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W0113-18M004/A  
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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 Statement of Work, the Basis of Payment, the Electronic Payment Instruments and any other annexes

### **1.2 Summary**

To supply and deliver boxed lunches, as specified in Annex "A" and Annex "B", to the Department of National Defence (DND), to CFB Trenton in Trenton, Ontario on an "as and when requested" basis.

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

The Period of the Standing Offer is from 1 March 2019 to 29 February 2020.

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**

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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.

#### **1.4 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

### **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>) 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 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:

Acquisitions Kingston  
86 Clarence St. 2<sup>nd</sup> floor  
Kingston, Ontario, K7L 1X3  
[TPSGC.orrceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orrceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca) Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions  
Fax: 613-545-8067

#### **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: Financial Offer

Section II: Certifications

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

Section I: Financial Offer

Section II: Certifications

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: 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 II: 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 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 Financial Evaluation**

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#### 4.1.1.1 Mandatory Financial Criteria

Offerors must provide the following at Annex B, Basis of Payment: All-inclusive, firm unit prices in Canadian funds, including delivery, FOB destination for all line items identified.

4.1.1.2 As stipulated in 2006 Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

4.1.1.3 The Evaluated Price will be the aggregate of: The Extended Price for each item in the Basis of Payment calculated by multiplying the Estimated Annual Usage by the Firm Unit Price CAD in accordance with Annex B, Basis of Payment.

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

#### 4.2 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), 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 on an aggregate basis will be recommended for issuance of the Standing Offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

##### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to

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provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.2.1 Canadian Content Certification

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

#### 5.2.2.2 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 Statement of Work 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, 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 monthly 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 1 March 2019 to 29 February 2020.

### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer, and as stipulated in the call-up document.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Vincent Correia Reid  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
Address: 86 Clarence Street, 2nd floor  
Kingston, Ontario K7L 1X3  
Telephone: 613-545-8738  
Facsimile: 613-545-8067  
E-mail address: [vincent.correia-reid@pwgsc.gc.ca](mailto:vincent.correia-reid@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: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CFB Trenton.

### 6.7 Call-up Instrument

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

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

or

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

### 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

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## 6.9 Priority of Documents

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

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

## 6.10 Certifications and Additional Information

### 6.10.1 Compliance

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

### 6.10.1 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

## 6.11 Applicable Laws

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

## 6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## B. RESULTING CONTRACT CLAUSES

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

## 6.1 Statement of Work

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.

## 6.3 Term of Contract

### 6.3.1 Period of the Contract

The period of the Contract is from date of Contract from date of Contract plus 2 months inclusive.

### 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

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

The following must be followed when submitting invoices:

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

Invoices must be distributed as follows:

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

## **6.6 Insurance**

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

## **6.7 SACC Manual Clauses**

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual clause [D0014C](#) (2007-11-30) Delivery of Fresh Chilled or Frozen Products  
SACC Manual clause [D3007C](#) (2007-11-30) Inspection and Stamping

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## ANNEX "A"

### STATEMENT OF WORK

1. No minimum call-ups apply to this Regional Individual Standing Offer.
2. All products supplied must be in accordance with the latest issue of the relevant Canadian General Standards and all relevant Acts and Regulations.
3. **Electronic Price Lists** - The Supplier must provide electronic copies (in the form of a CDs or Excel spreadsheet sent by e-mail) of the products, the products individual item codes, and price lists to the Site/Call-up Authority.
4. **Item Sizes** - The Supplier must supply items in the size identified in Annex "B" – Basis of payment. No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify the Project Authority and PWGSC to obtain their written acceptance of a replacement size.
5. **Back Orders:** No back orders will be accepted unless arranged in advance with the Project Authority or authorized designate. Back order items must be identified by email to user within 4 hours of receiving order.
6. **Final Inspection & Product Acceptance / Rejection:** Inspection and acceptance will rest with the Project Authority or authorized designate at the delivery destination. All products supplied must be free of signs of deterioration, spoilage, filth or damage by rodents or insects.

The Project Authority or authorized designate will have the right to reject product at the time of delivery and any unacceptable product(s) will be removed immediately by the Supplier. Rejected items discovered after delivery must be picked-up within 1 working day of notification of the rejection.

Rejected product(s) must be replaced within 1 working day of notification.

