

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

Address inquiries to the Contracting Authority at
Hussain.Noor@pwgsc-tpsgc.gc.ca

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

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

Title - Sujet Dairy Products	
Solicitation No. - N° de l'invitation W0113-19D004/A	Date 2018-11-20
Client Reference No. - N° de référence du client W0113-19D004	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-007-7655
File No. - N° de dossier TOR-8-41116 (007)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-10	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Noor, Hussain	Buyer Id - Id de l'acheteur tor007
Telephone No. - N° de téléphone (905)615-2077 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden Ration & Quarters Support Serv. HQ 675 Dieppe Road Borden Ontario L0M1C0 Canada	
Security - Sécurité 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

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

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W0113-19D004/A
Client Ref. No. - N° de réf. du client
W0113-19D004

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-8-41116

Buyer ID - Id de l'acheteur
TOR007
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- 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, the Financial Evaluation and any other annexes

1.2 Summary

To supply and deliver Dairy Products, as specified in Annex "B", to the Department of National Defence (DND) at CFB Borden, located at Borden, Ontario and 32 Service Battalion, located at North York, Ontario on an "as and when requested" basis.

The Period of the Standing Offer is from Date of Standing Offer Award 2018 to 31 May 2019.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is subject to a preference for Canadian goods and/or services.

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

1.3 Debriefings

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

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

B4024T	No Substitute Products	2006-08-15
M0019T	Firm Price and/or Rates	2007-05-25

2.2 Submission of Offers

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

Bid Receiving Unit – Ontario Region
33 City Center Drive, Suite 480C
Mississauga ON L5B 2N5
TPSGC.ordreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca
905-615-2023

2.3 Enquiries - Request for Standing Offers

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

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

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

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

Canada requests that Offerors follow the format instructions described below in the preparation of 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 Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**4.1 Evaluation Procedures**

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

4.1.1 Technical Evaluation**4.1.1.1 Mandatory Technical Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

Item #	Mandatory Criteria
1	The Offeror must have a minimum 5 years in institutional food service supply chain experience within the last 15 years providing services similar to Annex A - Requirement. The Offeror must provide documentation outlining their experience.
2	The Offeror must have a minimum annual sales record of \$1,000,000.00 The Offeror must provide documentation outlining their annual sales record.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex F, Appendix 1. Pricing must be provided for all line items as listed and a %'age mark-up amount.

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivered Duty Paid, Goods and Services Tax (GST) and Harmonized Sales Tax (HST) excluded based on the unit prices detailed in Annex F, Appendix 1.

Where the Offeror proposes an alternate to the requested packaging, the Offeror must enter their packaging under Proposed Packaging.

The estimated usages provided in Annex F, Appendix 1 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 Total Evaluated Price, calculated as follows:

1. The extended evaluated price is the Unit Price divided by the Proposed UOIS (Unit of Issue Size) multiplied by the Preferred UOIS (Unit of Issue Size) multiplied by the Estimated 6 month usage for line items 1 thru 64.

*Please note that line items 65 – 70 will not be evaluated, but pricing must be submitted for these items along with line items 1 thru 64.

2. The Total Evaluated Price is the sum of the Extended Prices in Annex F, Appendix 1, Section A-1 for the entire 6 month period.

Note: Annex F, Appendix 1, Section B-1, Special Orders will not be used in the Financial Evaluation.

4.2 Basis of Selection - Mandatory Technical Criteria Only

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

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 [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

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](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

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

5.2.3.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

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

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

The Offeror certifies that:

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

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

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>) 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. 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 data must be submitted on a quarterly basis to the Standing Offer Authority.

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Standing Offer Award to 31 May 2019.

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:

Hussain Noor
Supply Officer
Public Works and Government Services Canada
Procurement Directorate
33 City Centre Dr., Suite 480C
Mississauga, ON
L5N 2N5

Telephone: 905-615-2077

Facsimile: 905-615-2060

E-mail address: Hussain.Noor@pwgsc.gc.ca

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

6.5.2 Project Authority

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

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

6.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Borden.

