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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;
- 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 Attachments include the Mandatory Technical Criteria – Packaging, the Sandwiches to Evaluate against the Sensory Evaluation, and the Point Rated Technical Criteria – Sensory Evaluation.

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Standing Offer Usage Report and the Electronic payment instruments.

### **1.2 Summary**

#### **1.2.1 Requirement**

The Department of Defence (DND) has a requirement for a Standing Offer (SO) for the provision of Box Lunches for Breakfast, Lunch/Supper on an “as and when requested” basis to be delivered to 4 Snider Rd, Connaught Range Primary Training Centre (CRPTC) in Nepean, Ontario.

The term of the Standing Offer is from issuance to March 31, 2020, plus a 12 month extension period.

The Box Lunches include, but are not limited to the following:

**1. Breakfast Box Lunch**

- a. 1 Breakfast sandwich with at least 1 protein (e.g. eggs, ham, cheese, bacon);
- b. 1 Breakfast bread product;
- c. 1 fresh fruit, canned fruits or apple sauce;
- d. 1 fruit Juice;
- e. 1 Individual cereal;
- f. 1 white milk;
- g. 1 assorted muffin;
- h. Utensils; and
- i. Condiments.

**2. Lunch/Supper Box Lunch**

- a. 2 6" sandwiches:
  - 1. 1 with sliced solid meat; and 1 with a mixed filling;**OR**
  - 2. 1 10" submarine (sub) sandwich with assorted sliced solid meat;
- b. 1 fresh fruit, canned fruits or apple sauce;
- c. 2 fruit Juices;
- d. 1 vegetable salad and assorted raw vegetables (If salad is either rice, pasta or potato, then an additional serving of vegetables must also be provided);
- e. Condiments including at least 1 low calorie/reduced fat condiment (e.g. mustard);
- f. 1 dessert or 1 pocket supplement (e.g. granola bar or cookies); and
- g. Utensils.

**3. Vegetarian Lunch/Supper Box Lunch**

- a. 2 sandwiches with at least 1 protein each (e.g. beans, cheese);
- b. Bread products accompanied by 1 protein product (e.g. hummus);
- c. 1 fresh fruit, canned fruits or apple sauce;
- d. 2 fruit Juices;
- e. 1 vegetable salad and assorted raw vegetables (If salad is either rice, pasta or potato, then an additional serving of vegetables must also be provided);
- f. Condiments including at least 1 low calorie/reduced fat condiment (e.g. mustard);
- g. 1 dessert or 1 pocket supplement (e.g. granola bar or cookies); and
- h. Utensils.

**None of the following is accepted in any of the box lunches: canned pop, bottled water, and potato chips.**

**1.2.2 Trade Agreements**

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

**1.2.3 epost Connect Service**

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 Additions and Modifications**

Canada, at its discretion, might expand, change, add or modify the food items for Box Lunches with the agreement of the Offeror.

### **1.4 Security Requirements**

There are no security requirements associated with the requirement of the Standing Offer.

### **1.5 Debriefings**

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

### **1.6 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 6A.13 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) (<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: 120 days

#### 2.1.1 SACC Manual Clauses

[B3000T](#) (2006-06-16) Equivalent Products

### 2.2 Submission of Offers

The submission of Offers is divided in two parts:

#### a. Delivery of Offers

Technical and Financial Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

#### b. Delivery of Box Lunches samples

When prompted, all Box Lunches samples and sandwiches samples must be submitted only to DND by the date indicated in section "4.1.1.2 Mandatory Technical Criteria – Packaging" of the Offer solicitation, between the hours of 0600 hrs. and 1300 hrs., at the following address:

Department of National Defense  
Connaught Range Primary Training Centre  
4 Snider Rd

Nepean, Ontario, K2H-2W6  
Atten.: Brian Bradt (613-998-5477) and/or Dave Capstick (613-990-8232)

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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.

### **2.5 Volumetric Data**

The Box Lunch volumetric data provided in this RFSO has been provided to Offerors to assist them in preparing their offers. The inclusion of this data in this offer solicitation does not represent a commitment by Canada that Canada's future usage will be consistent with this data. It is provided purely for information purposes.

A total of \$198,000.00 was spent last year on approximately 18,000 box lunchess over 80 deliveries.



## 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 should be gathered per section and separated as follows:

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

- If the Offeror chooses to provide their offer in separately bound sections as follows:

Section I: Technical Offer 3 hard copies and 1 soft copy on CD or DVD  
Section II: Financial Offer 1 hard copy and 1 soft copy on CD or DVD  
Section III: Certifications 2 hard copy and 1 soft copy on CD or DVD

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

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 fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

## **Section II: Financial Offer**

- a. Offerors must submit their financial offer in accordance with the Pricing Tables in Annex "B" Basis of Payment without any conditions, assumptions, nor restrictions. Offerors must complete, and submit with their financial offer, in accordance to the pricing tables provided in Part 4, article 4.1.2. Any financial offer 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 offer solicitation, will be treated as being non-responsive and the Offeror's offer will be given no further consideration.
- b. Offerors must provide a firm unit price for each item, for the entire duration of the Standing Offer. The price of the offer must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom duties and Excise Taxes included where applicable and Applicable Taxes extra. Prices must only be included in the Financial Proposal.
- c. Canada has the right to disqualify an offer if the price of any deliverables does not reflect a fair and actual market price.

Prices submitted with the offer will form part of any resulting Standing Offer.

### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06) Exchange Rate Fluctuation

## **Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.
- c. In addition to any other periods established in the bid solicitation:
  1. Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have (2) two 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.
  2. 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 offer is divided into four (4) parts:

- Part 1:** consists of mandatory technical criteria, which are evaluated on a simple pass/fail basis.
- Part 2:** consists of inviting the 3 compliant Offerors who offered the 3 lowest total overall assessed price to submit their evaluation samples.
- Part 3:** consists of mandatory technical criteria, which are evaluated on a simple pass/fail basis, to evaluate the box lunch and the sandwiches packaging.
- Part 4:** consists of point-rated criteria (sensory evaluation) with a minimum pass mark.

##### 4.1.1.1 Mandatory Technical Criteria

- a. The Offeror must comply and meet with all technical requirements and all terms and conditions specified in this offer solicitation.
- b. Each offer will be reviewed for compliance with the mandatory requirements at Table 1- Mandatory Technical Criteria of the offer solicitation. Any element of the offer solicitation that is identified with the words "must" or "mandatory" is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that an offer does not meet a Mandatory Requirement at any time during the evaluation process.
- c. The mandatory technical criteria are described in "Table 1- Mandatory Technical Criteria" below, and must be provided at Bid Closing.
- d. Offerors are cautioned that "Table 1- Mandatory Technical Criteria" does not include all the mandatory requirements of this solicitation. This solicitation contains other mandatory requirements dealing with the submission, format and content of offers, including the mandatory submission of certifications and mandatory requirements for the submission of the cost proposal. It is the Offeror's sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.

