



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

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

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Catering Services - Toronto	
Solicitation No. - N° de l'invitation EH713-200010/A	Date 2019-04-15
Client Reference No. - N° de référence du client 20200010	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-051-76898	
File No. - N° de dossier pd051.EH713-200010	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-29	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Djona-Guiadem, Cyrielle	Buyer Id - Id de l'acheteur pd051
Telephone No. - N° de téléphone (343) 542-4022 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré

L'Esplanade Laurier,
East Tower 7th Floor
140 O'Connor, Street,
Ottawa

Ontario
K1A 0R5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Mandatory Technical Evaluation Criteria, the Financial Evaluation Criteria, the Pricing Schedule and the Voluntary Underrepresented Supplier Self-Attestation Form.

The Annexes include the Statement of Work, and the Basis of Payment.

1.2 Statement of Work

Real Property Branch of Public Works and Government Services Canada (PWGSC) has a requirement for catering services for delegates attending the 2019 Symposium on Women and the Workplace, hosted by the Department of Employment and Social Development Canada (ESDC), to be held in Toronto, on May 9th, 2019 and 10th, 2019.

This requirement aligns with the mandate letter for the Minister of Public Works and Government Services Canada (PWGSC) which includes developing "initiatives to increase the diversity of Bidders on government contracts". Therefore, PWGSC encourages Contractors qualifying as underrepresented suppliers (as defined in the Statement of Work) to bid.

The Work is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 epost Connect service

This bid solicitation allows Bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:

Subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

-
- i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For Bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

-
- a. name of former public servant;
 - b. conditions of the lump sum payment incentive;
 - c. date of termination of employment;
 - d. amount of lump sum payment;
 - e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies) and 1 soft copy on CD or DVD

Section II: Financial Bid (1 hard copies) and 1 soft copy on CD or DVD

Section III: Certifications (2 hard copies) and 1 soft copy on CD or DVD

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 Bidder is simultaneously providing copies of its bid 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 bid only. No prices must be indicated in any other section of the bid.

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

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- a. Bidders must submit their financial bid by submitting Tables 1 to 6 provided in Attachments 2 and 3 to Part 4- Evaluation Procedures and Basis of Selection. Bidders must submit firm all-inclusive unit price, in Canadian dollars, Delivered Duty Paid (DDP) at destination Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes (if application) must be shown separately in the appropriate space. Prices must only be included in the financial proposal.
- b. Bidder must submit their financial proposal without any conditions, assumptions, restrictions or otherwise. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting Contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration.
- c. The number of attendees provided in the tables of Annex B are for evaluation purposes only. There is no commitment by the government of Canada that the government's future usage of the services will be consistent with the quantities provided. The estimated final number of attendees will be provided to the Contractor 10 days before the event.
- d. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.

Prices submitted with the bid will form part of any resulting Contract.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.
- c. In addition to any other time periods established in the bid solicitation:
 - i. Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Technical Evaluation

The evaluation of the technical bid will consist of mandatory technical criteria, which are evaluated in a simple pass/fail.

4.1.1.1 Mandatory Technical Criteria

- a. The Bidder must comply and meet with all technical requirements and all terms and conditions specified in this bid solicitation.
- b. Each bid will be reviewed for compliance with the mandatory requirements at Attachment 1 to Part 4, Mandatory Technical Evaluation Criteria That Must Be Provided at Bid Closing of the bid solicitation. Any element of the bid solicitation that is identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that a bid does not meet a Mandatory Requirement at any time during the evaluation process.
- c. The mandatory technical criteria described in "Table 1 - Mandatory Technical Evaluation Criteria That Must Be Provided at Bid Closing" at Attachment 1 to Part 4, Mandatory Technical Evaluation Criteria below, must be provided at Bid Closing.
- d. The mandatory technical criteria described in "Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing" at Attachment 1 to Part 4, Mandatory Technical Evaluation Criteria below, should be provided by bid closing. If any of the required information in Table 2 is not submitted as requested, the Contracting Authority will inform the Bidder of a time within which to provide it. Failure to provide the certifications listed in Table 2, within the timeframe provided, will render the bid non-responsive.
- e. Bidders are cautioned that "Attachment 1 to Part 4, Mandatory Technical Evaluation Criteria That Must Be Provided at Bid Closing" does not include all the mandatory requirements of this solicitation. This solicitation contains other mandatory requirements dealing with the submission, format and content of proposals, including the mandatory submission of certifications and mandatory requirements for the submission of the cost proposal. It is the Bidder's sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.