6.7 Call-up Procedures

The Supplier 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 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.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (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) Goods (Medium Complexity);

- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, PWGSC-TPSGC 942 - Call-Up against a Standing Offer form;
- h) Annex D, Usage Reporting Form;
- 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.

6.11.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

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 _____.

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.

6.2.2 SACC Manual Clauses

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

6.3 Term of Contract

6.3.1 Period of the Contract

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, Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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](#) (2011-05-16) Limitation of Price

6.4.3 Single Payment

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

6.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

The following must be followed when submitting invoices:

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

Invoices must be distributed as follows:

Solicitation No. - N° de l'invitation
W0113-19D004/A
Client Ref. No. - N° de réf. du client
W0113-19D004

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-8-41116

Buyer ID - Id de l'acheteur
TOR007
CCC No./N° CCC - FMS No./N° VME

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

6.6 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX "A"
REQUIREMENT

1. Requirement

To Supply and deliver milk, cheese and dairy products, as specified in Annex "B", to the Department of National Defence (DND), to various locations of Rations and Quarters Support Services (R&QSS) at Canadian Forces Base (CFB) Borden in Borden, Ontario on an "as and when requested" basis.

2. DND Food Quality Specifications

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

Cheese (E6TOR-13RM12)
Milk and Dairy Products (E6TOR-13RM29)

3. Delivery

- 3.1 Delivery must be made within two (2) calendar days from receipt of a Call-Up document;
- 3.2 Deliveries must be made directly to the location detailed in the Call-Up (ie. directly to the appropriate facility);
- 3.3 The Offer must make deliveries to all delivery locations listed at 4. Delivery Locations below and must deliver the goods to the building listed on the call-up;
- 3.4 Delivery days must be made on Monday, Wednesday or Friday between the hours of 06:30 and 09:00 hours;
- 3.5 The offeror must deliver the goods as per the case size (case description) outlined in Annex B - Basis of Payment;
- 3.6 The best before date must be a minimum of seven to ten (7-10) calendar days after the delivery date;
- 3.7 Emergency Deliveries must be made within twenty-four (24) hrs of a Call-Up request;
- 3.8 Deliveries are not to be back ordered. Any discrepancies must be communicated to the individual who issued the call-up;
- 3.9 There is no minimum shipment due to limited storage areas;
- 3.10 The offeror must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;
- 3.11 The Offeror must replace any rejected item within twenty-four hrs of notification of rejection;
- 3.12 All containers must be clearly marked to show Offeror / supplier's name and address, identification of contents, net weight and/or quantity, storage instructions and/or special instruction;

- 3.13 Containers such as cartons or trays in which products are delivered may be considered returnable by the Offeror. Such containers, although not accountable, are to be returned at the request of the Offeror;
- 3.14 The Offeror must use every effort to utilize environmentally friendly packaging to include recycled palates, cartons and trays.
- 3.15 Once notified by the user, the Contractor must provide a credit invoice no later than 10 calendar days after to correct the original invoice for payment.

4. Delivery Locations

Facility Name	Civic Address	BLDG #
Curtis	118 Rafah Crescent	S-164
Vickers	179 Ortona Road	T-169
Officers Kitchen	32 Caem Circle	P-160
FS Cadre	25 Anson Road	S-149
R(C)SU Centre, CTC Blackdown	25 Command Road	BP-81
25 Service Battalion	DND Denison Buildings, 1 Yukon Lane Toronto, ON	

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

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ANNEX "B"

BASIS OF PAYMENT

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

1. Standard Inventory Products

Prices stated in Annex B are firm for the period of the Standing Offer.

See Annex B - Appendix 1, Table 1: Standard Inventory Products

2. Special Orders

Product(s) ordered by DND which are not included in Annex B: Standard Food Products will be charged in accordance with the Suppliers cost, plus a maximum _____% mark-up. The Supplier must provide cost and mark-up pricing (if applicable) on all invoicing.

The total limitation of expenditure for all Special Orders is \$25,000.00.

