



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**Government of Canada Building  
101 - 22nd Street East, Suite 110**

**Saskatoon  
Saskatchewan**

**S7K 0E1  
Bid Fax: (306) 975-5397**

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

<b>Title - Sujet</b> Misc Groceries, Bread etc.	
<b>Solicitation No. - N° de l'invitation</b> W0127-18P001/C	<b>Date</b> 2019-10-24
<b>Client Reference No. - N° de référence du client</b> W0127-18P001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-129-6976
<b>File No. - N° de dossier</b> CAL-8-41011 (129)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Izzotti, Diana	<b>Buyer Id - Id de l'acheteur</b> cal129
<b>Telephone No. - N° de téléphone</b> (403)680-6109 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON Bld 210 & 200 STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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This bid solicitation cancels and supersedes previous bid solicitation B for Bread and Rolls only with a closing date of 16-08-2019.

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

The Department Of National Defence (DND) at 3 CDSB Edmonton Garrison has a requirement for a Regional Individual Standing Offer for Fresh or Frozen bread, rolls and other baked goods to be delivered to the Edmonton Garrison for use in the on-site kitchen as per Annex A – Requirement.

The address for deliveries is Edmonton Garrison, Building 210 Main Kitchen, Churchill Avenue, Edmonton, AB T5J 4J5.

The anticipated start date of the Standing Offer is December 1<sup>st</sup> 2019 and the period of the Standing Offer is 1 year with one (1) additional one (1) year rebid period. Refresh and Rebid periods are identified in Annex A – Requirement.

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

**1.2.2** The requirement is subject to a preference for Canadian goods.

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

### **1.3 Debriefings**

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

#### 1.4 Key Terms

**Refresh Periods** – The Standing Offer holder is able to periodically update the prices of the items listed in their standing offer. The SO supplier does not change.

- Prices that are updated will be subject to review and price support may be required.
- Items in each category will be reviewed individually. If price increase is greater than 10%, price support will be required. If prices are not fair and reasonable, line items may be removed from the category for the period of the Standing Offer.

**Rebid Period** – the standing offer holder and any other interested suppliers will be able to bid on this requirement at a specified period as laid out in the Standing Offer and this bid solicitation.

- The same evaluation criteria will be used at the time of the rebid period as is used in the original evaluation. The requirement will remain posted on Buy and Sell for the period of the Standing Offer which will be affected by the rebid periods.

## 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](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days Insert: 90 days

The 2006 Standard Instructions are amended as follows:

- section 05, entitled Submission of offers, is amended as follows:
  - Subsection 1 is deleted entirely and replaced with the following: "Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with section 17."
  - Paragraph 2.d is deleted entirely and replaced with the following: "send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the specified address in the RFSO, as applicable."
  - Paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Offeror's name, return address, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"
- Section 06, entitled 'Late offers', is deleted entirely and replaced with the following: "PWGSC will return or delete offers delivered after the stipulated RFSO closing date and time, unless they qualify as a

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delayed offer as described in section 07. For late offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers received electronically, the late offers will be deleted. As an example, offers submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late offer will be deleted. Records will be kept documenting the transaction history of all late offers submitted using epost Connect.

- Section 07, entitled Delayed offers, is amended as follows:
  - subsection 1 is deleted and replaced as follows:
    1. An offer delivered to the specified Bid Receiving Unit after the RFSO closing date and time but before the standing offer issuance date may be considered, provided the offeror can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed offers.
      - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
        - i. a CPC cancellation date stamp;
        - ii. a CPC Priority Courier bill of lading;
        - iii. a CPC Xpresspost label;that clearly indicates that the offer was sent before the RFSO closing date.
      - b. The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the offer was sent before the RFSO closing date and time.
- section 08, Transmission by facsimile, is deleted entirely and replaced with the following:

"Transmission by facsimile or by epost Connect

  1. Facsimile
    - a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile.
      - i. PWGSC regional offices: The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.
    - b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
      - i. receipt of garbled, corrupted or incomplete offer;
      - ii. availability or condition of the receiving facsimile equipment;
      - iii. incompatibility between the sending and receiving equipment;
      - iv. delay in transmission or receipt of the offer;
      - v. failure of the Offeror to properly identify the offer;
      - vi. illegibility of an offer; or
      - vii. security of offer data.
    - c. An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.
  2. Epost Connect
    - a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a));
      - i. The only acceptable email address [to use with epost Connect](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca) for responses to the RFSO issued by PWGSC regional offices is identified in the RFSO: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)
    - b. To submit an offer using epost Connect service, the Offeror must either:
      - i. send directly its offer 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 RFSO closing date and time (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open

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- an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, 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 Offeror to access and action the message within the epost Connect conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.
  - d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
  - e. The RFSO 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 an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
  - g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete offer;
    - 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 offer;
    - v. failure of the Offeror to properly identify the offer;
    - vi. illegibility of the offer;
    - vii. security of offer data; or
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05."

### 2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products  
C0008T (2007-05-25) Price Support – Non-Competitive Bid (for refresh only)  
M0019T (2007-05-25) Firm Price and/or Rates

### 2.2 Submission of Offers

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

Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK S7K 0E1

FAX number: (306) 975-5397

Once your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Annex B -Basis of Payment (electronic file - Excel) **must** be sent, by e-mail, to the following address:

**WST.CAL-Food@pwgsc-tpsgc.gc.ca**

**Epost Connect:**

Standing Offer No. - N° de l'invitation  
W0127-18P001/C  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

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[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@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 Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 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 Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

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

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

**Section I: Technical Offer** (1 hard copy)  
**Section II: Financial Offer** (1 hard copy) and (1 electronic copy) of Annex B – Basis of Payment Excel sheet by email or epost.  
**Section III: Certifications** (1 hard copy)

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

- 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 hard copy of their offer:

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete table below to identify which ones are accepted:

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

If Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

#### **Section III: Certifications**

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

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

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## 4.1 Evaluation Procedures

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

### 4.1.2 Technical Evaluation

#### 4.1.2.1 Mandatory Technical Criteria

- a) By submitting an offer, the Offeror certifies that they are able to meet the requirements as specified in Annex A – Requirement
- b) Offeror must be found responsive on at least 90% of the items in each individual food category in order to be given further consideration. Offers that do not meet this threshold of compliance will be deemed non-responsive. In order for an offered line item to be deemed responsive the following criteria must all be met:
- c) **Offered Pack Size:**

The Offeror must provide either the requested pack size as outlined in Annex B – Basis of Payment excel spreadsheet or another acceptable variance. Offered pack sizes that vary less than +/- 10% from the requested format (i.e., both the size of the individual item and the overall weight/volume/count for the case) are acceptable by default.

In the event that a bidder cannot provide an item in a package size that falls within +/- 10% of that requested they may propose their closest alternate for consideration. Acceptance of said alternate is at the sole discretion of the Client. **Items that are offered in a pack size that varies more than +/- 10% of the requested format and that are deemed unacceptable by the Client will be considered non-compliant and will count against the 90% response rate.** Bidders have the option to contact the Standing Offer Authority identified in this document no later than ten (10) calendar days prior to the solicitation closing date with any alternatives pack size for consideration and preapproval should they wish.

- c) Offeror must provide a minimum of one (1) weekday delivery between 0700 hrs and 1200 hrs Monday to Friday.

### 4.1.3 Financial Evaluation

#### 4.1.3.1 Mandatory Financial Criteria

Offerors must submit firm prices for **90% of all items per category** listed in Annex B. Offerors may submit pricing for one or more of the categories. Bids will be evaluated on like items only.

Offeror is requested to provide pricing as per unit of issue requested including delivery.