**Table 1- Mandatory Technical Criteria**

	Mandatory Technical Criteria	Additional Evaluation Guidelines	Offeror Substantiation
<b>1. Certifications</b>			
	The Offeror's food processing facility must be Hazard Analysis and Critical Control Points (HACCP) certified by the Canadian Food Inspection Agency Processing Facility.		
1.1	The Sandwich processing facility for the Box Lunches must be included in the Canadian Food Inspection Agency's List of HACCP / FSEP Recognized Establishments - Meat Inspection FSEP recognized (Registered Establishment List) which can be found at: <a href="http://www.inspection.gc.ca/english/fssa/polistrat/hacccp/estlist/rege.shtml">http://www.inspection.gc.ca/english/fssa/polistrat/hacccp/estlist/rege.shtml</a>	The Offeror must provide a certificate or letter from the Canadian Food Inspection Agency with the offer for confirmation purposes.	
1.2	The Sandwich Processing Facility must be included in the Canadian Food Inspection Agency's Fish and Seafood's List of Canadian Establishments Approved for Export at: <a href="http://www.inspection.gc.ca/english/fssa/fispo/man/fimmil/chap2su3e.shtml">http://www.inspection.gc.ca/english/fssa/fispo/man/fimmil/chap2su3e.shtml</a>	The Offeror must provide a certificate or letter from the Canadian Food Inspection Agency with the offer for confirmation purposes.	
<b>2. Experience and Capability</b>			
2.1	The Offeror must have experience providing similar requirements for at least <b>1</b> year within the last <b>2</b> years.	The Offeror must provide details regarding <b>2</b> projects to which they have partaken similar to the requirement defined in Annex "A" Statement of Requirement. The projects can be similar, but not limited to, in terms of: quantity ordered, menu items, and general objective.	
2.2	The Offeror must demonstrate that they have the capability to meet orders of an average of 200 to 1,200 Box Lunches as defined in the Annex "A" Statement of Requirement.	The Offeror must explain how they can meet this requirement.	

#### 4.1.1.2 Mandatory Technical Criteria – Packaging

- a. Once invited, in order to perform the technical evaluation of the packaging, the Offeror must provide Box Lunch samples as per menus detailed at Annex “B” Basis of Payment:
  1. 1 complete “Breakfast - Menu 3” Box Lunch;
  2. 1 complete “Lunch/Supper - Menu 8” Box Lunch; and
  3. 1 complete “Vegetarian Lunch/Supper – Menu 13” Box Lunch.
- b. In order to perform the technical evaluation of the packaging, **and** the point rated evaluation of the sandwiches (as detailed in article 4.1.1.3 below), the Offeror must provide sandwich samples as per menus detailed at Annex “B” Basis of Payment:
  1. **3 units** of each menu items identified in “Attachment 2 to Part 4, Sandwiches to Evaluate against the Sensory Evaluation” must be provided.
- c. Once invited, all samples mentioned above, must be provided within 10 calendar days. All samples must be in their respective packaging as defined in “M2 – Appearance, Packaging and Labels Requirements”. They will be evaluated against mandatory technical criteria at “Attachment 1 to Part 4, Mandatory Technical Criteria”.
- d. If the Offeror wants to offer “alternative types” of muffins or cookies or other than what is required in each Menu, written approval from the Standing Offer Authority must be obtained prior to offer closing. The price must stay the same.
- e. The Box Lunches and the sandwiches must meet all of the mandatory technical criteria at “Attachment 1 to Part 4, Mandatory Technical Criteria – Packaging”.
- f. In order to move forward to the Point Rated Technical Criteria- Sensory Evaluation, the Offeror must be compliant with all Mandatory Technical Criteria- Packaging. In the event where the Offeror is non-compliant, the sandwiches will not be evaluated and the offer will be deemed non-compliant.

#### 4.1.1.3 Point Rated Technical Criteria – Sensory Evaluation

The purpose of the evaluation is to establish the acceptability of the sandwiches in their packaging. Each sandwich submitted will be evaluated on its own merit using a seven (7) point Hedonic Scale ranging from 1 to 7 where each evaluator indicates their rating. Offerors who fail to submit the samples requested will be rated accordingly.

The 17 sandwiches are listed in “Attachment 2 to Part 4, Sandwiches to Evaluate against the Sensory Evaluation”, and will be evaluated against a Sensory evaluation found at “Attachment 3 to Part 4, Point Rated Technical Criteria – Sensory Evaluation”.

- a. A sensory evaluation for each 17 sandwiches will be conducted.
- b. A minimum of eight (8) volunteer panelists will evaluate each sandwich.
- c. For each sandwich, evaluation will be performed using a seven (7) point Hedonic scale ranging from 1 to 7 where each panelist indicates their rating for each of the following criterion:
  1. Flavour (taste and aroma);
  2. Seasoning;
  3. Texture; and

#### 4. Overall (including appearance)

- d. Offerors who fail to submit the required sandwiches for evaluation will be rated accordingly.
- e. For each Offeror, the scores of the volunteer panelists will be computed and averaged for each of their sandwich respectively.
- f. Each variety of sandwich must attain the required minimum average score of four (4) points out of a possible seven (7) points. This average will be obtained by combining all averaged scores from each criterion (Flavour, Seasoning, Texture and Overall) per sandwich.
- g. The scores per criterion (Flavour, Seasoning, Texture and Overall) will be averaged and rounded to two decimals.
- h. If Canada determines as a result of evaluating any of the Offerors' sandwiches that the Offeror does not meet the minimum overall average score of four (4) points for each sandwich or does not meet the mandatory requirements, the Offeror's offer will be declared non-responsive.
- i. In the event a food item fails the point-rated technical evaluation, Canada will not re-evaluate that food item.

#### 4.1.2 Financial Evaluation

Offers must be submitted in accordance with Table 1 - Financial Evaluation described below. The format of the tables must be similar to the format shown herein.

The Financial Evaluation will be conducted by calculating the Total Overall Assessed Price (Column B + Column D) of all the menu items identified in Table 1 - Financial Evaluation below. The prices provided will be used to complete Table 2 - Pricing Schedule, which will be used to complete the Tables in Annex "B" Basis of Payment at Standing Offer issuance. The Total Overall Assessed Price computed in Table 2- Pricing Schedule will be the price used in the Basis of Selection.

##### 4.1.2.1 Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Please refer to Annex "A" article 5. Mandatory Technical Criteria for more descriptions, quantities and measurement units for all Menus.

##### a. Initial Standing Offer Period

For the initial Standing Offer period, the Offeror must provide a Firm Unit Price (column B) for all menus identified in Table 1 - Financial Evaluation below.

##### b. Firm Annual Markup Rate

The Offeror must provide a firm annual markup rate (%) (Column C) for the option year for all menus identified in Table 1 - Financial Evaluation below. For all menus, the firm annual markup rate percentage for the option year must not be more than 5%.

##### c. Option Year

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The Option Year 1 Firm Unit Price (column D) will be computed by adding the Option Year 1 Firm Annual Markup Rate (column C) to the Initial Standing Offer Period Firm Unit Price (column B) for all menus identified in Table 1 - Financial Evaluation below.

**d. Total Overall Assessed Price**

The Total Overall Assessed Price will be calculated for all menus identified in Table 1 - Financial Evaluation below, by adding the Initial Standing Offer Period Firm Unit Price with the Option Year 1 Firm Unit Price (column B + column D). All Total Assessed Prices computed in Table 1- Financial Evaluation will be entered in Table 2- Pricing Schedule. The prices will then be aggregated (Items 1. to 15.) to obtain the Total Overall Assessed Price that will be used in the Basis of Selection.