ANNEX B - Appendix 1

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

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APPENDIX 1 to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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ANNEX "C"

PWGSC-TPSGC 942 - Call-Up against a Standing Offer form

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information		Call-up Against a Standing Offer Commande subséquente à une offre à commandes	
Ship to - Expédier à		Consignee Code Code destinataire		To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer. Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes: Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes. Security: The call-up includes security provisions. Sécurité: La demande comprend des exigences en matière de sécurité. <div><input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, attach a SRCL to the call-up NON OUI Si OUI, joindre une LYERS à la demande</div>	
Supplier - Fournisseur		Postal Code Code postal			
Procurement Business No. (PBR) Numéro d'entreprise approvisionnement (NEA)					
Invoices must be sent in accordance with - Les factures doivent être envoyées selon: <div><input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes</div> <div><input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à »</div> <div><input type="checkbox"/> Special instructions below Les instructions particulières ci-dessous</div>					
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers. Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.					
Standing Offer No. - N° de l'offre à commandes		Requisition No. - N° de demande Order Off - Bur. dem. YY - AA Serial No. - N° de série		Client Reference No. (optional) N° de référence du client (facultatif)	
The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.					
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)		Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	
Total estimated expenditures or revised Total des dépenses estimatives ou révisées					
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de lt.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières					
Total					
For further information, call - Pour renseignements supplémentaires, contactez					
Name - Nom		Telephone No. - N° de téléphone			
Delivery required by - Livraison requise le (YYYY-MM-DD)		(AAAA-MM-JJ)			
For internal purposes only - Pour usage interne seulement					
Approved for the Minister - Approuvé pour le Ministre					
Pursuant to subsection 3(2) of the Financial Administration Act, funds are available. En vertu du paragraphe 3(2) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.					
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)		Signature (Mandatory - Obligatoire)	
Date (YYYY-MM-DD - AAAA-MM-JJ)		Date (YYYY-MM-DD - AAAA-MM-JJ)		Date (YYYY-MM-DD - AAAA-MM-JJ)	

Canada

PWGSC-TPSGC 942 (01/2014)

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Clear Page Data - Effacer l'information de la page

Requisition No. - N° de demande			Client Reference No. (optional): N° de référence du client (facultatif)		Page		
Order Off.	Bur. dem.	YY - AA	Serial No. - N° de série			of de	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article			U. of L. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

PWGSC-TPSGC 942 (01/2014)

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ANNEX "E"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Suppliers are required to provide a list of their Board of Directors before Standing Offer issuance. Suppliers are requested to provide this information in their offer.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

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

Procurement Business Number - _____

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the Info Line at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX "F"

FINANCIAL EVALUATION

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

ANNEX F - Appendix 1

See attached.