**It is the responsibility of the Offeror to provide conversion to the unit of issue requested.**

For example: if an item of issue requested is in weight, and the offered item is in volume or unit, the Offeror

**must** provide conversion to weight.

RESPONSIVE		NON-RESPONSIVE	
Requested Format	Offered Format	Requested Format	Offered Format
KG, LBS, g	KG, LBS, g	KG, LBS, g	L, ML, OZ, CT, EA, PT
L, ML	L, ML	L, ML	KG, LBS, g, OZ, CT, EA, PT
OZ	OZ	OZ	KG, LBS, g, L, ML, CT, EA, PT
Count (CT), Each (EA)	CT, EA	CT, EA	KG, LBS, g, L, ML, OZ, PT
Pint (PT)	PT	PT	KG, LBS, g, L, ML, OZ, CT, EA,

**Failure to do so may render the bid non-responsive without further consideration.**

Percentage discount/mark up must be provided for Annex B, Section C – Off-list Items. Off-list Items will not be used in the Financial Evaluation.

The price of the offer will be evaluated in Canadian dollars, Applicable taxes are excluded, FOB destination, including all ecology fees, deposits, delivery, offloading and fuel charges. Canadian customs duties and excise taxes included. Additional surcharges will not be accepted.

The financial evaluation will be limited to the line items that are evaluable between all responsive bidders. The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

- 1) For each line item to be evaluated in Annex “B” Basis of Payment – Product List (Excel Spreadsheet) the Offeror’s case price will be divided by the contents to determine a price per unit of measure. This price per unit will then be multiplied by the estimated number of units required for the year (determined by multiplying the number of units in a “Requested Format” case by the number of cases listed in the “Total Estimated Annual Usage” column for the line item). The resulting value will become the evaluated total for the line item.
- 2) Adding all these values together to determine the total aggregate price of the offer

If an item cannot be evaluated after bid closing due to size variations, it will be deleted from the bid evaluation.

**4.1.2.2 Evaluation of Price**

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

**4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate will be recommended for issuance of a standing offer.

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

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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.

### **5.1.2 Additional Certifications Required with the Offer**

#### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

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

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

#### **The Offeror certifies that:**

( ) the item(s) offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

#### **5.1.2.1.1**

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

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

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

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-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**

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

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **6.3.1 General Conditions**

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

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C entitled "Standing Offer Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: 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.

#### **6.4 Term of Standing Offer**

##### **6.4.1 Period of the Standing Offer**

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The period for making call-ups against the Standing Offer is from December 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020.

#### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 1 year period, from October 1<sup>st</sup> 2020 to September 30<sup>th</sup> 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 including refresh and rebid periods.

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 at least 30 days before the expiry date of the Standing Offer. Any revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

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

The Standing Offer Authority is:

Name: Diana Izzotti  
Title: A/Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 759, 220 4<sup>th</sup> Ave SE  
Calgary, AB  
T2G 4X3

Telephone: 403-680-6109  
Facsimile: 306-975-5397  
E-mail address: diana.izzotti@pwgsc-tpsgc.gc.ca

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

#### **6.5.2 Project Authority**

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

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

#### **6.5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company name: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

PBN #: \_\_\_\_\_

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD00&lang=eng>

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department Of National Defence.

## 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
  2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
    - PWGSC-TPSGC 942 Call-up Against a Standing Offer
- or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
    - standing offer number;
    - statement that incorporates the terms and conditions of the Standing Offer;
    - description and unit price for each line item;
    - total value of the call-up;
    - point of delivery;
    - confirmation that funds are available under section 32 of the Financial Administration Act;
    - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ To Be Determined (TBD) 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 3 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.

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## 6.10 Priority of Documents

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

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

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

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

## 6.12 SACC Manual Clauses

Canadian Content Certification (2008-05-12) M3060C

## 6.13 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 Alberta.

## B. RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

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

### 6.3 Term of Standing Offer

#### 6.3.1 Period of the Standing Offer

The period of the Standing offer is from December 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020.