TABLE 1 – FINANCIAL EVALUATION

BREAKFAST - MENU 1			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Breakfast Menu 1	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 6" ciabatta with ham; b) 1 Orange juice or 1 apple juice (pure 100 % from concentrate); c) 1 White milk; d) 1 Fresh orange; e) 1 Individual serving cereals – Assorted; f) 1 Muffin – Assorted; g) 1 Mustard - individual packet; h) 1 S'mores Chewy Granola Bar, Quaker or equivalent brand; and i) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
BREAKFAST - MENU 2			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Breakfast Menu 2	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 4" Bagel with 2 x 18 grams Cream Cheese; b) 1 Orange juice or 1 apple juice (pure 100 % from concentrate); c) 1 White milk; d) 1 Fresh orange; e) 1 Individual serving cereals – Assorted; f) 1 Muffin – Assorted; g) 1 Granola Bar, Quaker or equivalent brand; and h) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			



BREAKFAST - MENU 3			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Breakfast Menu 3	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 Bacon & Egg English Muffin; b) 1 Orange juice or 1 apple juice (pure 100 % from concentrate); c) 1 White milk; d) 1 Individual serving cereal – Assorted; e) 1 Muffin – Assorted; f) 1 Fruit flavored apple sauce puree or fruit salad cup; g) 1 Ketchup HEINZ - individual packet; h) 1 Miracle whip - individual packet; i) 1 Granola Bar, Quaker or equivalent brand; and j) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
BREAKFAST - MENU 4			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Breakfast Menu 4	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 2 large Hard-Boiled Eggs; b) 1 Whole wheat dinner roll; c) 1 Orange juice or 1 apple juice (pure 100 % from concentrate); d) 1 White milk; e) 1 Fresh orange; f) 1 Individual serving cereal – Assorted; g) 1 Muffin – Assorted; h) 1 Portion of cheddar cheese; i) 1 Ketchup HEINZ- individual packet; j) 1 Becel margarine - individual packet; k) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			

LUNCH/SUPPER - MENU 5			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 5	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 6" White Ham and cheese sub; b) 1 Chicken Salad sandwich on multigrain bread; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) 1 Coleslaw salad; e) Broccoli florets; f) Cauliflower florets; g) 1 Pack of 2 chocolate chip cookies; h) 1 Fresh apple; i) 1 Mustard - individual packet; j) 1 Miracle whip - individual packet; and k) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
LUNCH/SUPPER - MENU 6			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 6	C Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 6" Turkey & cheese sub on whole wheat; b) 1 Tuna salad sandwich on white bread; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) Baby carrots; e) Celery sticks; f) 1 Salad dressing Thousand Island – individual packet; g) 1 Potato salad; h) 1 Chocolate cake; i) 1 Fresh orange; j) 1 Mustard - individual packet; k) 1 Miracle whip - individual packet; and l) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			

LUNCH/SUPPER - MENU 7			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 7	C	
		Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 Roast Beef Sandwich on multigrain bread; b) 1 Egg salad sandwich on white bread; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) 1 Vinegar coleslaw; e) Celery sticks; f) Cauliflower florets; g) 1 Salad dressing Ranch – individual packet; h) 1 Chocolate pudding; i) 1 Fresh apple; j) 1 Mustard - individual packet; k) 1 Miracle whip - individual packet; and l) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
LUNCH/SUPPER - MENU 8			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 8	C	
		Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 Turkey club with back bacon & cheese on multigrain bread; b) 1 Ham salad sandwich on white bread; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) Carrot sticks; e) Cherry tomatoes; f) 1 Salad dressing - Golden Italian – individual packet; g) 1 Macaroni pasta salad; h) 1 Fruit salad cup; i) 1 pack of 2 Fudge-O cookies by Christie; j) 1 Mustard - individual packet; k) 1 Miracle whip - individual packet; and l) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			

TOTAL ASSESSED PRICE (B + D)			
LUNCH/SUPPER - MENU 9			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 9	C	
		Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 1 10" Big John sandwich on white sub bun; b) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; c) 1 Coleslaw salad; d) 1 Broccoli florets; e) 1 Cherry tomatoes; f) 1 Salad dressing ranch – individual packet; g) 1 Mandarin orange cup; h) 1 pack of 2 Dad's oatmeal cookies by Christie or homemade; i) 1 Mustard - individual packet; j) 1 Miracle whip - individual packet; and k) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
LUNCH/SUPPER - MENU 10			
Product / Item Description	B Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 10	C	
		Option Year 1 Firm Annual Markup Rate (%)	D Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 2 Roast Chicken fajita wraps on whole wheat tortillas; b) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; c) 1 vinegar coleslaw; d) 1 Broccoli florets; e) 1 cauliflower florets; f) 1 Salad dressing ranch – individual packet; g) 1 Fresh orange; h) 1 Pepperoni & cheese Nibbler pak; i) 1 Mustard - individual packet; j) 1 Miracle whip - individual packet; and k) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			

LUNCH/SUPPER - MENU 11		TOTAL ASSESSED PRICE (B + D)		
Product / Item Description		B	C	D
		Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 11	Option Year 1 Firm Annual Markup Rate (%)	Option Year 1 Firm Unit Price (B X (1 + C) = D)
a) 1 Roast Beef Sandwich on multigrain bread; b) 1 6" Pizza Sub on white bun; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) 1 Potato salad; e) Celery sticks; f) Cauliflower florets; g) 1 Salad dressing thousand island – individual packet; h) 1 Fresh apple; i) 1 pack of 2 Dad's oatmeal cookies by Christie or homemade; j) 1 Mustard - individual packet; k) 1 Miracle whip - individual packet; and l) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.				
LUNCH/SUPPER - MENU 12		TOTAL ASSESSED PRICE (B + D)		
Product / Item Description		B	C	D
		Initial Standing Offer Period Firm Unit Price For Lunch/Supper Menu 12	Option Year 1 Firm Annual Markup Rate (%)	Option Year 1 Firm Unit Price (B X (1 + C) = D)
a) 1 Chicken salad sandwich on white bread; b) 1 6" White Ham and cheese sub; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) 1 creamy coleslaw; e) carrot sticks; f) cherry tomatoes; g) 1 Salad dressing - Caesar – individual packet; h) 1 Fruit salad cup; i) 1 Lemon meringue pudding; j) 1 Mustard - individual packet; k) 1 Miracle whip - individual packet; and l) 1 sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper.				

TOTAL ASSESSED PRICE (B + D)			
VEGETARIAN LUNCH/SUPPER - MENU 13			
Product / Item Description	B	C	D
	Initial Standing Offer Period Firm Unit Price For Vegetarian Lunch/Supper Menu 13	Option Year 1 Firm Annual Markup Rate (%)	Option Year 1 Firm Unit Price (B X (1 + C) = D)
a) 2 6" Lebanese Pitas; b) 1 Tzatziki sauce - individual packet; c) 1 Hummus - individual packet; d) 1 White dinner roll; e) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; f) 1 Potato salad; g) 1 Fruit to go; h) 1 Portion of cheddar cheese; i) 1 Fresh apple; j) 1 Mustard - individual packet; k) 1 Becei margarine - individual packet; l) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			
TOTAL ASSESSED PRICE (B + D)			
VEGETARIAN LUNCH/SUPPER - MENU 14			
Product / Item Description	B	C	D
	Initial Standing Offer Period Firm Unit Price For Vegetarian Lunch/Supper Menu 14	Option Year 1 Firm Annual Markup Rate (%)	Option Year 1 Firm Unit Price (B X (1 + C) = D)
a) 2 5" Bean & Cheese Vegetarian Burritos on whole wheat tortilla; b) 1 Salsa - individual packet; c) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; d) 1 creamy coleslaw; e) 1 Ritz crackers and cheez handi snacks by kraft; f) 1 Portion of cheddar cheese; g) 1 Apple sauce; h) 1 Fresh orange; i) 1 pack of 2 Oreo cookies; j) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.			