ANNEX F - APPENDIX 1
TABLE 1 - STANDARD INVENTORY PRODUCTS

LIST OF PRODUCTS - CFB BORDEN

ITEM NO.	UNITRAK CODE	OFFERER'S CODE	ITEM DESCRIPTION	CASE DESCRIPTION	OFFERER'S CASE DESCRIPTION	UNIT OF MEASURE	ESTIMATED USAGE QUANTITY FOR 6 MONTHS	UNIT PRICE	EXTENDED PRICE
							A	B	C
1	1A001		CHEESE, BRICK	10 x 2.27KG		Case	193	\$	\$
2	1A003		CHEESE, CHEDDAR, COLOURED, MEDIUM	2 x 2.27KG		Case	502	\$	\$
3	1A005		CHEESE, PARMESAN	2 x 2.5KG		Kg	57	\$	\$
4			CHEESE, PARMESAN LOW FAT	2 X 2.5 kg		Case	35	\$	\$
5	1A008		CHEESE, CHEDDAR, MARBLED	2 x 2.27KG		Case	561	\$	\$
6	1A009		CHEESE, MOZZARELLA	4 x 2.4 KG		Case	50	\$	\$
7	1A011		CHEESE, GOUDA	4 x 2.25KG		Case	156	\$	\$
8	1A013		CHEESE, CHEDDAR, COLOURED, MILD, INDIVIDUAL	100 X 21 GR		Case	84	\$	\$
9	1A014		CHEESE, CHEDDAR, WHITE, OLD	2 x 2.27KG		Kg	666	\$	\$
10	1A016		CHEESE, SLICES, RIBBON	2 x 2 KG		Case	708	\$	\$
11	1A020		CHEESE, FETA	1x 3kg		Case	374	\$	\$
12	1A021		CHEESE, PARMESAN, GRATED	2 x 2.5KG		Case	272	\$	\$
13	1A022		CHEESE, CREAM, LIGHT	6 X 1.5 Kg		Case	154	\$	\$
14	1A023		CHEESE, CREAM, INDIVIDUAL	200 X 18 g		Case	126	\$	\$
15	1A024		CHEESE, MOZZARELLA, 15% MIF, SHREDDED	4 X 2.5 kg		Case	1225	\$	\$
16	1A025		CHEESE, MOZZARELLA, 25% MIF, SHREDDED	4 X 2.5 kg		Case	1550	\$	\$
17	1A030		CHEESE, GRUYERE	2 x 2 KG		Kg	24	\$	\$
18	1A032		CHEESE, HAVARTI	1 x 4.2 KG		Kg	260	\$	\$
19	1A034		CHEESE, CREAM	6X 1.5 Kg		Case	360	\$	\$
20	1A042		CHEESE, PROVOLONE	3 x 3 KG		Kg	93	\$	\$
21	1A045		CHEESE, SWISS	2 x 3 KG		Kg	312	\$	\$
22	1A049		CHEESE, BLUE, DANISH	1 x 3 kg Avg		Kg	11	\$	\$
23	1A075		CHEESE, RICOTTA	1 x 4 KG		Case	348	\$	\$
24	1A076		CHEESE CURDS	2 x 2 KG		Case	27	\$	\$
25	1A087		CHEESE, CREAM, HERB AND GARLIC, INDIVIDUAL	200 X 18 GR		Case	86	\$	\$
26	1A090		CHEESE, GOAT	2 x 1 kg		Case	56	\$	\$
27	1A091		CHEESE, HAVARTI, JALAPENO	1 x 4.5 KG		Kg	200	\$	\$