7. **Preparation for Delivery:** Each container must be packed in such a manner that the faced shown surface of all boxes/cartons must be clearly marked to show the grade, size, net weight and/or quantity, storage instructions and/or special instructions of the product contained in the package. All boxes/cartons must be clearly labelled with the Supplier's name and address.

The Supplier must supply delivery slips for each delivery.

- 7.1 **Pallets:** All goods must be delivered on registered pallets only (ORANGE OR BLUE PALLETS ONLY). It is the responsibility of the Supplier to implement a tracking system to insure that the number of outgoing pallets does not exceed the number of pallets delivered by their company. This register must be verified by the Project Authority or authorized designate.

The Supplier must maintain a record of the number of pallets delivered to and returned by each delivery location. A copy of this record must be provided to the Project Authority or authorized designate. Any disagreement with the quantities shown on the summary must be forwarded to the Supplier in writing within thirty (30) days after the last delivery date of the disputed month.

### 8. Delivery Addresses and Location Specific Instructions

#### 8.1 Canadian Forces Base Trenton, Ontario

Delivery addresses:

1. Yukon Galley, 75 Yukon Street
2. Flight Feeding, 75 Yukon Street

## 8.2 CFS Alert

Delivery Address:

Delivery of these items is to be made to the CFB Trenton, Trenton, Ontario for furtherance to Canadian Forces Station Alert as follows:

1. CFB Trenton Hangar No. 1, 30 East North Star Drive

## 8.3 Delivery Parameters:

Delivery must be made within **3 WORKING DAYS** from receipt of a call-up.

Deliveries are required between 0730 to 1130 hours and 1300 to 1500 hours, Monday to Sunday. No shipment will be accepted after 1500 hours unless prior arrangements are made with the Project Authority or authorized designate.

## 8.4 Other Requirements

**STOCK OUTS/BACK ORDERS/ORDER CHANGES:** The Supplier must notify the Project Authority (or authorized designate) of any shortages for orders within 1 **WORKING DAY** of receipt of an order. No substitutes will be made without written approval by the Project Authority or authorized designate.

**ORDER RECEIPT ACKNOWLEDGMENT:** The Supplier must acknowledge each order no later than the next working from receipt of the call-up.

## SANDWICH SPECIFICATIONS

The following are minimum specifications required for the provision of Sandwiches to Wing Foods at CFB Trenton:

1. Premises where product is produced and packaged must be provincially inspected and must be prepared for periodic inspection by CFB Trenton Wing Foods personnel.
2. Following are specifications and menu for Sandwiches produced:

Gas flush.  
Lunch box style wrapping.  
No vegetable or onion in product.  
All sandwiches must be spread with margarine.  
All sandwiches must be cut "**DIAGONALLY**".

### Sandwich Specifications

PRODUCT NAME	MEAT WEIGHT	CHEESE WEIGHT	PRODUCT DESCRIPTION
Tuna Salad	110 gram fill	0 gram	White or whole wheat bread, tuna, mayonnaise
Chicken Salad	110 gram fill	0 gram	White or whole wheat bread, chicken salad
Shaved Beef	90 gram	0 gram	Kaiser, roast beef,

on a Kaiser			mustard
Ham & Cheese	90 gram	6 gram	White or whole wheat bread/pita, ham, processed cheese
Italian Roast Beef	90 gram	0 gram	White or whole wheat bread, Italian roast beef
Salami & Cheese	90 gram	6 gram	White or whole wheat bread/pita, processed mozzarella, mustard
Shaved Turkey	90 gram	0 gram	Bagel or white bread, shaved turkey
Corned Beef & Cheese	90 gram	6 gram	White, or whole Wheat bread, mustard

3. Following are specification and menu for Submarine Sandwiches required:

Gas flush.  
Submarine Buns to be 6" long.  
No vegetable or onion in product.  
All sandwiches must be spread with margarine.

Sub Sandwiches Specifications

PRODUCT NAME	MEAT WEIGHT	CHEESE WEIGHT	PRODUCT DESCRIPTION
Ham & Cheese on a Bagel	90 gram	6 gram	Ham, processed cheddar, mustard
Roast Beef	90 gram	6 gram	Roast beef, BBQ sauce, processed cheddar
Big Jim	90 gram	6 gram	Bologna, salami, pork & bacon loaf, processed cheddar, mustard
Italian	90 gram	6 gram	Ham, pepperoni, salami, processed mozzarella, Italian dressing
Super Combo	90 gram	6 gram	Bologna, ham, salami, processed cheddar
Ham & Cheese	90 gram	6 gram	Ham, processed mozzarella, mustard
Beef & Cheese	90 gram	6 gram	Roast beef, processed cheddar, mustard

4. Product must be in cardboard cases or in bread racks in the following specified conditions:

Cases/racks must display expiry date, contents of case and quantity of product.  
No more than 48 sandwiches to a case/rack.  
Secured top and bottom with tape at time of delivery.  
Must be able to withstand weight of four full cases stacked on top.  
Individual sandwiches must have the expiry date visible and readable.