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pd051  
CCC No./N° CCC - FMS No./N° VME

VEGETARIAN LUNCH/SUPPER - MENU 15			TOTAL ASSESSED PRICE (B + D)	
			B	C
Product / Item Description			Initial Standing Offer Period Firm Unit Price for Vegetarian Lunch/Supper Menu 15	Option Year 1 Firm annual Markup Rate (%)
				Option Year 1 Firm Unit Price ( $B \times (1 + C) = D$ )
a) 2 Vegetarian egg salad sandwich on white bread; b) 2 Fruit Juices (pure 100 % from concentrate) - assorted flavors; c) 1 Vinegar coleslaw; d) 1 Fruit salad cup; e) 1 Portion of cheddar cheese; f) 1 Fresh Apple; g) 1 Chocolate pudding; h) 1 pack of 2 Dad's oatmeal cookies by Christie or homemade; i) 1 Becel margarine - individual packet; j) 1 sealed packet which includes: one knife, one spoon, one napkin and one salt & pepper.				
			TOTAL ASSESSED PRICE (B + D)	

**TABLE 2 – PRICING SCHEDULE**

Item	Product / Item Description	Total Assessed Price
1.	Breakfast – Menu 1	\$
2.	Breakfast – Menu 2	\$
3.	Breakfast – Menu 3	\$
4.	Breakfast – Menu 4	\$
5.	Lunch/Supper – Menu 5	\$
6.	Lunch/Supper – Menu 6	\$
7.	Lunch/Supper – Menu 7	\$
8.	Lunch/Supper – Menu 8	\$
9.	Lunch/Supper – Menu 9	\$
10.	Lunch/Supper – Menu 10	\$
11.	Lunch/Supper – Menu 11	\$
12.	Lunch/Supper – Menu 12	\$
13.	Vegetarian Lunch/Supper – Menu 13	\$
14.	Vegetarian Lunch/Supper – Menu 14	\$
15.	Vegetarian Lunch/Supper – Menu 15	\$
<b>TOTAL OVERALL ASSESSED PRICE (Aggregate of Item 1. To 15.)</b>		<b>\$</b>

#### 4.2 Basis of Selection

- To be declared responsive, an offer must:
  - comply with all the requirements of the offer solicitation; and
  - meet all mandatory criteria; and
  - obtain the required minimum overall average score of four (4) points out of seven (7) for each 17 sandwiches evaluated during the sensory evaluation (article 4.1.1.3).  
Therefore, a minimum total of 68 points out of a maximum of 119 points.
- Offers not meeting above a, b and c will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
- To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained in the sensory evaluation divided by the maximum number of points available multiplied by the ratio of 60 %.
- To establish the pricing score, each responsive offer will be prorated against the lowest Total Overall Assessed Price from and the ratio of 40 %.
- For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating (technical merit and pricing score) will be recommended for award of a Standing Offer.

The table below illustrates an **example** where all three offers are responsive and the selection of the Offeror is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Offeror 1	Offeror 2	Offeror 3
Overall Technical Score		115/135	89/135	92/135
Total Overall Assessed price		\$55,000.00	\$50,000.00	\$45,000.00
	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Calculations				
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 TO PART 4, Mandatory Technical Criteria - Packaging

Instructions to Evaluators/Panelists:

The Panelists will determine if the packaging meets or does not meet all mandatory criteria below.  
For evaluation accuracy, please do not communicate with other panelists prior to completing.

Item: \_\_\_\_\_ Name of evaluator: \_\_\_\_\_

	Mandatory Technical Criteria	Additional Evaluation Guidelines	MEET	DOES NOT MEET	COMMENTS
1. Box Lunch and Sandwiches Samples					
1.1	The Offeror must provide these Box Lunch samples: 1. 1 complete "Breakfast - Menu 3" Box Lunch; 2. 1 complete "Lunch/Supper - Menu 8" Box Lunch; and 3. 1 complete "Vegetarian Lunch/Supper – Menu 13" Box Lunch.	The Offeror's proposed samples must contain all items as detailed at Annex "B" Basis of Payment, and must be submitted within the time allowance specified at article 4.1.1.2.			
1.2	The Offeror must provide these Sandwiches samples: 1. 3 units of each menu items identified in "Attachment 2 to Part 4, Sandwiches to Evaluate against the Sensory Evaluation" must be provided.	The Offeror's proposed samples must contain all items as detailed at Annex "B" Basis of Payment, and must be submitted within the time allowance specified at article 4.1.1.2.			

M1 – FOOD AND BEVERAGES REQUIREMENTS		MEET	DOES NOT MEET	COMMENTS
<b>M1.1</b>	<p><b>Depending on the menu, the Offeror must provide the following bread options:</b></p> <ul style="list-style-type: none"> <li>a) Enriched 10" to 12" white tortilla;</li> <li>b) 100% whole wheat 10" to 12" tortilla;</li> <li>c) 100% whole wheat 5" tortilla;</li> <li>d) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) bagels (110 g);</li> <li>e) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) 6" submarine bun;</li> <li>f) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) 10" submarine bun;</li> <li>g) Enriched white 6" submarine bun;</li> <li>h) Enriched white 10" submarine bun;</li> <li>i) Enriched white bread (standard size or 45 g);</li> <li>j) Whole wheat, whole grain or multigrain bread (standard size or 45 g);</li> <li>k) 6" ciabatta bun;</li> <li>l) 6" Lebanese Pitas;</li> <li>m) Whole wheat and white dinner roll;</li> <li>n) Whole wheat, whole grain, multigrain or white 4" English muffin; and</li> <li>o) Assorted bagels (110 g).</li> <li>p) All Lunch/Supper menus and Vegetarian Lunch/Supper menus including one (1) 6" sub sandwich must include a second sandwich. A second sandwich is not required when the menu includes one (1) 10" sub sandwich.</li> </ul>			
<b>M1.2</b>	<p><b>Depending on the menu, the Offeror must provide the following filling options for sandwiches, subs, bagels, burritos, etc. and respect these specifications:</b></p> <p><b>Sandwich spread</b></p> <ul style="list-style-type: none"> <li>a) Chicken salad (110 g serving);</li> <li>b) Tuna salad (110 g serving);</li> <li>c) Egg salad (110 g serving). The egg salad filling must be fresh, hard boiled and peeled eggs only (frozen diced eggs, pickled eggs and eggs in pillow packs (gas flush) are not accepted);</li> <li>d) Ham salad (110 g serving).</li> </ul>			

<b>M1.2.2</b>	<b>Coldcuts</b> a) Ham - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; b) Turkey - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; c) Roast beef - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; d) Chicken - must contain no more than 5 g of fat and include 1000 mg of sodium or less per 90 g serving; e) Roast chicken fajita - must have no more than 5 g of fat with 1000 mg of sodium or less per 90 g serving; f) Back bacon 90 g per serving.			
<b>M1.2.3</b>	<b>Cheese</b> a) Light cream cheese - must have no more than 20 % of fat per 30 g serving; b) Process cheddar cheese slice – must have no more than 20 % fat and premium ribbon per 30 g serving; c) White cheese slice - must have no more than 20 % of fat per 30 g serving.			
<b>M1.3</b>	<b>Depending on the menu, the Offeror must provide the following option miscellaneous items and respect these specifications:</b>			
<b>M1.3.1</b>	<b>Beverages</b> a) One (1) 100% pure from concentrate fruit juice (250 ml), either apple or orange flavor, <b>and</b> one (1) 2 % white milk (237 ml) for the <b>Breakfast Box Lunch</b> ; b) Two (2) Fruit Juices (pure 100 % from concentrate) (250 ml) assorted flavors for each <b>Lunch/Supper Box Lunch</b> and <b>Vegetarian Lunch/Supper Box Lunch</b> .			
<b>M1.3.2</b>	<b>Miscellaneous</b> a) One (1) individual serving of assorted cereals (250 g serving) - A minimum of 80 % of the varieties must contain a minimum of 3 g of fiber per serving. All of the varieties must contain a maximum of 12 g of sugar per serving; b) One (1) 21 g portion of cheddar individually wrapped in cryovac; c) One (1) Assorted muffin individually wrapped (130 g); d) One (1) Pack of 2 cookies individually wrapped (7.5 cm in diameter) <b>OR</b> one (1) pack of 1 cookie individually wrapped (12.5 cm in diameter); e) One (1) desert (approximately 5 cmx 5 cm x 7 cm) <b>OR</b> 1 pocket supplement (e.g. granola bar or cookies (46-96 grams)); f) One (1) fresh fruit <b>OR</b> one (1) canned fruits (Dixie cup type, 175 mL). The fresh fruit must either be one (1) orange <b>OR</b> one (1) of the following apple options: Gala, Granny Smith or Red Delicious apple - No substitution is accepted; g) One (1) individually wrapped 90 g packet of a mix or single vegetable of: carrot sticks, celery sticks, broccoli florets, cherry tomatoes and cauliflower florets; h) One (1) of the following salad options: vinegar coleslaw, creamy coleslaw, Potato Salad or Macaroni/Pasta Salad; i) One (1) sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt & pepper - Utensils must			