ITEM NO.	UNITRAK CODE	OFFERER'S CODE	ITEM DESCRIPTION	CASE DESCRIPTION	OFFERER'S CASE DESCRIPTION	UNIT OF MEASURE	ESTIMATED USAGE QUANTITY FOR 6 MONTHS	UNIT PRICE	EXTENDED PRICE
28			CHEESE,CHEDDAR,SHREDDED REDUCED FAT	4 x 2.5 KG		Case	464	\$	\$
29	1A138		CHEESE, CHEDDAR, COLORED, MEDIUM, SHREDDED	4 x 2.5 KG		Case	984	\$	\$
30	1A140		CHEESE, MONTEREY JACK, SHREDDED	2 x 2.5KG		Case	660	\$	\$
31	1A184		CHEESE, BRIE	1 x 3 kg Avg		Kg	15	\$	\$
32	1A185		CHEESE, SWISS, SLICES	2 X 2 kg		Case	524	\$	\$
33	1A205		CHEESE, ROMANO, GRATED	2 x 1.0 KG		Case	5	\$	\$
34	1A221		CHEESE, PARMESAN, SHREDDED	2 X 1 kg		Case	38	\$	\$
35	1A259		CHEESE,CREAM,LITE,INDIVIDUAL	200 X 18 g		Case	55	\$	\$
36	1A263		CHEESE, CHEDDAR, COLOURED, MEDIUM, LITE, INDIVIDUAL	100 X 21 GR		Case	62	\$	\$
37	1A360		CHEESE, PARMESAN, LOW SODIUM GRATED	2 x 2.5KG		Case	196	\$	\$
38	1A366		CHEESE, RICOTTA,LOW FAT	1 x 4 KG		Case	160	\$	\$
39	1A367		CHEESE,FETA,LOW FAT	1x3kg		Case	162	\$	\$
40	1C022		MILK, WHITE, 2%, 20 L	1 x 20 LTR		Bag	20000	\$	\$
41	1C024		MILK, WHITE, 1%, 20 L	1 x 20 LT		Bag	11520	\$	\$
42	1C144		MILK WHITE IND.	2 x 160 CT		Bag	4637	\$	\$
43	1D004		MILK, CHOCOLATE, 1%, 20 L	1 x 20 LTR		Bag	28700	\$	\$
44	1D038		MILK, CHOCOLATE, 1%, 237 ML	24 x 237 ML		Crate	4575	\$	\$
45	1C145		MILK, WHITE, 2%, 237 ML	24 x 237 ML		Crate	2000	\$	\$
46	1F001		BUTTERMILK, 1 L	12 x 1 LT		Crate	272	\$	\$
47	1J003		CREAM, 10 % MF, 1 L	12 X 1 L		Litre	1516	\$	\$
48	1J004		CREAM, 10 % MF, INDIVIDUAL	1 X 160 EA		Bag	17600	\$	\$
49	1J045		CREAM, 35 % MF, 1 L	12 x 1 LTR		Unit	1082	\$	\$
50	1J073		CREAM, 10% MF, 5 L	2 x 5 LT		Bag	1500	\$	\$
51	1J65		CREAM, FRENCH VANILLA	6 x 473 ml		Case	68	\$	\$
52	1J66		CREAM, HAZELNUT	6 x 473 ml		Case	48	\$	\$
53	1J67		CREAM, IRISH CREAM	6 x 473 ml		Case	51	\$	\$
54	1K019		YOGURT, PLAIN	6 X 650 mL		Case	148	\$	\$
55	1K027		YOGURT, ASSORTED FLAVOURS, INDIVIDUAL	48 x 100 GR		Case	6259	\$	\$
56	1K163		YOGURT,GREEK,PLAIN,2% MF	48 x 100 GR		Case	4864	\$	\$
57	1M015		CHEESE, COTTAGE, 1 %	1 X 2 KG		Case	2264	\$	\$
58	1N011		WHIPPED TOPPING, BAG	12 x 454 g		Case	100	\$	\$
59	1P001		SOUR CREAM	1 X 4 L		Case	990	\$	\$
60	1P013		SOUR CREAM FAT FREE	1 X 4 L		Case	560	\$	\$

ITEM NO.	UNITRAK CODE	OFFERER'S CODE	ITEM DESCRIPTION	CASE DESCRIPTION	OFFERER'S CASE DESCRIPTION	UNIT OF MEASURE	ESTIMATED USAGE QUANTITY FOR 6 MONTHS	UNIT PRICE	EXTENDED PRICE
61	1R001		BEVERAGE, SOYA, CHOCOLATE	6 X 1.89 L		Case	1394	\$	\$
62	1R002		BEVERAGE, SOYA, VANILLA	6 X 1.89 L		Case	1020	\$	\$
63	1R035		MILK, WHITE, LACTOSE FREE, 1 %	12 x 1 LT		Crate	1216	\$	\$
64	11A002		EGGS,FRESH,LARGE,CANADA GRADE A	1 X 180 ea		Case	16740	\$	\$

ADDITIONAL PRODUCTS:

Note: Additional items may be purchased during the Standing Offer Period. Suppliers are required to provide an Ordering Lead Time for DND's kitchen managers.

65	1A029		CHEESE, CAMEMBERT	12 X 125 g			20	\$	
66	1A130		CHEESE, OKA	1 X 3.5 kg			20	\$	
67	1A131		CHEESE, CAMBOZOLA	1 x 2 kg Avg			10	\$	
68	1A170		CHEESE, GORGONZOLA	1 X 1.5 kg			10	\$	
69	1A273		CHEESE, MASCARPONE	6 X 475 g			25	\$	
70	1A295		CHEESE, BOCCONCINI	1 x 3 kg			15	\$	

ANNEX B1:

1	OTHER ORIDUCTS IN STORE:					Estimated Value	% Mark-up
	Products will be charged in accordance with the Supplier's Cost, plus a maximum %'age mark-up of:					\$25,000.00	
					Six Months:	\$25,000.00	\$25,000.00