5. A list of available types of sandwiches will be required for future reference, i.e. 2 assorted subs in a package. You must provide this list on request of PWGSC and/or DND.

6. Identify the shelf life of each sandwich on a list to be submitted to Flight Feeding.

7. May be required on a 24 to 48 hour notice 4296 full size Box Lunches. A list of products that will go into the box lunches must be supplied at the time of order. The contents of the box lunch must comply with the Dispersed Box Lunch Menu shown herein as item 9a. The submarine and sandwich supplied in the box lunches must comply with the submarine and sandwich specification herein in Category 4 and 5.

Each Box Lunch must consist of the following:

- 1 sandwich
- 1 submarine
- 1 container of salad (potato, pasta or coleslaw) 70 g
- 1 dessert (individual wrapped single portion cake)
- 1 snack (granola or grain bar or pudding)
- 1 fruit (Orange or Apple)
- 2 juice 200 ml
- napkin, salt, pepper, individual mustard or mayonnaise, disposable cutlery.

8a. Dispersed Meal Box Lunch Menu

### **BOX LUNCH MENU FOR CFB TRENTON**

For all menus except Breakfast, if the supplier is unable to supply as specified, they may substitute the menu with an alternate menu with the **PRIOR** approval of the call-up authority.

<b>BREAKFAST MENU 1</b>	One (1) sandwich in gas sealed Cryovac containers of:	<b>No substitute</b>
	One (1) Bagel filled with 90g shaved ham and 6g of processed cheese	
	One (1) Can, 142ml can of fruit	
	One (1) 200 ml individual fruit juice made of 100% pure concentrate	
	One (1) extra large boiled egg or two (2) small boiled eggs, without shell and individually wrapped	
	One (1) 21 g individual portion of cheese	

	One (1) 70 g fresh muffin, individually wrapped	
	One (1) individual butter 6.5 g	
	One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap	
<b>LUNCH/SUP PER</b>	<b>DESCRIPTION</b>	<b>ALTERNTIVE/ ACCEPTABLE SUBSTITUTE</b>
<b>MENU 1</b>	Two (2) sandwiches in gas sealed Cryovac containers of:	Sandwich is to be cut in two on the diagonal.  If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.
	One (1) Big Jim sub, 6" long, with thin sliced meat, 27 g of bologna, 27 g of salami, 27 g pork & bacon loaf and 6 g of processed cheddar cheese	
	One (1) chicken salad on 2 slices of white bread, with 110 g of chicken salad	
	One (1) 200 ml individual apple juice made of 100% pure concentrate	
	One (1) 200 ml individual orange juice made of 100% pure concentrate	
	One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)	
	One (1) 50-60 g Joe Louis individual cake	
	One (1) cracker pack	
	One (1) 70 g container of salad (potato, pasta, or coleslaw)	
	Two (2) 18 ml individual packages of mayonnaise	
	One (1) 5-7 ml individual package of mustard	
	One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap	
<b>MENU 2</b>	Two (2) sandwiches in gas sealed Cryovac containers of:	
	One (1) Beef & cheese submarine, 6" long, with 90 g of shaved roast beef and 6 g processed cheddar	
	One (1) turkey sandwich on two slices of 12 grain bread, filled with 90 g of shaved turkey	
	One (1) 200 ml individual grape juice	
	One (1) 200 ml individual lemonade	
	One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)	