4.1.2 Financial Evaluation

The Financial Evaluation will be conducted by calculating the Total Aggregate Bid Price at Table 6 using Attachment 3 to Part 4, Pricing Schedule below, which will be used to complete the Tables in Annex "B" Basis of Payment at Contract award.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest Total Aggregate Bid Price, as per Table 6 at Attachment 3 to Part 4, Pricing Schedule, will be recommended for award of a Contract.

ATTACHMENT 1 TO PART 4, Mandatory Technical Evaluation Criteria

Table 1 - Mandatory Technical Evaluation Criteria That Must Be Provided at Bid Closing

No.	Mandatory Criteria	Submission Requirements	Bidders Response	Pages in Proposal
1	Bidder's Experience			
1.1	The Bidder must have been in business in the Toronto Region providing catering services for a minimum of 2 years from date of issuance of this Request for Proposals (RFP).	The Bidder must provide a detailed history of the Bidder's organization including the date of registration in Toronto Region and the nature of the catering services provided on an ongoing basis.		
2	Client References			
2.1	The Bidder must provide 3 client references for which the Bidder provided satisfactory catering service within the past 2 years from date of issuance of this RFP.	For each client reference, the Bidder must provide: a. A signed letter on letterhead. OR b. An email with a signature block from the organization. The letter or the email must provide the following details: a) the name of the client organization; b) details and the types of the catering services provided; c) indicate whether the services provided were satisfactory; d) the dates when the work was done; and e) the name, current title, telephone number and e-mail of the individual who received the services. The letter must be signed by an individual who received the catering services.		
2.2	The 3 client references must be for a catering event of between at least 10 to 30 participants, from a client for whom a minimum of 2 catering services were provided within the 2-year timeframe.			
3	Menus			
3.1	The Bidder must create menus for each service, as defined in the Statement of Work section 1.3, within the monetary restrictions set out in Attachment 2 to Part 4 as follows:	a) 2 menus for the Morning health Break Service (see article 1.3.3);		

	<p>a) 2 menus for the Morning health Break Service; b) 1 menu for the Afternoon health Break Service; c) 3 Menus for the Hot and Cold Luncheon Service; and d) 1 menu for the Reception Service.</p>	<p>b) 1 menu for the Afternoon health Break Service (see article 1.3.4); c) 3 Menus for the Hot and Cold Luncheon Service (see article 1.3.5); and d) 1 menu for the Reception Service (see article 1.3.6).</p> <p>The prices of the menus above cannot exceed the rates established in Attachment 2 to Part 4, Financial Evaluation Criteria.</p> <p>The menus must be submitted with the bid.</p>	
4	Dietary Restrictions		
4.1	<p>The Bidder must demonstrate its ability to meet dietary restrictions at no extra cost, as defined in the Statement of Work sections 1.3 and 1.10, within the monetary restrictions set out in Attachment 2 to Part 4.</p> <p>The dietary restrictions include the following:</p> <ol style="list-style-type: none"> 1. health (diabetes, allergies, etc.); 2. ethnic restrictions (kosher, halal, etc.); and 3. dietary preferences (vegetarian, vegan, etc.). <p>The Project Authority will communicate the dietary restrictions of the attendees shortly after contract award. The Contractor must provide the menus when prompted.</p>	<p>The Bidder must demonstrate that they can meet and provide dietary restrictions options.</p>	

Table 2 - Mandatory Technical Evaluation Criteria that should be provided at Bid Closing

No.	Mandatory Criteria	Submission Requirements	Bidders Response	Pages in Proposal
1	Licenses			
1.1	The Bidder must have a valid City of Toronto Food Premises Business License.	The Bidder must provide a copy of its current valid license.		
1.2	The Bidder must have a valid liquor license to serve alcohol in the Toronto Region.	The Bidder must provide a copy of its current valid license.		

ATTACHMENT 2 TO PART 4, Financial Evaluation Criteria

1.0 General Information

1.1 The Bidder must submit prices by completing Tables 1, 2, 3, 4, 5 below, and Table 6 of Attachment 3 to Part 4, Pricing Schedule:

1.1.1 Required Services and Schedules

Day 1 - Thursday May 9, 2019

- a) Table 1 – Welcoming Refreshment services;
- b) Table 2 – Morning Health Break services;
- c) Table 3 – Afternoon Health break service;
- d) Table 4 – Hot and Cold Luncheon Services;
- e) Table 5 – Reception Service.

Day 2 - Friday May 10, 2019

- f) Table 1 – Welcoming Refreshment services;
- g) Table 2 – Morning Health Break services;
- h) Table 4 – Hot and Cold Luncheon Services;

Summary

- i) Table 6 – Summary of Proposed Prices.

