



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> RISO Box Lunches		
<b>Solicitation No. - N° de l'invitation</b> W0105-20F005/B		<b>Date</b> 2019-11-20
<b>Client Reference No. - N° de référence du client</b> W0105-20F005		<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> MCT-9-42019 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-5639		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2019-11-05
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-22</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.		<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 962-5329 ( )		<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation  
**W0105-20F005/B**  
Client Ref. No. - N° de réf. du client  
W0105-20F005

Amd. No. - N° de la modif.  
**004**  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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## Solicitation Amendment **No. 004**

**Title: Box Lunches**

*This solicitation is hereby amended to provide the following information:*

(1) Reference: **Annex B – Mandatory Requirements and Specifications for Box Lunches**

**DELETE** current Annex B; *and*

**INSERT** instead Annex B **revised November 20<sup>th</sup>, 2019.**

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle  
Supply Officer / Agente d'approvisionnement  
Telephone / Téléphone - (506) **962-5329**  
Facsimile / télécopieur - (506) 851-6759  
Email : [charlotte.drisdelle@pwgsc-tpsgc.gc.ca](mailto:charlotte.drisdelle@pwgsc-tpsgc.gc.ca)

**MANDATORY REQUIREMENTS AND SPECIFICATIONS FOR BOX LUNCHES**  
**For Department of National Defence (DND) at 5<sup>th</sup> Canadian Division Support Base Gagetown**

**DESCRIPTION OF THE REQUIREMENT:** For the supply and delivery of In-Transit Meals - «Box Lunches» prepared and wrapped for individual use only and ready for immediate consumption; these In-Transit Meals - Box Lunches, for which menus and mandatory specifications and requirements are included herein and at Annexes “A” and “C” must also meet the following mandatory criteria:

1. **All box lunches must be exactly as specified in each menu.** The weight, dimension and quantity of all products must be in accordance with the attached menus
2. **SANDWICH PROCESSING FACILITY:** The Sandwich Processing Facility must be **HACCP certified** by the **Federal Government, the Canadian Food Inspection Agency**. All sandwiches, subs, wraps etc must be made in a HACCP certified Facility.
  - 2.1 The Sandwich Processing Facility which will provide the sandwiches 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/english/fssa/polstrat/haccp/estlist/rege.shtml> Certificate or letter from the Canadian Food Inspection Agency should be submitted with the offer for confirmation purposes. If this is not submitted with the offer, the Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this requirement. Failure to comply with the request of the Standing offer Authority and meet the requirement within that time period will render the bid non-responsive.
  - 2.2 The Sandwich Processing Facility must also 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/english/fssa/fispoi/man/fimmii/chap2su3e.shtml> Certificate or letter from the Canadian Food Inspection Agency should be submitted with the offer for confirmation purposes. If this is not submitted with the offer, the Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this requirement. Failure to comply with the request of the Standing offer Authority and meet the requirement within that time period will render the bid non-responsive.
  - 2.3 In the case where the Offeror is not the sandwich manufacturer, the offeror must provide the Standing Offer Authority the name of the company which will be providing the sandwiches for the box lunches for the period of the standing offer as this company must be certified as indicated herein. The Successful Bidder MUST not change sandwich manufacturer after award of the standing offer without seeking approval from the Standing Offer Authority. DND will require samples prior to approving any changes.

3. **PACKAGING:** Modified Atmosphere Package (MAP) must be used for wrapping of sandwiches, subs, wraps etc....
- 3.1 The Fresh Vegetables **MUST** be in Cello Wrap, Cryovac Packaging, Vacuum-Packed or Gas-Flush Packaging or better for maximum freshness.
- 3.2 All other food product included in the box, except the fresh fruit, must be sealed and individually wrapped under vacuum or modified atmosphere, depending on the product.
4. **LABELS:** The Master Carton (case) must have a label placed/printed in “Landscape” format (to be readable) on the FRONT END of the Master Carton Facing Out (like a shoe box) in both French and English. Each Lunch Box must also have the same label placed at no specific location on the box.
- 4.1 The label must indicate the Box Lunch’s **Expiry Date** and the **Item Number/Lunch Name & Menu Number**, (such as Item No. 1 - Breakfast Menu 1 **or** Item No. 16 – Vegetarian Menu 16 etc) and the contents as per the following:  
  
**Name of enclosed Entrée(s) ie;** Egg Salad Sandwich, Roast Beef & Cheese Sub, Donair etc  
**Fruit Juices (2) or Fruit Juice & Water**  
**Cereal;** type not required  
**Cheese**  
**Fruit:** orange or apple  
**Type of Muffin or Dessert;**  
**Condiments & Sauces;** Mustard / Mayonnaise / Ketchup / Margarine / Hummus / Individual Sauces such as Tzitziki, Salsa, Donair etc
- 4.2 All box lunches must indicate, in both official languages of Canada; English and French the following information: **Allergy Warning: Contents may contain trace amounts of peanuts and/or nut residues. / Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix.**
- 4.3 For all sandwiches, the **Name of the Sandwich** and "**Best Before**" date **MUST** be indicated on **all sandwiches**.