#### 6.3.2 Delivery Date

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

## **6.4 Payment**

### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "B" for the cost \$ To be determined (TBD) (specified in the 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.

### **6.4.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$TBD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date,  
or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.4.3 Payments**

[Single Payment \(2008-05-12\) H1000C](#)

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## **6.5 Invoicing Instructions**

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

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Contract for certification and payment.

- b. One (1) copy must be forwarded to the contract authority.

## **6.6 Insurance**

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

## **6.7 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
B7500C (2006-06-16), Excess Goods  
D0014C (2007-11-30), Delivery of Fresh, Chilled or Frozen Products  
D0018C (2007-11-30), Delivery and Unloading  
D3004C (2007-11-30), Type of Transport  
D3007C (2007-11-30), Inspection and Stamping

## **6.8 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## **ANNEX "A" – REQUIREMENT**

The Department Of National Defence (DND) at 3 CDSB Edmonton Garrison has a requirement for a Regional Individual Standing Offer for miscellaneous fresh or frozen bread, rolls and baked goods to be delivered to the Edmonton Garrison for use in the on-site kitchen as per Annex A – Requirement and the attached Excel Sheet on an 'as and when requested' basis.

The expectation is for 1 delivery per week (Monday – Friday) between 07:00 and 12:00 hours.

The address for deliveries is Edmonton Garrison, Building 210 Main Kitchen, Churchill Avenue, Edmonton, AB T5J 4J5.

The start date of the Standing Offer is December 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020 inclusive with one (1) additional one (1) year rebid period for all suppliers (anticipated August 2020).

**Refresh Period:** There is a 12 month refresh period for Bread and Rolls.

**Rebids:** Rebid closing date: Anticipated August 2020.

The Standing Offer Holder can accept or decline call-ups for items not listed at Annex B, Basis of Payment. Non-listed items will be priced in accordance with Annex B, Basis of Payment.

### **Quality Assurance**

All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

All fresh items must arrive in good order, and those with a best before date must have a minimum of 7 days to expiry at time of delivery. Frozen items will be fully frozen at time of delivery and must be labelled with a 'best before' date.

All food items must be in accordance with Canadian General Standards Board Specifications, 32-250M Foods, and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.

The vehicle used to transport the goods under this Standing Offer shall be a dedicated food transport.

DND reserves the right to inspect the Contractor's facility during the contract for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

### **Call-up and Order Confirmation, Substitutions**

1. When groceries are required, DND will submit a PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the Standing Offer Holder. All call-ups will be placed a minimum of 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays. Deliveries on Sundays or Statutory Holidays rarely happen and have occurred approximately 3 times in the last 7 years. Delivery is required when unforeseen situations occur such as emergency responses (i.e. floods) and operation requirements. If required, DND will provide a minimum of 2 days advance notice.
2. The Contractor must respond within 4 hours of receipt of a PWGSC 942 Call-up Against a Standing Offer to confirm receipt, via return fax. Potential shortfalls of any requested items must be immediately brought to the attention of the designated Food Services representative.
3. DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

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4. Substitutions will not be accepted without the prior approval of Technical Authority or the Food Services Representative who is the only approving authority for substitutions and call-up amendments. Any additional cost incurred to substitute a food item rests fully at the Standing Offer Holder's expense. Substitute food price as the item it is substituting, as per Annex B, Basis of Payment.

**Rejects and Shortfalls:**

1. Any products not meeting quality standards will be returned (opened or unopened). Delivery costs to replace all rejected and shorted items will be at the Offeror's expense.
2. The Standing Offer Holder agrees, upon notification of rejected products and/or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Standing Offer Holder's expense.

