second quarter: 1 May 2019 to 31 July 2019
- third quarter: 1 August 2019 to 31 October 2019
- fourth quarter: 1 November 2019 to 31 January 2020

---

The data must be submitted to the Standing Offer Authority no later than 30 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 1 February 2019 to 30 April 2019.

21401-186074/A:	PERIOD A:	1 February 2019 to 30 April 2019
21401-186074/B:	PERIOD B:	1 May 2019 to 31 July 2019
21401-186074/C:	PERIOD C:	1 August 2019 to 31 October 2019
21401-186074/D:	PERIOD D:	1 November 2019 to 31 January 2020

##### **6.4.2 Delivery Points**

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

#### **6.5 Authorities**

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

The Standing Offer Authority is:

Judy Holt  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, ON K7L 1X3

Telephone: 613 – 536 - 4995  
Facsimile: 613 – 545 - 8067  
E-mail address: [judy.holt@pwgsc-tpsgc.gc.ca](mailto:judy.holt@pwgsc-tpsgc.gc.ca)

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

##### **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**

##### **General Enquiries:**

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

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

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **Delivery follow-up:**

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 Correctional Service Canada, for the Ontario Region Institutions listed in Annex F.

### **6.7 Call-up Procedures**

The Offeror must acknowledge each order no later than the next working day from receipt of the call-up.

### **6.8 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)
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.

### **6.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$ 25,000.00 (Applicable Taxes included).

## 6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex E, Usage Reporting Form;
- h) Annex F, Destination and Invoice Addresses;
- i) the Offeror's offer dated \_\_\_\_\_

## 6.11 Certifications and Additional Information

### 6.11.1 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.

## 6.12 Applicable Laws

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

## 6.13 Price Lists

SACC Manual clause [M3000C](#) (2006-08-15) Price Lists

## 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

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

Section 16 Interest on Overdue Accounts, of [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### 6.3 Term of Contract

### 6.3.1 Period of the Contract

The period(s) of the Standing Offer(s) are as follows:

21401-186074/001/KIN:	1 February 2019 to 30 April 2019, plus 2 months
21401-186074/001/KIN:	1 May 2019 to 31 July 2019, plus 2 months
21401-186074/001/KIN:	1 August 2019 to 31 October 2019, plus 2 months
21401-186074/001/KIN:	1 November 2019 to 31 January 2020, plus 2 months

### 6.3.2 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 – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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. 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 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

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

*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 following address for certification and payment:

Regional Headquarters | Administration régionale  
Correctional Service Canada | Service correctionnel Canada  
443 Union Street, PO Box 1174 | 443 rue Union, Boîte postale 1174  
Kingston ON Canada K7L 4Y8

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Solicitation No. - N° de l'invitation  
21401-186074/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50101

Buyer ID - Id de l'acheteur  
KIN630  
CCC No./N° CCC - FMS No./N° VME

---

## **6.6 Insurance**

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

## **6.7 SACC Manual Clauses**

*SACC Manual* clause B3003C (2007-05-25) Grades of Meat

*SACC Manual* clause B7500C (2006-06-16) Excess Goods

*SACC Manual* clause D3007C (2007-11-30) Inspection and Stamping

*SACC Manual* clause D5311C (2007-11-30) Right of Access and Inspection of Meat

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 REQUIREMENT**

To supply and deliver Halal meats as specified in Annex "B" to Correctional Service Canada (CSC) for the Ontario Region Institution(s) specified in Annex "B", Basis of Payment, on an as and when requested basis.