	<p>One (1) package Fig Newton cookies, pkg of 4 approx. 45-50g</p> <p>One (1) package nuts</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	
<b>MENU 3</b>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) roast beef sub 6" long with 90 g of sliced roast beef, 15 ml bbq sauce and 6 g of processed cheddar cheese</p> <p>One (1) salami &amp; 6 g swiss cheese sandwich on 100 % sliced whole wheat bread</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual fruit punch</p> <p>One (1) orange, approx 200 g (min. 150 g max 250 g)</p> <p>One (1) 50-60 g Mae West cake</p> <p>One (1) 21 g individual package of cheese</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<b>MENU 4</b>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Italian sub, 6" long, meat to be thinly sliced with 27 g of ham, 27 g of salami, 27 g of pepperoni, 6 g processed mozzarella, and Italian dressing</p> <p>One (1) bologna sandwich on two slices 100% whole wheat bread, filled with 90 g bologna with mustard.</p> <p>One (1) 200 ml individual fruit punch</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>

	<p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) orange, approx 200 g (min. 150 g max 250 g)</p> <p>One (1) package Strawberry Snackwells, pkg of 4, approx. 45-50 g</p> <p>One (1) Nutri-grain cereal bar 37 g</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	
<p><b>MENU 5</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Super Combo sub, 6 Inch sub, filled with thin sliced meat, 27 g of bologna, 27 g ham, 27 g salami and 6 g processed cheddar cheese</p> <p>One (1) shaved beef on a kaiser, with 90 g of roast beef</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package Oreo cookies, pkg of 4, approx 45-50 g</p> <p>One (1) Special K Cereal Bar 23 g</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise,</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<p><b>MENU 6</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) corned beef and 6 g cheese sandwich, on 100% whole wheat bread with mustard</p> <p>One (1) chicken salad sandwich, on white bread, is to be filled with 110 g chicken salad mixture.</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu</p>

	<p>One (1) 200 ml individual grape juice</p> <p>One (1) 200 ml individual fruit punch juice</p> <p>One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package cookies, pkg of 4, approx 45-50g</p> <p>One (1) individual cheese package</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>with an alternate menu with the approval of the call-up authority.</p>
<b>MENU 7</b>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) ham &amp; cheese sub , 6" long with 90 g shaved ham and 6 g processed mozzarella</p> <p>One (1) shaved beef on a kaiser, with 90 g of roast beef</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual grape juice</p> <p>One (1) orange, approx 200 g (min. 150g max 250 g)</p> <p>One (1) package caramel cake</p> <p>One (1) individual cracker pack</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<b>MENU 8</b>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Italian sub, 6" long filled with, 27 g of ham, 27 g of pepperoni, 27 g of salami, processed 6 g mozzarella, and 25 ml Italian dressing</p>	<p>Sandwich is to be cut in two on the diagonal.</p>

	<p>One (1) shaved turkey sandwich, two slices white bread filled with 90 g of shaved turkey</p> <p>One (1) 200 ml individual fruit punch juice</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) orange, approx 220 g (min. 150 g max 250 g)</p> <p>One (1) Twinkie cake, pkg of 2</p> <p>One (1) 21 g individual package of cheese</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<b>VEGETARIAN</b>	<b>DESCRIPTION</b>	<b>ALTERNATIVE/ACCEPTABLE SUBSTITUTE</b>
<b>MENU 1</b>	<p>One (1) sandwich in gas sealed Cryovac container of:</p> <p>One (1) Ciabatta bun with 50 g hummus and roasted red peppers</p> <p>One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) 50-60 g Joe Louis individual cake</p> <p>One (1) individual pudding or fruit cup in plastic sealed container</p> <p>One (1) 70 g container of salad (potato, pasta or coleslaw)</p> <p>One (1) 18 ml individual packages of mayonnaise</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<b>MENU 2</b>	<p>One (1) sandwich in gas sealed Cryovac container of:</p>	

	<p>One (1) Bagel with 50 g hummus and grilled portobello mushrooms</p> <p>One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) orange, approx 220 g (min. 150 g max 250 g)</p> <p>One (1) 50-60 g Mae West cake</p> <p>One (1) individual pudding or fruit cup in plastic sealed container</p> <p>One (1) 70 g container of salad (potato, pasta or coleslaw)</p> <p>One (1) 18 ml individual packages of mayonnaise</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnap</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<p><b>MENU 3</b></p>	<p>One (1) sandwich in gas sealed Cryovac container of:</p> <p>One (1) 6" wrap filled with 50 g of cream cheese, diced broccoli and diced leaf crowns</p> <p>One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) MacIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package caramel cake</p> <p>One (1) individual pudding or fruit cup in plastic sealed container</p> <p>One (1) 70 g container of salad (potato, pasta or coleslaw)</p> <p>One (1) 18 ml individual packages of mayonnaise</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnap</p>	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>
<p><b>MENU 4</b></p>	<p>One (1) sandwich in gas sealed Cryovac container of:</p>	