**Quality Standard Requirements:**

1. All products must adhere to the following Acts and their regulations:
  - i. Agriculture & Agri-Foods Administrative Monetary Penalty Act
  - ii. Canada Agriculture Products Act
  - iii. Canadian Food Agency Act
  - iv. Consumer Packaging and Labelling Act (as it relates to food)
  - v. Food and Drug Act (as it relates to food)
2. All products offered must be in accordance with the Canadian General Standards Board (CGSB) Standards current editions, including, however not limited to (if relevant):
  - i. Dry grocery items: A partial list of CGSB Standards for grocery items is attached as Attachment No. 1 to Annex "A".
  - ii. Frozen Fruit and Vegetables: 32-254-M
  - iii. Products: 32.18M, 32-46M, 32.50M, 32-61M, 32-63M, 32-65M, 32-69M, 32-71M, 32- 183M, and 32-188M.
3. The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.
4. All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.
5. All facilities entrusted in the storage and dissemination of foods must be Hazard Analysis and Critical Control Point (HACCP) certified.
6. DND reserves the right to inspect the Contractor's facility during the Standing Offer period for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

**Quality Assurance:**

1. "Generic" or "No Name" products will not be accepted unless approved prior to shipping. Where a National Brand Name has been specified, Offeror will provide the product and pack size as requested unless a substitute has been approved prior to shipping.
2. "Canada Choice" is the minimum acceptable grade for products falling under the grading guideline.
3. All products must be of recent production. The shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

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4. All fresh items must arrive in good order with a best before date of a minimum of 7 days to expiry at time of delivery.
  5. Final inspection and acceptance of the food product will rest solely with the Technical Authority or his or her representatives at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Technical Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.
  6. The consignees delivery representative will verify with the Standing Offer Holders Representative that all items shipped have been received using the bill of lading provided by the Standing Offer Holder.
  7. The Standing Offer (SO) Holder must only charge for the items delivered and accepted. The SO Holder 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 SO Holder agrees to provide the consignee with a detailed credit receipt within (3) working days from delivery for all items that the consignee and SO Holder agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the SO Holder provides the Consignee with approved credit receipt. The SO Holder must ensure that all invoices reflect correct pricing effective at the time of ordering.

#### **Type of Transport**

1. Delivery of chilled food commodities will be made in climate controlled transport unless the Call-up Authority instructs otherwise. Refrigerated and freezer transport must have the following acceptable temperatures:

- i) Refrigerated transport must have a temperature of four degrees Celsius (4° C), plus or minus two degrees Celsius ( $\pm 2^{\circ}$  C).
- ii) Freezer transport must have a temperature below negative eighteen degrees Celsius (-18° C).

2. The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

3. The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocer and meet the standards of CFIA.

4. The vehicle must be a dedicated transport of food products.

#### **Deliveries:**

Deliveries are to be made to a specified location within the geographical boundaries of the Department of National Defence, Edmonton Garrison, Edmonton, Alberta between the hours of 0700 hrs and 1200 hrs. Primary delivery days will be Monday through Friday. Due to operational requirement, deliveries may, on occasion be required on Saturdays. Arrangements for these deliveries will be mutually agreed upon by the Offeror and the designated Food Services representative.

The Offeror will bear all risks of loss to the goods until such time as the goods have been inspected and accepted by the Food Services Representative.

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**ATTACHMENT NO. 1 TO ANNEX A**

**PARTIAL LIST - CANADIAN GOVERNMENT STANDARDS BOARD SPECIFICATIONS Products to comply with CGSB:**

1. Specification- 32.1- Bread, White and Whole Wheat
2. Specification - 32.2 - Bread, Fruit and Raisins
3. Specification - 32.3 - Rye Bread
4. Specification - 32.4 - Breads Rolls
5. Specification - 32.5 - Wheat Flour
6. Specification - 32.6 - Flours, Specialty
7. Specification - 32.9 - Cake Mixes, Prepared, Complete
8. Specification - 32.11 - Pancake and Waffle Mixes
9. Specification - 32.13 - Cereals, Breakfast, Prepared, Ready-to-eat.
10. Specification - 32.14 - Cereal, Rolled Oats
11. Specification - 32.15 - Cereal, Wheat, Uncooked
12. Specification - 32.17 - Rice, Brown, Milled, Parboiled or Precooked
13. Specification - 32.75 - Shortening
14. Specification - 32.76 - Vegetable Oil
15. Specification - 32.77 - Lard
16. Specification - 32.78 - Margarine
17. Specification - 32.166 - Milk, Condensed or Evaporated
18. Specification - 32.168 - Milk, Powder
19. Specification - 32.172 - Cheese, and Cheese Products