#### **2.0 STANDARDS**

All packaged foods must comply with the following Standards and Regulations, but not limited to:

- i. The Canadian Food and Drug Regulations;
- ii. Canadian Food Inspection Agency (CFIA) Inspection Standards.
- iii. Canadian General Standards Board (CGSB)
- iv. North American Meat Institute (NAMI)

#### **2.1 CGSB STANDARDS**

Copies of the Specifications are available and may be purchased or downloaded from:

Canadian General Standards Board  
Place du Portage, Phase III, 6B1  
11 Laurier Street  
Gatineau, Quebec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5644  
E-mail: [ncr.cgsb-ongc@pwgsc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc.gc.ca)

CGSB Website: [www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html)

#### **3.0 DELIVERY REQUIREMENTS**

Non-urgent deliveries must be made within 14 days from receipt of a call-up.

Urgent deliveries must be made within 5 days of a call-up.

All deliveries must be made to the location specified in the call-up between the hours of 07:00 and 11:00 Monday to Friday.

The production date on fresh products must be a minimum of four to seven (4-7) calendar days prior to the delivery date.

Deliveries must not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up.

Notification of product shortages must be provided within twenty-four (24) hours from the time CSC issues their call-up.

There is no minimum shipment due to limited storage areas.

---

The Contractor must accept customer cancellations and amendments to call-ups if they occur twenty-four (24) hours in advance of delivery.

The Contractor must replace any rejected item within twenty-four (24) hours of notification of rejection.

Containers such as cartons or trays in which products are delivered may be considered returnable by the Contractor. Such containers, although not accountable, are to be returned at the request of the Contractor. The Contractor must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays. Glass containers are not permitted.

**PREPARATION FOR DELIVERY:** All containers must be clearly marked to show Contractor's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instructions. The product must be delivered to the consignee in good condition and show no evidence of deterioration.

**DELIVERY SLIPS:** The Contractor must supply delivery slips for each delivery. The Contractor must issue a credit note to cover discrepancies on delivery.

#### **4.0 PALLETIZATION**

All food items must be shipped to the specified delivery point on shrunk or stretch wrapped pallets and not higher than 180 CM in height.

Food Items must be palletized in segregated commodities of:  
Chilled  
Frozen

Food items must be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

Pallets must be loaded in such a way as to allow easy access for off-loading with forklifts.

The Contractor must not load pallets in a cinder block fashion.

The Contractor is responsible for the off-loading of all food items.

#### **5.0 SPECIAL INSTRUCTIONS**

**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 are recognized by a National (or International) Muslim Society as being a Halal certification service.

**SPECIFICATIONS:** Unless otherwise stipulated in the call-up, the Contractor must ensure that they comply with the standard stated on the item description details.

The consumable product must 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 must be processed by a company certified to provide Halal products.

**GRADES:** If the grade name stipulated in the call-up is not available, a higher grade name, in all cases, must be supplied.

**PRODUCT CERTIFICATION:** The Contractor warrants that the products being offered by their company comes from an established Halal certified company which is subject to federal or provincial inspections in the required categories.

Canada reserves the right to conduct inspections as deemed necessary at any time during the Period of the Standing Offer

**LOW SODIUM:** Low sodium is defined as having 33% less sodium than the regular product.

## **6.0 CANADIAN POLICE INFORMATION CENTRE (CPIC) CHECKS**

Upon issuance of a Standing Offer, the Contractor must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Contractor must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the CPIC security requirements. For CSC CPIC checks, the contacts are:

Institution: Collins Bay Medium Institution  
Contact Name: Andre Desjardins  
Telephone Number: (613) 536-6257  
E-mail Address: [Andre.Desjardins@CSC-SCC.GC.CA](mailto:Andre.Desjardins@CSC-SCC.GC.CA)

Institution: Collins Bay Minimum Institution  
Contact Name: Philomena McClelland  
Telephone Number: (613) 536-4230  
E-mail Address: [Philomena.McClelland@CSC-SCC.GC.CA](mailto:Philomena.McClelland@CSC-SCC.GC.CA)

Institution: Millhaven Institution  
Contact Name: Mic Compeau  
Telephone Number: (613) 351-8178  
E-mail Address: [Mic.Compeau@CSC-SCC.GC.CA](mailto:Mic.Compeau@CSC-SCC.GC.CA)

