

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

## 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 / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Boxed Lunches	
<b>Solicitation No. - N° de l'invitation</b> W0114-20BF82/A	<b>Date</b> 2019-12-19
<b>Client Reference No. - N° de référence du client</b> W0114-20BF82	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-510-8004
<b>File No. - N° de dossier</b> KIN-9-52188 (510)	<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 2020-01-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bartrop, David	<b>Buyer Id - Id de l'acheteur</b> kin510
<b>Telephone No. - N° de téléphone</b> (613)536-4994 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **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:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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 Standing Offer Usage Reporting Form and the Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1 The Department of National Defence (DND), Canadian Force Base (CFB) Kingston, Ration and Quarters Support Services (R&QSS) located in Kingston, Ontario requires a Regional Individual Standing Offer (RISO) for the supply and delivery of prepared box lunches and/or various individual sandwich products.

The period for making call-ups against the Standing Offer is from February 1, 2020 to January 31, 2021.

- 1.2.2 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**

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.

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

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

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

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## 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](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2.2 Submission of Offers

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

Public Works and Government Services  
Kingston Procurement  
86 Clarence Street, 2nd Floor  
Kingston, Ontario, K7L 1X3  
Fax: (613) 545-8067

[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
(email address for ePost Connect service)

Bids will not be accepted if emailed directly to this email address.  
This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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

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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.

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Financial Offer

Section II: Certifications

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

Section I: Financial Offer (1 hard copy)

Section II: 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 their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

#### **Section I: Financial Offer**

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

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

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If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

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

#### **Section II: Certifications**

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

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## **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.

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

- (a) Pricing must be provided for all Items as listed in Annex "B" Basis of Payment.
- (b) Offers must be submitted in accordance with Annex "B" Basis of Payment and must not contain any alteration to the preprinted or pre-typed portions.
- (c) Offers must not contain any condition or qualification placed upon the offer.
- (d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

##### **4.1.1.2 Evaluation of Price**

The extended prices of all items listed in Annex "B" Basis of Payment will be calculated by multiplying the estimated usage figures by the prices offered by the Offerors to calculate the extended pricing for each line item.

The extended prices will be added together to calculate the Offeror's evaluated price.

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

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## 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/programs/employment-equity/federal-contractor-program.html#s4) 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.

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## **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) (<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 entitled Standing Offer Usage Reporting Form. 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 fifteen (15) calendar days after the end of the reporting period.

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

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

The period for making call-ups against the Standing Offer is from February 1, 2020 to January 31, 2021.

##### **6.4.2 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: David Barltrop  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St., 2<sup>nd</sup> Floor  
  
Telephone: 613 536 4994  
Facsimile: 613 545 8067  
E-mail address: [David.Barltrop@tpsgc-pwgsc.gc.ca](mailto:David.Barltrop@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.

### 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 (To be completed by the offeror)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence. CFB Kingston, Kingston, Ontario.

## 6.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 6.9 Priority of Documents

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

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

## 6.10 Certifications and Additional Information

### 6.10.1 Compliance

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

## 6.11 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

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

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

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

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

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## **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.

Section 16 Interest on Overdue Accounts, of [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

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

#### **6.3.2 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in in Annex "B" - Appendix 1, Basis of Payment. 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 Price**

*SACC Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

#### **6.4.3 Single Payment**

*SACC Manual* Clause [H1000C](#) (2008-05-12) Single Payment

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

*[Note to Offerors: Canada will insert or delete text, as per the Offer (Annex D), at time of issuance]*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.5 Invoicing Instructions

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.

Invoices must be submitted on the Offeror's own invoice form and at a minimum include:

- (a) the call-up number;
- (b) the amount invoiced (exclusive of HST);
- (c) the amount of HST;
- (d) the date;
- (e) the name of the Project Authority;
- (f) the delivery destination;
- (g) the quantity and description(s) (Item #);
- (h) the Standing Offer Number as shown on page 1 of this Standing Offer;

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

## 6.7 Inspection and Acceptance

The Project 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.

## 6.8 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations  
SACC Manual clause B7500C (2006-06-16), Excess Goods  
SACC Manual clause D0018C (2007-11-30), Delivery and Unloading  
SACC Manual clause D3004C (2007-11-30), Type of Transport  
SACC Manual clause D3007C (2007-11-30), Inspection and Stamping

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## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 Scope**

##### **1.1 Objective**

The Department of National Defence (DND), Canadian Force Base (CFB) Kingston, Ration and Quarters Support Services (R&QSS) located in Kingston, Ontario requires a Regional Individual Standing Offer (RISO) for the supply and delivery of prepared box lunches and/or various individual sandwich products.