Note: Canadian General Standards Board (CGSB) Standards are available from: CGSB Canadian General Standards Board Gatineau, K1A 1G6

Telephone: 819-956-0425 or 1-800-665-2472 Facsimile: 819-956-5740

A complete collection of The Canadian General Standards Board standards and specifications is also available for viewing at Depository Libraries. For information on Depository Libraries in the offeror's area, contact the Canadian General Standards Board Sales Unit.

**ANNEX "B" - BASIS OF PAYMENT**

- Firm Unit prices are FOB destination including all delivery and offloading charges [except where otherwise indicated] additional surcharges are not acceptable
- Prices do not include GST.
- GST shall appear as a separate item on an invoice [if applicable]
- Offerors must provide pricing in accordance with the unit requested. Should the offer format differ from the requested format, the Offeror should provide conversions to the approximate quantities. For example: Requested format = 1 case of 15 dozen eggs and the approximate quantity needed for the year is 200 cases, the total number of eggs required = 36,000 (15 x 12 x 200 = 36,000). The offer format is 1 case of 25 dozen eggs, therefore the number of cases required for the year, needs to be reduced to 120 (25 x 12 x 120 = 36,000).

**Table 1 - December 1<sup>st</sup> 2019 – September 30<sup>th</sup> 2020:**

Item no.	DESCRIPTION	REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 Year	Company name:				
	Bread and Rolls – Fresh or Frozen			PRODUCT CODE	OFFERED FORMAT	FIRM UNIT PRICE	UNIT OF ISSUE	EXTENDED TOTAL
			A			B		A x B
1	Bread, Enriched, Sandwich - White, sliced, Wrapped	675 g	10,000			\$ _____ _____	loaf	\$ _____ _____
2	Bread, Enriched, Sandwich - 100% Whole Wheat, Sliced, Wrapped	675 g	8,000			\$ _____ _____	loaf	\$ _____ _____
3	Bread, Natural Canadian Rye	765 g	1200			\$ _____ _____	loaf	\$ _____ _____
4	Bread , 12 Grain, Sliced, Wrapped	600 g	400			\$ _____ _____	loaf	\$ _____ _____
5	Bread, Ancient Grain, Sliced, Wrapped	600 g	400			\$ _____ _____	loaf	\$ _____ _____
6	Bread, Flax, Sliced, Wrapped	600 g	400			\$ _____ _____	loaf	\$ _____ _____
7	Bread, Multi-Grain, Sliced, Wrapped	600 g	400			\$ _____ _____	loaf	\$ _____ _____
8	Bread, Whole grain Honey Oatmeal	600 g	400			\$ _____ _____	loaf	\$ _____ _____
9	Bread, Cinnamon Raisin, Sliced, Wrapped	680 g	300			\$ _____ _____	loaf	\$ _____ _____
10	Bagels, 12 Grain, 6 per package	510 g	400			\$ _____ _____	pack	\$ _____ _____
11	Bagels, Blueberry, 6 per package	450 g	200			\$ _____ _____	pack	\$ _____ _____