		Sandwich is to be cut in two
	One (1) 6" wrap filled with 50 g of cream cheese, diced cucumber, diced red and green peppers and diced leaf crowns	on the diagonal.
	One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)	If the supplier is unable to supply this menu, they may substitute the menu
	One (1) 200 ml individual apple juice made of 100% pure concentrate	with an alternate menu
	One (1) 200 ml individual orange juice made of 100% pure concentrate	with the approval of the call-up authority.
	One (1) orange, approx 220 g (min. 150 g max 250 g)	
	One (1) package cookies, pkg of 4, approx 45-50g	
	One (1) individual pudding or fruit cup in plastic sealed container	
	One (1) 70 g container of salad (potato, pasta or coleslaw)	
	One (1) 18 ml individual packages of mayonnaise	
	One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnap	

**ANNEX "B"**

**BASIS OF PAYMENT**

Prices are firm, all-inclusive F.O.B. Destination unit pricing in Canadian dollars. Harmonized Sales Tax (HST) is not to be included in the Unit price but will be shown as a separate line item on all invoices.

*Text in italics will be removed upon SO issuance.*

**A. Sandwiches/Submarine Sandwiches**

**Sandwiches**

<b>Item</b>	<b>Sandwich</b>	<b>Unit of Issue</b>	<b><i>Estimated Annual Usage</i></b>	<b>Firm Unit Price CAD</b>
1	Tuna Salad	Ea	6080	
2	Chicken Salad	Ea	1200	
3	Shaved Beef on a Kaiser	Ea	2870	
4	Ham and Cheese	Ea	4560	
5	Italian Roast Beef	Ea	1475	
6	Salami and Cheese	Ea	925	
7	Shaved Turkey	Ea	4670	
8	Corned Beef and Cheese	Ea	2420	

**Submarine Sandwiches**

<b>Item</b>	<b>Submarine Sandwich</b>	<b>Unit of Issue</b>	<b><i>Estimated Annual Usage</i></b>	<b>Firm Unit Price CAD</b>
9	Ham & Cheese on a Bagel	Ea	1000	
10	Roast Beef	Ea	350	
11	Big Jim	Ea	3975	
12	Italian	Ea	50	
13	Super Combo	Ea	1400	
14	Ham and Cheese	Ea	905	
15	Beef and Cheese	Ea	100	

**B. Box Lunches**

**Breakfast**

<b>Item</b>		<b>Unit of Issue</b>	<b>Estimated Annual Usage</b>	<b>Firm Unit Price CAD</b>
16	Menu 1	Ea	500	

**Lunch/Supper**

<b>Item</b>		<b>Unit of Issue</b>	<b>Estimated Annual Usage</b>	<b>Firm Unit Price CAD</b>
17	Menu 1	Ea	1100	
18	Menu 2	Ea	1100	
19	Menu 3	Ea	1100	
20	Menu 4	Ea	1100	
21	Menu 5	Ea	1100	
22	Menu 6	Ea	1100	
24	Menu 7	Ea	1100	
25	Menu 8	Ea	1100	

**Vegetarian**

<b>Item</b>		<b>Unit of Issue</b>	<b>Estimated Annual Usage</b>	<b>Firm Unit Price CAD</b>
24	Menu 1	Ea	250	
25	Menu 2	Ea	250	
26	Menu 3	Ea	250	
27	Menu 4	Ea	250	

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

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

Solicitation No. - N° de l'invitation  
W0113-18M004/A  
Client Ref. No. - N° de réf. du client  
W0113-18M004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50159

Buyer ID - Id de l'acheteur  
kin610  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "C"**

**USAGE REPORTING FORM**

The data must be submitted on a monthly basis to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

Company Name: \_\_\_\_\_

Standing Offer No. W0113-17F003						
Month:						
Unitrak Code	Offerors Code	Item Description	Case Description	Quantity	Firm KG Price or	Firm Case Price
<b>Monthly Total</b>						<b>\$</b>

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

**PREPARED BY:**

NAME: \_\_\_\_\_ TELEPHONE No.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**ANNEX "D"**

**COMPANY INFORMATION**

**Board of Directors**

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

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

**Procurement Business Number (PBN)**

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

Procurement Business Number - \_\_\_\_\_

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