- 1.2 The total bid prices must include all direct and indirect costs to provide the Work outlined in Annex "A" Statement of Work. Rates must also include all food, beverages, tips, gratuities, labour charges, transportation charges, taxes, overhead/administrative charges and profit. This also includes all other equipment necessary to the completion of the Work, such as, but not limited to, the cutlery, the table linens and cloths to accommodate approximately 329 attendees, and fifty (50) 5-foot long round tables.
- 1.3 The maximum total bid prices for Catering Services must not exceed the Treasury Board Travel Directive Meal Allowances as detailed below (column A).
- 1.4 The Maximum Firm All-Inclusive Unit Prices outlined in Tables 1 to 5 (column A) are for the items described in article 1.3 Catered Events of Annex "A" Statement of Work. The Maximum Firm All-Inclusive Unit Prices provided in Tables 1 to 5 (column A) below, must not be exceeded, and must be considered when completing the Pricing Tables. Canada will not be responsible for any charges above the prices detailed below.
- 1.5 The estimated utilization indicated in Annex "A" Statement of Work are estimates only and must not be construed by the Bidder to be any guarantee of Work should the Bidder receive a Contract as a result of this RFP.

2.0 Table 1 – Welcoming Refreshment services

(Maximum firm all-inclusive price per person per service = \$10.25)

- 2.1 The Bidder must provide a firm all-inclusive unit price for all work required to complete the Welcoming Refreshment services, as specified in the Statement of Work article 1.3.2 and the Contractor's Welcoming Refreshment menu submitted with the Technical Proposal, by completing and submitting Table 1 below.
- 2.2 For the purpose of the financial evaluation of proposals of those Bidders with proposals considered responsive, in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table 1 (column D) will be carried over to Table 6 – Summary of Proposal Prices.

3.0 Table 2 – Morning Health Break Services

(Maximum firm all-inclusive price per person per service = \$10.25)

- 3.1 The Bidder must provide a firm all-inclusive unit price for all work required to complete the Morning Health Breaks services, as specified in the SOW article 1.3.3 and the Contractor's Morning Health Breaks services menus submitted with the Technical Proposal, by completing and submitting Table 2 below. The 2 Morning Health Break Services menus must be the same pricing and of similar quality.
- 3.2 For the purpose of the financial evaluation of proposals of those Bidders with proposals considered responsive, in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table 2 (column D) will be carried over to Table 6 – Summary of Proposal Prices.

4.0 Table 3 – Afternoon Health Break Service

(Maximum firm all-inclusive price per person per service = \$10.25)

- 4.1 The Bidder must provide a firm all-inclusive unit price for all work required to complete the Afternoon Health Breaks service, as specified in the SOW article 1.3.4 and the Contractor's Afternoon Health Break service menus submitted with the Technical Proposal, by completing and submitting Table 3 below.
- 4.2 For the purpose of the financial evaluation of proposals of those Bidders with proposals considered responsive, in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table 3 (column D) will be carried over to Table 6 – Summary of Proposal Prices.

5.0 Table 4 – Hot and Cold Luncheon Service

(Maximum firm all-inclusive price per person per service = \$40.20)

- 5.1 The Bidder must provide a firm all-inclusive unit price for all work required to complete the Hot and Cold Luncheon Services as specified in the SOW article 1.3.5 and the Contractor's Hot and Cold Luncheon Service menus submitted with the Technical Proposal, by completing and submitting Table 4 below. All Hot and Cold Luncheon Services menus and meal options must be the same pricing and of similar quality.
- 5.2 For the purpose of the financial evaluation of proposals of those Bidders with proposals considered responsive, in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table 4 (column D) will be carried over to Table 6 – Summary of Proposal Prices.

6.0 Table 5 – Reception Service

(Maximum firm all-inclusive price per person per service = \$41.00)

- 6.1 The Bidder must provide a firm all-inclusive unit price for all work required to complete the Reception Service as specified in the SOW article 1.3.6 and the Contractor's Reception Service menu submitted with the Technical Proposal, by completing and submitting Table 5 below.
- 6.2 For the purpose of the financial evaluation of proposals of those Bidders with proposals considered responsive, in accordance with the requirements specified in Part 4 of the RFP, the total estimated cost calculated by completing Table 5 (column D) will be carried over to Table 6 – Summary of Proposal Prices.

7.0 Table 6 - Summary of Proposed Prices

- 7.1 The amounts carried over to Table 6 will be used to calculate the "Total Aggregate Bid Price" for the purposes of determining the highest ranked proposal in accordance with the Basis of Selection set out in Section 4.2 Basis of Selection of Part 4 of the RFP.