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Item no.	DESCRIPTION	REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 Year	Company name:				
	Bread and Rolls – Fresh or Frozen			PRODUCT CODE	OFFERED FORMAT	FIRM UNIT PRICE	UNIT OF ISSUE	EXTENDED TOTAL
			A			B		A x B
12	Bagels, Whole Wheat, 6 per package	450 g	350			\$ _____	pack	\$ _____
13	Bagels, Everything, 6 per package	450 g	350			\$ _____	pack	\$ _____
14	Bagels, Plain White, 6 per package	450 g	200			\$ _____	pack	\$ _____
15	Bagels, Sesame, 6 per package	450 g	150			\$ _____	pack	\$ _____
16	English Muffins, Extra Crisp, 6 per package	390 g	1200			\$ _____	pack	\$ _____
17	English Muffins, 100% Whole Wheat, 6 per package	450 g	200			\$ _____	pack	\$ _____
18	Bread, Pita, Enriched, White, 7", 6 per package	324 g	200			\$ _____	pack	\$ _____
19	Bread, Pita, Enriched, Whole Wheat, 7", 6 per package	324 g	50			\$ _____	pack	\$ _____
20	Rolls, Dinner, White, 12 per package	492 g	200			\$ _____	pack	\$ _____
21	Rolls, White, Kaiser, 4.5", 12 per package	960 g	3500			\$ _____	pack	\$ _____
22	Rolls, Sausage, 6" Split, 6 per package	408 g	1000			\$ _____	pack	\$ _____
23	Rolls Submarine, 8" Split, 6 per package	936 g	4200			\$ _____	pack	\$ _____
24	Deluxe, Hamburger, Whole Wheat, Sliced, 4", 12 per package	672 g	200			\$ _____	pack	\$ _____
25	Deluxe, Hamburger, White, Sliced, 4", 12 per package	715 g	600			\$ _____	pack	\$ _____
26	Tortilla, Flour, Cheese, 10", 6 per package	426 g	350			\$ _____	pack	\$ _____
27	Tortilla, Flour, Tomato, 10", 6 per package	426 g	350			\$ _____	pack	\$ _____

Standing Offer No. - N° de l'invitation  
W0127-18P001/C  
Client Ref. No. - N° de réf. du client  
W0127-18P001

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

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

Item no.	DESCRIPTION	REQUESTED FORMAT	APPROX. QUANTITIES FOR 1 Year	Company name:				
	Bread and Rolls – Fresh or Frozen			PRODUCT CODE	OFFERED FORMAT	FIRM UNIT PRICE	UNIT OF ISSUE	EXTENDED TOTAL
			A			B		A x B
						Total – Items 1 - 27	=	\$ _____

**MISCELLANEOUS GROCERY ITEMS:**

Any Misc. Grocery item not listed above but appearing in the supplier's current published price list at time of call-up will be charged in accordance with the published price list less a discount of \_\_\_\_% OR plus a mark-up of \_\_\_\_%. If mark-up or discount is left blank, the value will be considered to be 0%. Products not identified herein, can be purchased up to a maximum of 15% of the total Standing Offer Value.

**SPECIAL OFFERS:**

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

Standing Offer No. - N° de l'invitation  
W0127-18P001/C  
Client Ref. No. - N° de réf. du client  
W0127-18P001

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

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" STANDING OFFER REPORT**

Return to: Public Works and Government Services Canada - Acquisitions Branch  
Fax : (403) 292-5786  
email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

Quarterly Usage Report Schedule:

- ( ) 1<sup>st</sup> quarter: April 1 to June 30; ( ) 2<sup>nd</sup> quarter: July 1 to September 30;  
( ) 3<sup>rd</sup> quarter: October 1 to December 31; ( ) 4<sup>th</sup> quarter: January 1 to March 31.

Supplier: \_\_\_\_\_  
Standing Offer No.: W0142-18P001  
Department or Agency: Department of National Defence

ITEM NO	CALL-UP/CONTRACT NO. DESCRIPTION	VALUE OF THE CALL- UP/CONTRACT	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

**Or - NIL REPORT:** We have not done any business with the Federal Government this period: [ ]

**PREPARED BY:**  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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