Institution: Bath Institution  
Contact Name: Tom Gencarelli  
Telephone Number: (613) 351-8008  
E-mail Address: [Thomas.Gencarelli@CSC-SCC.GC.CA](mailto:Thomas.Gencarelli@CSC-SCC.GC.CA)

Institution: Joyceville Medium Institution  
Contact Name: Corey Beckstead  
Telephone Number: (613) 536-6604  
E-mail Address: [Corey.Beckstead@CSC-SCC.GC.CA](mailto:Corey.Beckstead@CSC-SCC.GC.CA)

Institution: Joyceville Minimum Institution  
Contact Name: Corey Beckstead  
Telephone Number: (613) 536-6604  
E-mail Address: [Corey.Beckstead@CSC-SCC.GC.CA](mailto:Corey.Beckstead@CSC-SCC.GC.CA)

Institution: Warkworth Institution  
Contact Name: Dave Stephens  
Telephone Number: (705) 924-8067  
E-mail Address: [Dave.Stephens@CSC-SCC.GC.CA](mailto:Dave.Stephens@CSC-SCC.GC.CA)

Solicitation No. - N° de l'invitation  
21401-186074/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50101

Buyer ID - Id de l'acheteur  
KIN630  
CCC No./N° CCC - FMS No./N° VME

---

Institution: Beaver Creek Medium Institution  
Contact Name: Kevin Schell  
Telephone Number: (705) 687-1711  
E-mail Address: [kevin.schell@csc-scc.gc.ca](mailto:kevin.schell@csc-scc.gc.ca)

Institution: Beaver Creek Minimum Institution  
Contact Name: Kevin Schell  
Telephone Number: (705) 687-1711  
E-mail Address: [kevin.schell@csc-scc.gc.ca](mailto:kevin.schell@csc-scc.gc.ca)

**ANNEX "B"**

**BASIS OF PAYMENT**

All prices are firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and are FOB Destination. Harmonized Sales Tax (HST) or Goods and Services Tax (GST) are not included in pricing and will be shown as a separate item on invoices.

**1. Standard Food Products**

1.1 Prices stated in Annex B, pricing Basis A are firm for the period of the Standing Offer.

1.2 *The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for three months and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered. (italics to be removed at time of issue)*

**Pricing Basis A – Halal Meat Items:**

ITEM	Description	Kingston Area	WI	BCI Complex	Estimated Quarterly Usages (KG)	Unit Price per KG
1	Halal Meat, Beef Bottom Round Outside Flat, Frozen Raw, Spec NAMI 171B Canada A1-A2 or equivalent (2-11kg)	1,080	210	390	1,680	
2	Halal Meat, Beef Bottom Round Outside Flat - Frozen Raw, Spec NAMI 171B Canada A1-A2 or equivalent. (500.g)	780	-	240	1,020	
3	Halal Meat, Lean Beef Ground 83/17 Frozen, GCS Spec: 32.44 (6-4.5KG)	1,350	300	390	2,040	
4	Halal Meat, Lean Beef Ground 83/17 Frozen, GCS Spec: 32.44 (500 g.)	330	-	240	570	
5	Halal Beef Patties, Frozen, Raw, GCS Spec: 32.44 (112g / 4 oz.)	1,260	300	330	1,890	
6	Halal Beef Salisbury Steak, Frozen, GCS Spec: 32.44 (140gr / 5 oz)	540	105	165	810	
7	Halal Beef Dinner Sausage, Frozen, GCS Spec: 32.69M (7" minimum)	360	60	120	540	