ATTACHMENT 3 TO PART 4, Pricing Schedule

Table 1 – Welcoming Refreshment services (329 attendees)

(A)	(B)	(C)	(D)
Maximum Firm All-Inclusive Unit Price per Person per service	Firm all-inclusive unit price per person per service	Applicable taxes per person	Total Price including all fees and applicable taxes (D = B + C)
\$10.25	\$ (Bidder to insert)	\$ (Bidder to insert)	\$ (Bidder to insert)

Table 2 – Morning Health Break services (329 attendees)

(A)	(B)	(C)	(D)
Maximum Firm All-Inclusive Unit Price per Person per service	Firm all-inclusive unit price per person per service	Applicable taxes per person	Total Price including all fees and applicable taxes (D = B + C)
\$10.25	\$ (Bidder to insert)	\$ (Bidder to insert)	\$ (Bidder to insert)

Table 3 – Afternoon Health Break service (329 attendees)

(A)	(B)	(C)	(D)
Maximum Firm All-Inclusive Unit Price per Person per service	Firm all-inclusive unit price per person per service	Applicable taxes per person	Total Price including all fees and applicable taxes (D = B + C)
\$10.25	\$ (Bidder to insert)	\$ (Bidder to insert)	\$ (Bidder to insert)

Table 4 – Hot and Cold Luncheon services (329 attendees)

(A)	(B)	(C)	(D)
Maximum Firm All-Inclusive Unit Price per Person per service	Firm all-inclusive unit price per person per service	Applicable taxes per person	Total Price including all fees and applicable taxes (D = B + C)
\$ 40.20	\$ (Bidder to insert)	\$ (Bidder to insert)	\$ (Bidder to insert)

Table 5 – Reception Service (250 attendees)

(A)	(B)	(C)	(D)
Maximum Firm All-Inclusive Unit Price per Person per service	Firm all-inclusive unit price per person per service	Applicable taxes per person	Total Price including all fees and applicable taxes (D = B + C)
\$ 41.00	\$ (Bidder to insert)	\$ (Bidder to insert)	\$ (Bidder to insert)

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EH713-200010

Amd. No. - N° de la modif.
File No. - N° du dossier
pd051.EH713-200010

Buyer ID - Id de l'acheteur
pd051
CCC No./N° CCC - FMS No./N° VME

Table 6 – Summary of Proposed Prices

Table	Total (column B)
Table 1 – Welcoming Refreshment services	\$ _____
Table 2 – Morning Health Break services	\$ _____
Table 3 – Afternoon Health Break service	\$ _____
Table 4 – Hot and Cold Luncheon services	\$ _____
Table 5 – Reception Service	\$ _____
Total Aggregate Bid Price	\$ _____

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a Contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, **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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Underrepresented Supplier Self-Attestation Form

This requirement aligns with the mandate letter for the Minister of Public Works and Government Services Canada (PWGSC) which includes developing "initiatives to increase the diversity of Bidders on government contracts". All Bidders should provide with their bid, if applicable, the declaration form available at Attachment 1 to Part 5, Voluntary Underrepresented Supplier Self-Attestation Form.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid 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 Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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](#)

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pd051.EH713-200010

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Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-Contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

ATTACHMENT 1 TO PART 5, Voluntary Underrepresented Supplier Self-Attestation Form

1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW.

Members of a Joint Venture must submit individual self-attestation forms for the same solicitation.

Definition of an Underrepresented Supplier

In the context of social procurement at Public Services and Procurement Canada, an underrepresented supplier is a business owned, or led (i.e., operated or controlled) by an underrepresented group (i.e., Indigenous People, women, person with disabilities, visible minority, etc.). In addition, the underrepresented supplier must be a Canadian citizen or legal resident and the company must physically reside in Canada.

- a. I _____, (***Insert Name of duty authorized representative of business or joint venture***) hereby attests that:
- i. _____ (***insert legal name of supplier***) has 51% majority control or effective management of the business, and will continue to meet the definition of an underrepresented supplier mentioned above.
 - ii. All underrepresented members of the business board or ownership members are aware of the contents of this self-attestation form and have given their consent to self-identify.
- b. Specify which underrepresented group you are a member of:
- Women? _____ Indigenous? _____ Persons with Disabilities? _____
- Visible Minority? _____ Other? (Please specify) _____

2. The self-attestation form is a voluntary form within the procurement process and is used to indicate that you are a member of one or more of the underrepresented groups. The information collected will not be shared with third parties outside government.
3. By submitting the underrepresented supplier status to the Contracting Authority, the Bidder certifies that the information provided is true as of the date indicated below. The self-attestation provided to Canada are subject to verification at any time during bid evaluation.
4. Canada will declare a bid non-responsive, or will declare a Contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's or Contractor's self-attestation. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.
5. In the event that a bid is declared non-responsive or a Contractor in default, Canada may seek another Contractor to complete the performance of the contract. Any additional costs incurred by Canada will be borne by the Supplier and/or all the members of the Joint Venture.