	be biodegradable and/or recyclable; i) Condiments and/or sauces individually wrapped, such as: ketchup HEINZ, mustard, hummus, tzatziki sauce, salsa; k) One (1) regular Becel margarine individual packet or an equivalent non-hydrogenated margarine; l) One (1) Miracle Whip individual packet (mayonnaise is not accepted); m) One (1) assorted salad dressing individual packet; n) None of the following is accepted in any of the box lunches: canned pop, bottled water, and potato chips.			
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M2 – APPEARANCE, PACKAGING AND LABELS REQUIREMENTS				
M2.1	The Offeror must respect the following appearance, packaging and labels requirements:	MEET	DOES NOT MEET	COMMENTS
M2.1.1	<b>Appearance</b> a) The meat in all subs must be layered and well displayed so the meat is visible without opening the sandwiches; b) The filling must be evenly layered and distributed from edge to edge throughout the sandwiches; c) All wraps, must be folded at both ends and cut in half.			
M2.1.2	<b>Packaging</b> a) Use <b>Modified Atmosphere Package (MAP)</b> for the wrapping of the sandwiches, subs, wraps, and any other types of sandwiches; b) The Box lunches must be in tamper-evident packaging that is recyclable and/or compostable; c) The Salads must be in a container with a lid that is recyclable and/or compostable. The container size must be a between 4-5 oz.; d) All food products in the box lunches must be sealed and individually wrapped under vacuum or modified atmosphere (depending on the product) except for the fresh fruit; e) All labels for the food products must be placed on the container and must be partly on the lid to present it from opening and show that is hasn't been opened; f) The box lunches and the sandwiches must be prepared and packaged for individual use only and ready for immediate consumption; g) The box for the box lunches must have the following dimensions: 25 cm x 18 cm x 9 cm (see picture #1 in Annex A - Part 1). h) Each of the master boxes shall not contain more than 12 Box Lunches and they must all be for the same menu.			

M2.1.3	<b>Labels</b> a) The Box Lunches must include labels that indicate the Expiry Date, the lunch Name (such as "Breakfast" or "Lunch/Supper" or "Vegetarian Lunch/Supper"), the Menu Number, and that list the content as per the following: I. Name of the enclosed Entrée(s) i.e.: Roast Beef & Cheese Sub, Pizza Sub, etc. II. Fruit Juices (flavors not required); III. Cereal (type not required); IV. Cheese, Crackers'n Cheez, Pep & Cheeze, etc.; V. Fruit: orange, apple or Fruit to Go cup; VI. Apple Sauce, Fruit Salad, Mandarin Orange Cup, etc.; VII. Salad Type: Creamy Coleslaw, Vinegar Coleslaw, Potato Salad or Macaroni/Pasta Salad; VIII. Type of: Muffin, Cookie, Pudding or desert; and IX. Mustard/Mayonnaise/Ketchup/Margarine / Donair, Pizza, Tzatziki, Salsa, Hummus / Utensils  b) The labels on all Box Lunches must be in both official languages of Canada (in English and French). c) The labels on all Box Lunches must include the following information: "Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues. / Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix." d) The labels on all Box Lunches must be placed in "Landscape" format for reading purposes on the front end of the Master Carton Facing Out (like a shoe box). Each Box Lunch must have the same label placed at no specific location on the box lunch (see picture #2 in Annex A - Part 1). e) The labels on the sandwich packaging must indicate: the name of the sandwich and the "Best Before" date. f) The labels on the salad container must indicate: the name of the salad and the "Best Before" date.			
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M3 - PERFORMANCE REQUIREMENTS				DOES NOT MEET	COMMENTS
M3.1	The Offeror must be compliant to all of the following :				

<b>M3.1.1</b>	<b>DND food quality specifications</b> The box lunches must be compliant with the following "DND Food Quality Specifications". The specifications can be found at <a href="http://www.buyandsell.gc.ca">www.buyandsell.gc.ca</a> by searching with the following solicitation numbers: <ol style="list-style-type: none"><li>1. Butter and Margarine / Beurre et margarine - <b>E6TOR-13RM08</b></li><li>2. Canned Fruits / Fruits en conserve - <b>E6TOR-13RM09</b></li><li>3. Cereal / Céréales - <b>E6TOR-13RM11</b></li><li>4. Cheese / Fromage - <b>E6TOR-13RM12</b></li><li>5. Condiments and condiment Sauces / Condiments et sauces condimentaires - <b>E6TOR-13RM14</b></li><li>6. Eggs and Egg Products / Oeufs et produits d'oeufs - <b>E6TOR-13RM17</b></li><li>7. Fish and Seafood / Poissons et produits de la mer - <b>E6TOR-13RM18</b></li><li>8. Fruit Juices / Jus de fruits - <b>E6TOR-13RM24</b></li><li>9. Pasta and Noodles / Pâtes alimentaires et nouilles - <b>E6TOR-13RM30</b></li><li>10. Sugars and Preserves / Sucres et conserves - <b>E6TOR-13RM36</b></li></ol>			
<b>M3.1.2</b>	<b>Expiration dates</b> <ol style="list-style-type: none"><li>a) All box lunches must have an expiry date of a minimum of fourteen (14) days upon the day of delivery at CRPTC Kitchen;</li><li>b) The shelf life for all enclosed items must be guaranteed by microbiological control in order to cover the period for which the meals were ordered;</li><li>c) The food items of all box lunches must not have expiry dates which arrive prior to the expiry date shown on the label on the outside of the box lunch; and</li><li>d) All coleslaws and salads must always be fresh. If the Best Before/Expiry Date on the label is not yet expired and the product is not visibly fresh, the Offeror is required to take necessary measures to rectify the problem.</li></ol>			

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**ATTACHMENT 2 TO PART 4, Sandwiches to Evaluate against the Sensory Evaluation**

Item	Quantity to be provided	Sandwich	Menu #
1	3	6" ciabatta with ham	Breakfast - Menu 1
2	3	4" Bagel with 2 x 18 grams Cream Cheese	Breakfast - Menu 2
3	3	Bacon & Egg English Muffin	Breakfast - Menu 3
4	3	6" White Ham and cheese sub	Lunch/Supper - Menu 5
5	3	Chicken Salad sandwich on multigrain bread	Lunch/Supper - Menu 5
6	3	6" Turkey & cheese sub on whole wheat	Lunch/Supper - Menu 6
7	3	Tuna salad sandwich on white bread	Lunch/Supper - Menu 6
8	3	Roast Beef Sandwich on multigrain bread	Lunch/Supper - Menu 7
9	3	Egg salad sandwich on white bread	Lunch/Supper - Menu 7
10	3	Turkey club with back bacon & cheese on multigrain bread	Lunch/Supper - Menu 8
11	3	Ham salad sandwich on white bread	Lunch/Supper - Menu 8
12	3	10" Big John sandwich on white sub bun	Lunch/Supper - Menu 9
13	3	Roast Chicken fajita wraps on whole wheat tortillas	Lunch/Supper - Menu 10
14	3	6" Pizza Sub on white bun	Lunch/Supper - Menu 11
15	3	Chicken salad sandwich on white bread	Lunch/Supper - Menu 12
16	3	6" Lebanese Pitas	Vegetarian Lunch/Supper - Menu 13
17	3	5" Bean & Cheese Vegetarian Burritos on whole wheat tortilla	Vegetarian Lunch/Supper - Menu 14



### ATTACHMENT 3 TO PART 4, Point Rated Technical Criteria – Sensory Evaluation

Sandwich Item # \_\_\_\_\_ Name of evaluator: \_\_\_\_\_

Flavour (taste and aroma)/saveur (gout et arôme)						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Seasoning / assaisonnement						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Texture						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						
Overall (including appearance)/global (incluant l'apparence)						
1	2	3	4	5	6	7
dislike very much très déplaisant	dislike moderately modérément déplaisant	dislike slightly légèrement déplaisant	neither like nor dislike ni plaisant ni déplaisant	like slightly légèrement plaisant	like moderately modérément plaisant	like very much très plaisant
Comments:						

Average score of the 4 criterion above rounded to two decimals (out of 7): \_\_\_\_\_

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

licitation No. - N° de l'invitation

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Client Ref. No. - N° de réf. du client

W0002-19DC03

Amd. No. - N° de la modif.