ITEM	Description	Kingston Area	WI	BCI	Estimated Quarterly Usages (KG)	Unit Price per KG
8	Halal Beef Meatballs, Frozen, GCS Spec: 32.44 (½ oz weight)	360	60	120	540	
9	Halal Beef Wieners, Frozen, GCS Spec: 32.44 (6")	360	60	120	540	
10	Halal Preserved Deli Meats, Low Sodium Bologna	360	60	120	540	
11	Halal Preserved Deli Meats, Low Sodium Salami	360	60	120	540	
12	Halal Preserved Deli Meats, Low Sodium Chicken Loaf	360	60	120	540	
13	Halal Poultry, Chicken Raw Boneless Frozen, GCS 32.181 (6 oz)	750	150	240	1,140	
14	Halal Poultry, Chicken Legs / Back Attached, Frozen, Raw, GCS 32.181 (min 225, 240gr)	1,650	375	465	2,490	
15	Halal Turkey Breast, Bone in, Frozen, Raw, GCS 32.183	360	60	120	540	
16	Halal Turkey Thighs, Boneless/Skinless Frozen, Raw, GCS 32.183	360	60	120	540	

**2. Pricing Basis B – Miscellaneous Halal Meat Items:**

Product(s) ordered by CSC which are not included in Annex B, attached will be charged in accordance with the Offerors master price list, less a discount of \_\_\_\_%. The Offeror must provide the master price list at time of Standing Offer award.

The total limitation of expenditure for all items is **\$25,000.00** (including GST/HST) per quarter.

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

Solicitation No. - N° de l'invitation  
21401-186074/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50101

Buyer ID - Id de l'acheteur  
KIN630  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "D"**

### **CLOSING DATE SCHEDULE**

This package contains offer packages with separate closing dates. Please ensure when submitting your offer package you have the correct front page.

The Closing Dates are as follows:

21401-186074/A:	PERIOD A:	(10 December 2018)
21401-186074/B:	PERIOD B:	(16 April 2019)
21401-186074/C:	PERIOD C:	(16 July 2019)
21401-186074/D:	PERIOD D:	(15 October 2019)



Solicitation No. - N° de l'invitation  
21401-186074/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50101

Buyer ID - Id de l'acheteur  
KIN630  
CCC No./N° CCC - FMS No./N° VME

---

## ANNEX F

### DESTINATION AND INVOICE ADDRESSES

<b>DELIVER TO:</b>	<b>CONSIGNEE CODE</b>	<b>MAIL INVOICE TO:</b>
Collins Bay Medium Institution c/o Frontenac Inst. Stores 1455 Bath Road Kingston, Ontario	21440	Correctional Service Canada Collins Bay Institution P.O. Box 190 Kingston ON K7L 4V9
Collins Bay Minimum Institution 1455 Bath Road Kingston, Ontario	21441	Correctional Service Canada Frontenac Institution P.O. Box 7500 Kingston ON K7L 5E6
Millhaven Institution Highway 33 Millhaven, Ontario	21421	Correctional Service Canada Millhaven Institution P.O. Box 280 Bath ON K0H 1G0
Bath Institution Highway 33 Millhaven, Ontario	21423	Correctional Service of Canada Bath Institution P.O. Box 1500 Bath ON K0H 1G0
Joyceville Medium Institution Highway 15 Joyceville, Ontario	21450	Correctional Service of Canada Joyceville Institution P.O. Box 880 Kingston ON K7L 4X9
Joyceville Minimum Institution c/o Joyceville Inst. Stores Highway 15 Joyceville, Ontario	21451	Correctional Service of Canada Pittsburgh Inst., c/o Joyceville Inst P.O. Box 880 Kingston ON K7L 4X9
Warkworth Institution County Road 29, off Highway 30 Warkworth, Ontario	21460	Correctional Service Canada Warkworth Institution P.O. Box 769 Campbellford ON K0L 1L0
Beaver Creek Medium Institution c/o Beaver Creek Institution Stores Beaver Creek Drive Gravenhurst, Ontario	21422	Correctional Service of Canada P.O. Box 5000 Gravenhurst, ON P1P 1Y2
Beaver Creek Minimum Institution Beaver Creek Drive Gravenhurst, Ontario	21443	Correctional Service of Canada P.O. Box 1240 Gravenhurst, ON P1P 1Y2