Upon the request of Canada, I agree to provide evidence supporting any of the compliance requirements described above.

Signature of Authorized
Representative

Date

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid, and, at the prices set out in the Basis of Payment at Annex "B".

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

6.2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (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 contract award to May 10, 2019.

The Work is to be performed from the days needed for the Contractor's set up prior to the start of the event to May 10, 2019 inclusive.

The Contract will terminate only once all obligations of all Parties have been performed, including warranties, or upon earlier termination as indicated in the General Terms and Conditions.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cyrielle Djona
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Commercial and Consumer Products Directorate
Address: 140 O'Connor Street, Ottawa, ON K1A 0R5

Telephone: 343-542-4022
E-mail address: Cyrielle.Djona-Guiadem@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.4.2 Project Authority

The Project Authority for the Contract is:

Name: *(to be completed at Contract award)*

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.4.3 Contractor's Representative

Name: *(to be completed at Contract award)*

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

E-mail address: _____

6.5 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- e. an individual;
- f. an individual who has incorporated;
- g. a partnership made of former public servants; or

- h. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- c. name of former public servant;
- d. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" Basis of Payment for a cost of \$ _____ (to be completed at Contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

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

6.6.3 Single Payment

H1000C (2008-05-12), Single Payment

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit (Domestic and International)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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 Articles of Agreement;

- b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the Contractor's bid dated _____ (*to be completed at Contract award*).

6.11 SACC Manual Clauses

G1005C (2016-01-28) Insurance- No Specific Requirement

ANNEX "A" STATEMENT OF WORK

1. Requirement

This requirement on behalf of Real Property Branch of Public Works and Government Services Canada (PWGSC) is for Catering Services to be delivered in Toronto, Canada.

The Contractor agrees to supply the goods and services described in the Contract, including the Statement of Work and Basis of Payment.

1.1 Scope of Service

The purpose of this procurement is to secure catering service for delegates attending the 2019 Symposium on Women and the Workplace, hosted by the Department of Employment and Social Development Canada (ESDC), to be held in Toronto, on May 9th and 10th, 2019.

It is expected that there will be up to 329 participants at the Symposium, including representatives from the federal government, academia, civil society and private sector stakeholders.

The Contractor must be able to provide Catering Services commensurate with the status of the event located adjacent to the main plenary room at the Rotman School of Management, 105 St George St., Toronto, ON M5S 3E6.

The Contractor must provide all labour, supervision, equipment, tools, food, beverages and other items and services necessary for the management and provision of the Catering Services. This includes but not limited to china, cutlery, plates, napkins, cups, saucers and table cloth.

The Contractor must manage and operate the Catering Services with the proper conduct in conformity with good business and trade practices.

The Food and Beverage requirements are subject to change and Canada will notify the Contractor, in writing, shortly after contract award.

1.2 Background

This requirement aligns with the mandate letter for the Minister of Public Works and Government Services Canada (PWGSC) which includes developing "initiatives to increase the diversity of Bidders on government contracts, in particular businesses owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities, and visible minorities, and take measures to increase the accessibility of the procurement system to such groups while working to increase the capacity of these groups to participate in the system". Therefore, PWGSC encourages Contractors qualifying as underrepresented suppliers (as defined in the Statement of Work) to bid.

1.3 Catered Events

In all cases, the selection of the menu for any meeting from the various menus submitted by the Contractor will be made and confirmed in writing by the Project Authority. When a meeting is scheduled over more than one day, menu selection for consecutive days will vary. It is the responsibility of the Contractor to provide sufficient personnel in order to ensure smooth delivery of the services.

1.3.1 Services and Schedules

The Contractor must provide and deliver the following services based on the schedules, unless specified by the Project Authority. Please note that attendees will be seated on a total of approximately fifty (50) 5-foot long round tables provided by PWGSC, there will also be tables for services purposes as well, whose quantity provided is subject to change, provided by PWGSC. Please note that the number of attendees is an estimation only, the final number of attendees per event will be shared with the Contractor shortly after contract award.

1.3.1.1 On Thursday May 9, 2019, the services must include:

- a. 3 breaks services for approximately 329 attendees, which include:
 - 1) 1 Welcoming Refreshment service from 0800 am to 0900 am;
 - 2) 1 Morning Health Break service from 1025 am to 1045 am; and
 - 3) 1 Afternoon Health break service from 1400 pm to 1420 pm.
- b. 1 lunch service for approximately 329 attendees, which includes:
 - 1) 1 Hot and Cold Luncheon Service from 1145 am to 1245 pm.
- c. 1 reception service for approximately 250 attendees, which includes:
 - 1) 1 Reception Service from 1715 pm to 1900 pm.