5. **EXPIRY DATES:** For all box lunches, the remaining shelf life for ALL enclosed items must be of **at least a minimum of fourteen (14) days upon the day of delivery** at 5 CDSB Gagetown, guaranteed by microbiological control, to cover the period for which the meals were ordered.
- 5.1 The Menu Items enclosed in the box lunch **MUST NOT carry expiry dates which arrive prior to the expiry date shown on the label on the outside of the box.** See additional information at No. 13.1 regarding expiry dates for certain desserts.
6. **DELIVERY OF BOX LUNCHES:**
- 6.1 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.**
- 6.2 There must not be more than **20 Master Cartons MAXIMUM, shrink wrapped, on one pallet.**
- 6.3 The In-Transit Meals - Box Lunches **must be secure closed** with packing tape or can also be secure closed using the label specified at No. 4.
- 6.4 The Box Lunches MUST be delivered in disposable Cardboard boxes approximately 25cm long, 18cm wide, 9cm high. For cost efficient reasons, corrugated cardboard boxes are not necessary as the box lunches must now be delivered inside master cartons.
7. **SALAD FILLING SANDWICHES:** Tuna, Chicken or Egg
- 7.1 The filling for all salad sandwiches **must** be made with **Real Mayonnaise** only.
- 7.2 Sandwich fillings made with salad dressings are NOT acceptable.
- 7.3 Only the Salad Filling Sandwiches, Subs, Wraps or Buns etc require a "light" coating of evenly spread **Non Hydrogenated** Margarine such as Becel, Canola Harvest or equivalent brand.
8. The meat in all subs should be layered and well displayed so the meat is visible without opening the sub bun.
9. All wraps including the burrito MUST be folded at both ends and the wrap MUST be cut in half.

10. **JUICE**: Juices MUST **must be PURE 100% juice** not juice drink or blend.
  - 10.1 A variety of Juice Flavors must be provided for the box lunches for the Lunch/Supper Menus.
  - 10.2 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 will have the right to advise the successful bidder that some flavors are no longer to be provided, once their stock is depleted, if they are less favorable.
  - 10.3 The cost of deposit for the juice boxes **(\$0.10 each) must be included in the lunch price.**
11. **CEREALS**: During the period of the Standing Offer, DND may request a change of cereal at no extra costs (providing they are of equal monetary value) if some cereals become less favorable. DND may request that these be no longer provided once the successful bidder's stock is depleted.
12. **CHEESE**: Types and cuts of cheese must be provided as indicated in each menu. Cheese Spreads are NOT acceptable.
13. **MUFFINS and DESSERTS**: Muffins and Desserts must be individually wrapped.
  - 13.1 Desserts from Martin Desserts must be added to the boxes in frozen state. DND is aware of their best/before shelf life from the time they are thawed.
  - 13.2 During the period of the Standing Offer, DND may request a change to the muffins or desserts (providing they are of equal monetary value) at no extra costs. If some muffins or desserts become less favorable, DND may request that these be no longer provided once the successful bidder's stock is depleted.
14. **APPLES**: Gala, Granny Smith or Red Delicious apples must be provided. Only these apples will be accepted.
15. **Food Service Kit 6 piece set (KFS)**: For all box lunches a Food Service Kit, 6 piece set (KFS) must include one knife, fork, spoon, napkin, salt & pepper. **Plantware, Wooden or Plastic Cutlery are all accepted.** These items MUST all be INSIDE the sealed packet for sanitary reasons and the wrapper should also be biodegradable.
16. Recipes should be able to be made available upon request

17. **Fresh Vegetables' Freshness:** The vegetables must always be fresh. If the Best Before/Expiry Date is not yet expired and the vegetables inside the package are visibly not fresh the successful bidder will be required to take necessary measures to rectify the problem. If this problem cannot be resolved within three weeks, after the 1<sup>st</sup> initial complaint, the successful bidder must obtain this product from a different supplier for the remaining standing offer period at no extra cost to DND for all box lunches.
18. **RECALLS:** If there are any "Recalls" the successful bidder MUST provide a detailed report to DND with the reason(s) for the recall. An initial report must be provided within one (1) week of recall and subsequent reports must also be provided as soon as they are available until the cause for the recall is resolved. The timeframe for Replacement of Meals will be negotiated between DND and the successful bidder and will be determined depending on the reason(s) for the recall.
19. **Manufacturer's Nutrition Facts:** Manufacturer's Nutrition Facts should be submitted with the offer. If they are not provided at bid closing The Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this requirement. Failure to comply with the request of the Standing offer Authority and meet the requirement within that time period will render the bid non-responsive.
20. **SAMPLES:** DND «could» request a sample of each box lunch menu **OR** only a sample of each entrée after bid closing prior to award of a standing offer. If requested, the samples provided must be representative of the meals which will be provided during the entire standing offer (SO) period. The offeror must ensure compliance to the mandatory requirements in this Annex B and the Menus at Annex C. **Any deviations will render your bid non compliant and will be rejected.**

**NOTE:** «Should» samples be requested, the Standing Offer Authority will advise the offeror for one box lunch for each menu **OR** a sample of each entrée, exactly as specified herein and Annex C. The samples, if requested, must be sent to 5 CDSB Gagetown **using refrigerated transport**. The Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this requirement. Failure to comply with the request of the Standing offer Authority and meet the requirement within that time period will render the bid non-responsive.