File No. - N° du dossier

pd051.W0002-19DC03

Buyer ID - Id de l'acheteur

pd051

CCC No./N° CCC - FMS No./N° VME

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### 6A. STANDING OFFER

#### 6A.1 Offer

The Department of Defence (DND) has a requirement for a Standing Offer (SO) for the provision of Box Lunches/sandwiches on an "as and when" requested basis and to be delivered to 4 Snider Rd, Connaught Primary Training Centre (CRPTC) in Ottawa, Ontario.

The Box Lunches include, but are not limited to the following:

##### 1) Breakfast Box Lunch

- a) 1 Breakfast sandwich with at least 1 protein (e.g. eggs, ham, cheese, bacon);
- b) 1 Breakfast bread product;
- c) 1 fresh fruit, canned fruits or apple sauce;
- d) 1 fruit Juice;
- e) 1 Individual cereal;
- f) 1 white milk;
- g) 1 assorted muffin;
- h) Utensils; and
- i) Condiments.

##### 2) Lunch/Supper Box Lunch

- a) 2 6" sandwiches:
  - 1. 1 with sliced solid meat; and 1 with a mixed filling;**OR**
  - 2. 1 10" submarine (sub) sandwich with assorted sliced solid meat;
- b) 1 fresh fruit, canned fruits or apple sauce;
- c) 2 fruit Juices;
- d) 1 vegetable salad and assorted raw vegetables (If salad is either rice, pasta or potato, then an additional serving of vegetables must also be provided);
- e) Condiments including at least 1 low calorie/reduced fat condiment (e.g. mustard);
- f) 1 dessert or 1 pocket supplement (e.g. granola bar or cookies); and
- g) Utensils.

##### 3) Vegetarian Lunch/Supper Box Lunch

- a) 2 sandwiches with at least 1 protein each (e.g. beans, cheese);
- b) Bread products accompanied by 1 protein product (e.g. hummus);
- c) 1 fresh fruit, canned fruits or apple sauce;
- d) 2 fruit Juices;
- e) 1 vegetable salad and assorted raw vegetables (If salad is either rice, pasta or potato, then an additional serving of vegetables must also be provided);

- f) Condiments including at least 1 low calorie/reduced fat condiment (e.g. mustard);
- g) 1 dessert or 1 pocket supplement (e.g. granola bar or cookies); and
- h) Utensils.

**None of the following is accepted in any of the box lunches: canned pop, bottled water, and potato chips.**

**6A.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

## **6A.2 Security Requirements**

**6A.2.1** There is no security requirement applicable to the Standing Offer.

## **6A.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.

### **6A.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **6A.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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data, 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 quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## **6A.4 Term of Standing Offer**

### **6A.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance to March 31, 2020.

### **6A.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional 1 year period from April 1, 2020 to March 31, 2021 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6A.4.3 Delivery Points**

Delivery of the requirement will be made to this delivery point:

Department of National Defense  
Connaught Range Primary Training Center  
4 Snider Rd.  
Nepean, ON K2K 2W6

### **6A.4.4 Preparation for Delivery**

1. All Box Lunches must be delivered in a Master Carton (case). There should be approximately 10 to a maximum of 12 Box Lunches per Master Carton and must be of the same menu.
2. There must not be more than 20 Master Cartons MAXIMUM, shrink wrapped, on one pallet.
3. The In-Transit Meals - Box Lunches must be secure closed with packing tape or can also be secure closed using the label specified at Annex "A" Statement of Requirement article 5. Box Lunches Technical Requirements.
4. The Box Lunches must be delivered in disposable Cardboard boxes approximately 25 cm long, 18 cm wide, 9 cm high. For cost efficient reasons, corrugated cardboard boxes are no longer required as the box lunches must now be inside MASTER CARTONS.

## **6A.5 Authorities**

### **6A.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Véronique Fulham  
Title: Supply Officer  
Public Works and Government Services Canada (PWGSC)  
Acquisitions Branch  
Directorate: Commercial and Consumer Products Directorate  
Address: l'Esplanade Laurier, 140 O'Connor St., Ottawa, ON K1A 0R5

Telephone: 343-550-1625

E-mail: [veronique.fulham@tpsgc-pwgsc.gc.ca](mailto:veronique.fulham@tpsgc-pwgsc.gc.ca)

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

#### **6A.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.

#### **6A.5.3 Offeror's Representative**

Name: *(will be inserted at Standing Offer issuance)*

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

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

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

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

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

#### **6A.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Connaught Range Primary Training Center.

#### **6A.7 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call up Against a Standing offer.

#### **6A.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$160,000 (Applicable Taxes included).

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$160,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6A.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) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;
- f) the Offeror's offer dated \_\_\_\_\_ (*will be inserted at Standing Offer issuance*)

## 6A.10 Certifications and Additional Information

### 6A.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.

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer.

In the event that the Offeror does not comply with any certification or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

Offeror must provide proof of certification when offering.

### 6A.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 Ontario.

### 6A.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.



## **6B. 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.

### **6B.1 Statement of Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6B.2 Standard Clauses and Conditions**

#### **6B.2.1 General Conditions**

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

### **6B.3 Term of Contract**

#### **6B.3.1 Period of the Contract**

The period of the Contract is from award date of the Contract to March 31, 2020.

#### **6B.3.2 Delivery**

##### **6B.3.2.1 Delivery Delay**

If requested, the Offeror must be able to deliver a minimum of 500 Box Lunches within a twelve (12) hour delay. If a twelve (12) hour delay is given, the Offeror may suggest alternative menus with the approval of the Call-up Authority.

Incoterms 2000 "DDP Delivered Duty paid" apply.

##### **6B.3.2.2 Delivery Date**

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

### **6B.4 Payment**

#### **6B.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in contract (Call-up against the Standing Offer). 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.

#### **6B.4.2 Single Payments**

SACC Manual clause H1000C (2008-05-12) Single Payments.

#### **6B.4.3 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card.

#### **6B.5 Invoicing Instructions**

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.
5. A bill of lading and a computerized purchase invoice in copy "original" must be provided to the consignee at the time of each delivery and an electronic invoice must be sent to the Project Authority and or their representative by 6am on the day of delivery. No delay of receiving the invoice will be accepted without bringing a delay in the payment.
6. The consignee's delivery representative is responsible to verify with the Offeror's representative that all items shipped have been received using the bill of lading provided by the Offeror. The Offeror must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The Offeror agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and Offerors agree that was shorted or damaged prior to delivery. Invoices must be forwarded for payment if the Offeror does not provide credit in this delay. Clerk must apply credit on one of the invoice by referring to the invoice no. The Offeror must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices must be calculated in Canadian dollars.
7. Invoices must contain the following information:

Name of Kitchen / Unit:  
Kitchen delivery address  
Billing Address:

Connaught Rifle Range & Primary Training Center (CRPTC)  
4 Snider Rd, Nepean ON  
35 Shirley BLVD, Nepean (Ontario) K2K 2W6

licitation No. - N° de l'invitation

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Client Ref. No. - N° de réf. du client

W0002-19DC03

Amd. No. - N° de la modif.