1.3.1.2 On Friday May 10, 2019, the services must include:

- a. 2 breaks services for approximately 329 attendees, which include:
 - 1) 1 Welcoming Refreshment service from 0800 am to 0900 am; and
 - 2) 1 Morning Health Break service from 1025 am to 1045 am.
- b. 1 lunch service for approximately 329 attendees, which includes:
 - 1) 1 Hot and Cold Luncheon Service from 1145 am to 1245 pm.

1.3.2 Welcoming Refreshment Service

The Welcoming Refreshment service must be buffet style self-serve setting and must include:

- a) Adequate freshly brewed coffee & selection of herbal teas which include cream, milk, sugar and sweetener; and
- b) A water station with appropriate cups.

1.3.3 Morning Health Breaks Services

The morning health break service must be buffet style self-serve setting and must include:

- a) Adequate selection of yogurt cups, fresh baked muffins, croissants, seasonal sliced fresh fruits;
- b) Adequate assorted selection of juices such as, cranberry, orange and apple;
- c) Adequate freshly brewed coffee & selection of herbal teas which include cream, milk, sugar and sweetener; and
- d) A water station with appropriate cups.

1.3.4 Afternoon Health Breaks Services

The afternoon health break service must be buffet style self-serve setting and must include:

- a) Adequate selection of snacks, including granola bars and cookies;
- b) Adequate assorted selection of juices such as, cranberry, orange and apple;
- c) Adequate freshly brewed coffee & selection of herbal teas which include cream, milk, sugar and sweetener; and
- d) A water station with appropriate cups.

1.3.5 Hot and Cold Luncheon Service

The Hot and Cold Luncheon Service must be buffet style self-serve setting and must include:

- a) Adequate freshly brewed coffee & selection of herbal teas which include cream, milk, sugar and sweetener;
- b) A water station with appropriate cups;
- c) Assorted soft drinks and juices;
- d) 1 Cold Buffet;
- e) 1 Hot Buffet; and
- f) An assortment of desserts.

1.3.5.1 Cold Buffet

The Cold Buffet must include:

- a) A vegetarian option, and meet the dietary restrictions as detailed in the Statement of Work, article 1.10;
- b) A combination of cold sandwiches and wraps; and
- c) Two (2) types of salads (such as pasta, green/tossed, potatoes).

Examples of Cold Buffet menu items include, but are not limited to:

- a) Vegetables & Dip;
- b) 1 vegetarian option;
- c) Two (2) types of salad;
- d) Assorted Grilled Chicken or cheese & cold cut platter;
- e) Meat sandwich wraps;
- f) Coffee and tea (& drip decaf); and
- g) Assorted soft drinks and juices.

1.3.5.2 Hot Buffet

The Hot Buffet must include:

- a) A vegetarian option, and meet the dietary restrictions as detailed in the Statement of Work, article 1.10;

- b) One (1) type of soup; and
- c) A choice of at least one (1) protein.

Examples of Hot Buffet menu items include, but are not limited to:

- a) Lasagna or stir fry dish or assorted protein;
- b) Cooked vegetables;
- c) 1 vegetarian option;
- d) Potatoes or rice;
- e) Coffee and tea (& drip decaf); and
- f) Assorted soft drinks and juices.

1.3.5.3 Dessert

The Contractor must provide an adequate assortment of desserts as part of the Hot and Cold Luncheon Service, which includes: gourmet cookies, squares, and seasonal sliced fresh fruits.

1.3.6 Reception Service

The Contractor must provide a stand-up reception service for up to 250 people that includes the following:

- a) Canapés to be served throughout the reception service, including a vegetarian option;
- b) The Canapés must address any specific dietary restrictions as detailed in the Statement of Work, article 1.10; and
- c) A cash bar to serve assorted alcoholic and non-alcoholic beverages which includes, but not limited to, a selection of Beer, Red and White Wine and liquor.

1.4 Contractor personnel

1. The Contractor's personnel must be competent, trained and qualified in the area of food service delivery as is commensurate with their role for this event. This includes but is not limited to matters pertaining to food preparation and presentation, etiquette, health, safety and sanitation.
2. The Contractor's personnel who is in contact with the public and the attendees must be fluent in English.
3. The Contractor and its Personnel must be of good character and must conduct themselves in a professional and businesslike manner at all times on the premises.
4. The Contractor and its personnel must comply with all regulations, instructions and directives in force on the site where the Work is performed.
5. The Contractor must provide first line supervision to its personnel at all times during the performance of the contract.

1.5 Manager

1. The Contractor must appoint an on-site Manager responsible for overseeing the entire operation and services including event coordination.
2. The Manager must act as the primary point of contact in all matters pertaining to the contract.

3. The Contractor must have an onsite contact available for the duration of each event, including set-up and tear down, when the single point of contact is not available or not on-site.
4. In the event that the Manager is unavailable, an alternate person must be provided to the Project Authority.

1.6 Uniforms and Dress Code

1. Contractors Personnel must be in uniform while providing and delivering the Event Services.
2. Clean uniforms must be worn at all times.
3. Uniforms must consist of matching trousers, long skirts or slacks with coordinated and matching shirts or blouses. The uniform can have the Contractor's name, or monogram, neatly affixed thereupon, but they must be consistent.
4. Complementary coveralls, smocks, or aprons may be worn when performing tasks that require such additional attire.
5. Contractor's Personnel must not wear apparel adorned with prominent logos, social comments, catch phrases or advertising, nor may they wear dark glasses while inside the building.
6. Ornaments such as lapel-pins or badges, are limited to one (1) and may not be of a political or religious nature.

1.7 Contractor Care and Preservation of premises

1. The Contractor and its personnel must not commit nor permit any injury, or damage to the premises and facilities, equipment, staff or guests.
2. In no event is the Contractor responsible for such damage caused by negligence of Canada, its agents, guests, servants, and personnel.

1.7.1 Safety Specific Requirements

1. The Contractor and its Personnel must adhere to all safety measures respecting personnel and fire hazards recommended by national and local codes and prescribed by the authorities having jurisdiction concerning equipment, work habits, and procedures.
2. Industry safety standards must be observed when undertaking assignments in the Contract.
3. The Contractor must ensure that all equipment and furniture used to perform the work is in a state of good repair and cleanliness.

1.7.2 Health and Sanitation specific requirements

1. The Contractor must on an ongoing basis including after each meal and each event, ensure the sanitation and cleanliness of all food preparation, service and storage areas by providing cleaning services in accordance with all applicable health, safety and sanitation laws.
2. The Contractor is responsible for providing the required cleaning supplies at its expense.
3. The Contractor is responsible for the removal of all rubbish and left over food associated with the Catering Service and, must supply its own disposal bags and ensure there is no seepage of liquid or food.
4. The Contractor is responsible for the removal of all equipment, supplies, left over food proper disposal of all grease and kitchen renderings waste.

1.7.3 Health Safety and Sanitation Inspection and Reporting Requirements

1. The Contractor must immediately notify the Project Authority of any fire, accident, or safety hazard that occurs on the premises which involves the Contractor's personnel.
2. The Contractor must, on an ongoing basis, take all reasonable measures within its control to remedy any condition that is unsafe, unhealthy, or dangerous.

1.8 Site Regulations

1.8.1 Contractor's Access to Facilities

1. Only those personnel, including part-time personnel, are allowed access to the work site. Other persons accompanying Contractor's personnel, and guests of the Contractor's personnel, are not allowed on site.
2. Security passes will be provided and must be worn by all Contractor's personnel at all times when on the Event premises. Passes must be worn above the waist and must be visible at all times.
3. The Contractor's personnel may be subject to questioning and search in relation to security matters by designated members of Canada's security staff while on the premises.
4. Contractor's Personnel are only permitted to be in the building during the approved catered event unless approval is specifically granted by the Project Authority in advance.

1.8.2 Food Preparation

1. All food must be prepared fresh daily.
2. Fresh produce is to be used at all times.
3. All foods supplied and prepared by the Contractor must meet or exceed the food quality and safety requirements of the standards and regulations established by the Food Standards Agency (<http://www.inspection.gc.ca/food/requirements-and-guidance/food-safety-standards-guidelines/eng/1526653035391/1526653035700>)

1.9 Contractor Supplied Equipment and Provisions

1. The Contractor must provide the following equipment and provisions for the Event:
 - 1.1. Cooking utensils and other related equipment;
 - 1.2. Equipment required to transport, serve and maintain the food in either a hot or cold state;
 - 1.3. Serving trays, carving boards and other related equipment for serving stations;
 - 1.4. The Contractor must provide the following additional equipment and provisions as required for the event:
 - 1.4.1. Tables to hold the food for service purposes, as required (the Project Authority will notify the Contract if they are required shortly after Contract award);
 - 1.4.2. Extra cutlery, china and glassware, serving equipment, including those required for breaks;