File No. - N° du dossier

pd051.W0002-19DC03

Buyer ID - Id de l'acheteur

pd051

CCC No./N° CCC - FMS No./N° VME

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Invoice control number:	TBD
Purchase Order number	TBD
Delivery date	TBD
SOA Number	TBD

The consignee must forward the invoice to the Billing Clerk for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the Offerors must communicate this information as soon as possible to the receiving Units Comptroller.

#### **6B.6 SACC Manual Clauses**

B7500C (2006-06-16) Excess Goods

D3007C (2007-11-30) Inspection and Stamping

D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products

D3004C (2007-11-30) Type of Transport

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## **ANNEX "A" STATEMENT OF REQUIREMENT**

### **1. REQUIREMENT**

To establish a Standing Offer (SO) for the provision of Box Lunches on an "as and when required" basis for the Department of National Defence (DND) at the Connaught Range and Primary Training Center (CRPTC) in Ottawa, Ontario. The requirement takes the form of a Standing Offer agreement for all food provisions encompassing the following commodities: Pre-made Box Lunches.

### **2. BACKGROUND**

Each year, Connaught Range and Primary Training Center (CRPTC) provides Box Lunches to the Canadian Forces, which consists of various food items listed below in section 5. Box Lunches Technical Requirements.

### **3. SCOPE**

Canada, at its discretion, might expand, change, add or modify the food items for Box Lunches with the agreement of the Offeror.

### **4. SUBSTITUTIONS**

- a. If an item has been deemed as a brand specific item, no substitutions are allowed, without prior consent from the Call-up Authority in writing. DND reserves the right to evaluate/re-evaluate using the Sensory Evaluation in Attachment 3 to Part 4, Point Rated Technical Criteria – Sensory Evaluation. Substituted items must be of equal or better quality and are to be sold at the contracted price or lower.
- b. During the period of the Standing Offer, DND may request to change the fruit juice flavors (providing they are of equal monetary value) at no extra costs to DND. DND has the right to advise the Offeror that some flavors are no longer to be provided, once their stock is depleted, if they are less favorable.
- c. During the period of the Standing Offer, DND may request a change to the cookies or muffins (providing they are of equal monetary value) at no extra costs to DND. If some cookies or muffins are/or become less favorable, DND has the right to advise the Offeror that some flavors are no longer to be provided, once their stock is depleted, if they are less favorable.

5. BOX LUNCHES TECHNICAL REQUIREMENTS

M1 – FOOD AND BEVERAGES REQUIREMENTS	
M1.1	<p>Depending on the menu, the Offeror must provide the following bread options:</p> <p>a) Enriched 10" to 12" white tortilla;  b) 100% whole wheat 10" to 12" tortilla;  c) 100% whole wheat 5" tortilla;  d) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) bagels (110 g);  e) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) 6" submarine bun;  f) 100% whole wheat, whole grain or multigrain (minimum of 4 g of fiber) 10" submarine bun;  g) Enriched white 6"submarine bun;  h) Enriched white 10"submarine bun;  i) Enriched white bread (standard size or 45 g);  j) Whole wheat, whole grain or multigrain bread (standard size or 45 g);  k) 6" ciabatta bun;  l) 6" Lebanese Pitas;  m) Whole wheat and white dinner roll;  n) Whole wheat, whole grain, multigrain or white 4" English muffin;  o) Assorted bagels (110 g); and  p) All Lunch/Supper menus and Vegetarian Lunch/Supper menus including one (1) 6" sub sandwich must include a second sandwich. A second sandwich is not required when the menu includes one (1) 10" sub sandwich.</p>

M1.2	Depending on the menu, the Offeror must provide the following filling options for sandwiches, subs, bagels, burritos, etc. and respect these specifications:
M1.2.1	<b>Sandwich spread</b>  a) Chicken salad (110 g serving); b) Tuna salad (110 g serving); c) Egg salad (110 g serving). The egg salad filling must be fresh, hard boiled and peeled eggs only (frozen diced eggs, pickled eggs and eggs in pillow packs (gas flush) are not accepted); d) Ham salad (110 g serving).
M1.2.2	<b>Coldcuts</b>  a) Ham - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; b) Turkey - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; c) Roast beef - must be shaved with no more than 5 g of fat and 1000 mg of sodium or less per 90 g serving; d) Chicken - must contain no more than 5 g of fat and include 1000 mg of sodium or less per 90 g serving; e) Roast chicken fajita - must have no more than 5 g of fat with 1000 mg of sodium or less per 90 g serving; f) Back bacon 90 g per serving.
M1.2.3	<b>Cheese</b>  a) Light cream cheese - must have no more than 20 % of fat per 30 g serving; b) Process cheddar cheese slice – must have no more than 20 % fat and premium ribbon per 30 g serving; c) White cheese slice - must have no more than 20 % of fat per 30 g serving.
M1.3	Depending on the menu, the Offeror must provide the following option miscellaneous items and respect these specifications:
M1.3.1	<b>Beverages</b>  a) One (1) 100% pure from concentrate fruit juice (250 ml), either apple or orange flavor, and one (1) 2 % white milk (237 ml) for the <b>Breakfast Box Lunch</b> ; b) Two (2) Fruit Juices (pure 100 % from concentrate) (250 ml) assorted flavors for each <b>Lunch/Supper Box Lunch</b> and <b>Vegetarian Lunch/Supper Box Lunch</b> .
M1.3.2	<b>Miscellaneous</b>  a) One (1) individual serving of assorted cereals (250 g serving) - A minimum of 80 % of the varieties must contain a minimum of 3 g of fiber per serving. All of the varieties must contain a maximum of 12 g of sugar per serving.

	<p>b) One (1) 21 g portion of cheddar individually wrapped in cryovac;</p> <p>c) One (1) Assorted muffin individually wrapped (130 g);</p> <p>d) One (1) Pack of 2 cookies individually wrapped (7.5 cm in diameter) <b>OR</b> one (1) pack of 1 cookie individually wrapped (12.5 cm in diameter);</p> <p>e) One (1) desert (approximately 5 cmx 5 cm x 7 cm) <b>OR</b> 1 pocket supplement (e.g. granola bar or cookies (46-96 grams);</p> <p>f) One (1) fresh fruit <b>OR</b> one (1) canned fruits (Dixie cup type, 175 mL). The fresh fruit must either be one (1) orange <b>OR</b> one (1) of the following apple options: Gala, Granny Smith or Red Delicious apple - No substitution is accepted;</p> <p>g) One (1) individually wrapped 90 g packet of a mix or single vegetable of: carrot sticks, celery sticks, broccoli florets, cherry tomatoes and cauliflower florets;</p> <p>h) One (1) of the following salad options: vinegar coleslaw, creamy coleslaw, Potato Salad or Macaroni/Pasta Salad;</p> <p>i) One (1) sealed packet which includes: one knife, one fork, one spoon, one napkin and one salt &amp; pepper - Utensils must be biodegradable and/or recyclable;</p> <p>j) Condiments and/or sauces individually wrapped, such as: ketchup HEINZ, mustard, hummus, tzatziki sauce, salsa;</p> <p>k) One (1) regular Becel margarine individual packet or an equivalent non-hydrogenated margarine;</p> <p>l) One (1) Miracle Whip individual packet (mayonnaise is not accepted);</p> <p>m) One (1) assorted salad dressing individual packet;</p> <p>n) None of the following is accepted in any of the box lunches: canned pop, bottled water, and potato chips.</p>
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M2 – APPEARANCE, PACKAGING AND LABELS REQUIREMENTS	
M2.1	The Offeror must respect the following appearance, packaging and labels requirements:
M2.1.1	<p><b>Appearance</b></p> <p>a) The meat in all subs must be layered and well displayed so the meat is visible without opening the sandwiches;</p> <p>b) The filling must be evenly layered and distributed from edge to edge throughout the sandwiches;</p> <p>c) All wraps, must be folded at both ends and cut in half.</p>

<b>M2.1.2</b>	<p><b>Packaging</b></p> <p>a) Use <b>Modified Atmosphere Package (MAP)</b> for the wrapping of the sandwiches, subs, wraps, and any other types of sandwiches;</p> <p>b) The Box lunches must be in tamper-evident packaging that is recyclable and/or compostable;</p> <p>c) The Salads must be in a container with a lid that is recyclable and/or compostable. The container size must be a between 4-5 oz.;</p> <p>d) All food products in the box lunches must be sealed and individually wrapped under vacuum or modified atmosphere (depending on the product) except for the fresh fruit;</p> <p>e) All labels for the food products must be placed on the container and must be partly on the lid to present it from opening and show that is hasn't been opened;</p> <p>f) The box lunches and the sandwiches must be prepared and packaged for individual use only and ready for immediate consumption;</p> <p>g) The box for the box lunches must have the following dimensions: 25 cm x 18 cm x 9 cm (see picture #1 in Annex A Part 1 for example).</p> <p>h) Each of the master boxes shall not contain more than 12 Box Lunches and they must all be for the same menu.</p>
<b>M2.1.3</b>	<p><b>Labels</b></p> <p>a) The Box Lunches must include labels that indicate the Expiry Date, the lunch Name (such as "Breakfast" or "Lunch/Supper" or "Vegetarian Lunch/Supper"), the Menu Number, and that list the content as per the following:</p> <ol style="list-style-type: none"> <li>I. Name of the enclosed Entrée(s) i.e.: Roast Beef &amp; Cheese Sub, Pizza Sub, etc.</li> <li>II. Fruit Juices (flavors not required);</li> <li>III. Cereal (type not required);</li> <li>IV. Cheese, Crackers'n Cheez, Pep &amp; Cheeze, etc.;</li> <li>V. Fruit: orange, apple or Fruit to Go cup;</li> <li>VI. Apple Sauce, Fruit Salad, Mandarin Orange Cup, etc.;</li> <li>VII. Salad Type: Creamy Coleslaw, Vinegar Coleslaw, Potato Salad or Macaroni/Pasta Salad;</li> <li>VIII. Type of: Muffin, Cookie, Pudding or desert; and</li> <li>IX. Mustard/Mayonnaise/Ketchup/Margarine / Donair, Pizza, Tzatziki, Salsa, Hummus / Utensils</li> </ol> <p>b) The labels on all Box Lunches must be in both official languages of Canada (in English and French).</p> <p>c) The labels on all Box Lunches must include the following information: "Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues. / Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix."</p> <p>d) The labels on all Box Lunches must be placed in "Landscape" format for reading purposes on the front end of the Master Carton Facing Out (like a shoe box). Each Box Lunch must have the same label placed at no specific location on the box lunch (see picture #2 in Annex A Part 1).</p> <p>e) The labels on the sandwich packaging must indicate: the name of the sandwich and the "Best Before" date.</p> <p>f) The labels on the salad container must indicate: the name of the salad and the "Best Before" date.</p>



M3 - PERFORMANCE REQUIREMENTS	
M3.1	<b>The Offeror must be compliant to all of the following :</b>
M3.1.1	<p><b>DND food quality specifications</b></p> <p>The box lunches must be compliant with the following “DND Food Quality Specifications”. The specifications can be found at <a href="http://www.buyandsell.gc.ca">www.buyandsell.gc.ca</a> by searching with the following solicitation numbers:</p> <ol style="list-style-type: none"> <li>1. Butter and Margarine / Beurre et margarine - <b>E6TOR-13RM08</b></li> <li>2. Canned Fruits / Fruits en conserve - <b>E6TOR-13RM09</b></li> <li>3. Cereal / Céréales - <b>E6TOR-13RM11</b></li> <li>4. Cheese / Fromage - <b>E6TOR-13RM12</b></li> <li>5. Condiments and condiment Sauces / Condiments et sauces condimentaires - <b>E6TOR-13RM14</b></li> <li>6. Eggs and Egg Products / Oeufs et produits d'oeufs - <b>E6TOR-13RM17</b></li> <li>7. Fish and Seafood / Poissons et produits de la mer - <b>E6TOR-13RM18</b></li> <li>8. Fruit Juices / Jus de fruits - <b>E6TOR-13RM24</b></li> <li>9. Pasta and Noodles / Pâtes alimentaires et nouilles - <b>E6TOR-13RM30</b></li> <li>10. Sugars and Preserves / Sucres et conserves - <b>E6TOR-13RM36</b></li> </ol>
M3.1.2	<p><b>Expiration dates</b></p> <ol style="list-style-type: none"> <li>a) All box lunches must have an expiry date of a minimum of fourteen (14) days upon the day of delivery at CRPTC Kitchen;</li> <li>b) The shelf life for all enclosed items must be guaranteed by microbiological control in order to cover the period for which the meals were ordered;</li> <li>c) The food items of all box lunches must not have expiry dates which arrive prior to the expiry date shown on the label on the outside of the box lunch; and</li> <li>d) All coleslaws and salads must always be fresh. If the Best Before/Expiry Date on the label is not yet expired and the product is not visibly fresh, the Offeror is required to take necessary measures to rectify the problem.</li> </ol>

## 6. CERTIFICATIONS

6.1 The Offeror's food processing facility must be Hazard Analysis and Critical Control Points (HACCP) certified by the Canadian Food Inspection Agency Processing Facility.

6.6.1 The Sandwich processing facility for the box lunches must be included in the Canadian Food Inspection Agency's List of HACCP / FSEP Recognized Establishments - Meat Inspection FSEP recognized (Registered Establishment List) which can be found at:  
<http://www.inspection.gc.ca/active/scripts/meavia/reglist/reglist.asp?lang=e>

6.6.2 The Sandwich Processing Facility must be included in the Canadian Food Inspection Agency's Fish and Seafood's List of Canadian Establishments Approved for Export at:  
<http://www.inspection.gc.ca/food/food-exports/registers-and-lists/list-of-canadian-fish-and-seafood-establishments-a/eng/1547232222906/1547232382997>

## 7. ORDERING AND DELIVERY

7.1 The Offeror must provide the contact information of a person who must be available to take orders, seven (7) days a week, including Statutory Holidays, between the hours of 0700 hrs. and 1500 hrs.

7.2 The Call-Up Authority or his designate must allow a minimal window time of 48 hours before delivery to make amendments to the original order.

7.3 Call-ups must be placed by the Call-Up Authority or his designate at least 2 working days before the desired delivery date for normal working hours, and at least 24 hours before the desired delivery date for emergency deliveries.

7.4 Delivery must be made onsite to the Call-Up Authority (or his designate), between the hours of 0600 hrs. to 0900 hrs., Monday to Friday. Deliveries outside of the requested hours could be declined.

7.5 There is no minimum call-up orders.

licitation No. - N° de l'invitation  
W0002-19DC03/A  
Client Ref. No. - N° de réf. du client  
W0002-19DC03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pd051.W0002-19DC03

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

## ANNEX A – PART 1

### PICTURE 1



### PICTURE 2



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## **ANNEX “B” BASIS OF PAYMENT**

See attached Excel spreadsheet.

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## **ANNEX “C” ELECTRONIC STANDING OFFER USAGE REPORT**

See attached Excel spreadsheet.

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W0002-19DC03

Amd. No. - N° de la modif.

File No. - N° du dossier

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pd051

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## **ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card.