- 1.4.3. The Contractor must provide linens and silence cloths to accommodate fifty (50) 5-foot long round tables provided by PWGSC. Table linens should be heavy duty polyester. The number of tables, table cloths and linens could change and the Project Authority will notify the Contractor, in writing, shortly after contract award.
- 1.4.4. The Contractor must provide glassware and water jugs on all the fifty (50) round tables in the plenary room on both days. There must be enough glasses to cover this addition as well as for the meals and health breaks;
- 1.4.5. All cutlery, dinnerware, glassware, and serving equipment,
- 1.4.6. Hot beverages must be served in glass mugs or paper cups.
- 1.4.7. Cold beverages must be provided with glasses at the attendee's disposal.
- 1.4.8. High quality paper plates, comparable to CKF Royal Chinet, are acceptable for breaks and luncheon requirements.
- 1.4.9. Plastic cutlery is acceptable for breaks.
- 1.4.10. All other service requirements must have real cutlery.
- 1.4.11. The Project Authority will advise the Supplier when paper and/or plastic is not acceptable.
- 1.4.12. Paper napkins of good quality and of adequate size, comparable to Kleenex Dinner Napkins, Product No. 40-820-258.
- 1.4.13. For all food items at each service, the Contractor must provide a list of ingredients which must be available, on site, for Contractor's staff to respond to questions regarding allergy concerns.
- 1.4.14. All items served in buffet style are to be clearly labelled in both official languages.

1.10 Dietary Restrictions

Shortly after contract award, the Contractor will receive the dietary restrictions of attendees from the Project Authority, and will be required to provide alternative meals for these individuals, at no extra cost. Accordingly, the Contractor must meet dietary restrictions for all menus. All menus must contain optional food items to accommodate health (diabetes, allergies, etc.) and ethnic restrictions (kosher, halal, etc.) and dietary preferences (vegetarian, vegan, etc.).

1.11 Security of raw material, finished food products and reliability of the personnel

The Contractor must at all times during the performance of the Contract ensure the security of the raw material, the finished food products and the reliability of the personnel, including temporary employees. These measures are necessary in order to prevent the intentional contamination of food products, with the intent to cause harm to consumers.

The following CFIA link defines Food Tampering that the Contractor must adhere to:

<http://www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/food-handling/food-tampering/eng/1331585126472/1331585217459>

1.12 Licenses

- a) The Contractor must have a valid City of Toronto Food Premises Business License at time of bid closing.
- b) The Contractor must have a valid liquor license to serve alcohol in the Toronto Region

1.13 Treasury Board guidelines on hospitality

The Contractor must follow the Treasury Board guidelines on hospitality as outlined below:

- a) Refreshment breaks: \$10.25 per person per break including all taxes and gratuities.
- b) Lunch: \$40.20 per person per lunch including all taxes and gratuities.
- c) Reception: \$41.00 per person including all taxes and gratuities.

Following Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures and the Appendix C (Allowances - Modules 1, 2 and 3) of the National Joint Council:

- <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228§ion=html>
- <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

1.14 Definitions

1.14.1 Social Procurement

At PWGSC, social procurement is defined as leveraging the government's buying power through procurement to support socio-economic objectives and to generate positive societal impacts. Among other ways, social procurement can be achieved by: purchasing goods and services from targeted underrepresented suppliers and social enterprises; or incorporating social benefits requirements into procurement documents.

1.14.2 Underrepresented Supplier

In the context of social procurement at PWGSC, an underrepresented supplier is a business owned, or led (i.e., operated or controlled) ¹ by an underrepresented group (i.e., Indigenous People, women, person with disabilities, visible minority, etc.). In addition, the underrepresented supplier must be a Canadian citizen or legal resident and the company must physically reside in Canada.

1.14.3 Underrepresented Supplier Ownership

Ownership, operation, or control within the context of social procurement is understood as a businesses with 51% majority control or effective management of the business by underrepresented supplier. Proof of ownership or operation can include governing documents such as by-laws and business decision-making authority. Control of business is also evidenced by signature role on debt or financial instruments, such as legally binding documents such as leases and contracts.

¹ Led, in the PWGSC mandate letter context, is interpreted as operated and controlled which implies control of the management and daily business operations.

ANNEX “B” BASIS OF PAYMENT

No.	(A)	(B)	(C)	(D)	(E)
	Type of Service	Number of Attendees	Number of Services	Firm all-inclusive unit price per person	Extended Price (E = B x C x D)
1	Welcoming Refreshment services		2		
2	Morning Health Break services		2		
3	Afternoon Health break service		1		
4	Hot and Cold Luncheon Services		2		
5	Reception Service		1		
NOTE: The total bid prices must include all direct and indirect costs to provide the Work outlined in Annex “A” Statement of Work. Rates must also include all food, beverages, tips, gratuities, labour charges, transportation charges, taxes, overhead/administrative charges and profit. This also includes all other equipment necessary to the completion of the work, such as, but not limited to, the cutlery, the table linens and cloths to accommodate approximately 329 attendees, and 50 5-foot long round tables.					
Sub-total:					
Applicable taxes:					
TOTAL:					