##### **1.2. Background**

CFB Kingston, R&QSS, is responsible for providing meals when access to foods services establishments are not available due to training, travel or duties. The meals must be nutritional, fulfilling and meet the standards of the Canadian Food Guide.

#### **2.0 References**

All prepared box lunches and/or various individual sandwich products must be in accordance with the following specifications references:

##### **Department of National Defence (DND) Food Quality Specifications**

- Beef (E6TOR-13RM06/A)
- Bread and Baked Products (E6TOR-13RM07/A)
- Butter and Margarine (E6TOR-13RM08/A)
- Canned Fruit (E6TOR-13RM09/A)
- Cereal (E6TOR-13RM11/A)
- Cheese (E6TOR-13RM12/A)
- Condiments and Condiment Sauces (E6TOR-13RM14/A)
- Milk and Dairy Products (E6TOR-13RM29/A)
- Egg and Egg Products (E6TOR-13RM17/A)
- Fish & Seafood (E6TOR-13RM18/A)
- Fresh Fruits (E6TOR-13RM20/A)
- Fresh Vegetables (E6TOR-13RM21/A)
- Fruit Juices (E6TOR-13RM24/A)
- Pasta and Noodles (E6TOR-13RM30/A)
- Pork (E6TOR-13RM32/A)
- Poultry (E6TOR-13RM33/A)
- Sugars and Preserves (E6TOR-13RM36/A)

#### **3.0 Requirements**

##### **3.1 Requirements**

CFB Kingston, R&QSS has a requirement for a one (1) year Regional Individual Standing Offer (RISO) to be used by the numerous Food Services sections located within the Kingston area on an "as and when requested" basis for the supply and delivery of box lunch menu and/or various individual sandwich products as detailed in the Appendices to Annex A.

##### **3.2 Deliverables and Acceptance Criteria**

## Orders

Due to limited storage space, no minimum call-up limit on orders will apply.

Orders will be placed using a Call-Up document which will comply with box lunch menu and various individual sandwich product specification as detailed in the Appendices to Annex A.

The Contractor must confirm receipt of a Call-Up document within four (4) hours.

The Contractor must notify the applicable ordering office immediately of any discrepancies or shortages for the products requested on the Call-Up document.

No back orders will be accepted unless arranged in advance with the applicable ordering office.

No substitutions will be accepted unless arranged in advance with the applicable ordering office.

CFB Kingston, Food Services may on occasion require an emergency delivery of a minimum of 250 Box Lunches, within 12 hours of notice.

For emergency deliveries, the Contractor may suggest and arrange for alternate menus to be supplied should the specified menu not be available with the applicable ordering office.

## Amendments

The Contractor must accept amendments to call-ups if they occur within forty-eight (48) hours of delivery;

## Quality Assurance

All products supplied must be in accordance with the regulations, standards, and specifications as detailed in **2.0 References**.

Contractor premises where products are produced and package must be regularly inspected.

Regular premise inspection must be done by a provincially-licensed municipal inspector or a provincial licensed inspector.

Contractor premises where products are produced and packaged must be open to periodic inspection by CFB Kingston, Foods Services personnel.

Products delivered must be in good condition and free of signs of deterioration, spoilage, filth, damage or infestation by rodents or insects.

All fresh or chilled preserved products must be delivered in refrigerated vehicles which will maintain the products at a minimum of 1° Celsius and a maximum of 4° Celsius.

All fresh or chilled preserved products must be delivered in refrigerated vehicles which are in good condition, clean, free of odours and free of any signs of rodent or insect activities.

## Deviations

No deviation of products, type of packaging or sizes will be acceptable unless the stated size is no longer available in the industry.

The Contractor must obtain written acceptance of replacement of products, type of packaging or sizes from the Contracting Authority and the Project Authority.

### **Product Recalls**

The Contractor must notify the Project Authority immediately of any product which is subject to a product recall by a manufacturer.

The Contractor must pick-up the product recall within twenty-four (24) hours of the recall notice at no additional expense.

The Contractor must offer a replacement or comparable substitute product at no additional expense or provide a credit note for reimbursement of the recalled product.

### **Packaging**

All boxes for box lunch menus must be supplied by the Contractor and meet the following dimensions – 25 cm long x 18 cm wide x 9 cm high.

All boxes must have a label (located on the outside top lid) identifying the box lunch menu contained within.

All boxes for box lunches must be secured closed with packing tape.

All box lunches must be shipped in cardboard cases with maximum of twelve (12) box lunches in a case.

All dry grocery products identified in the box lunch menus must have the ingredient description listed on the packaging.

All dry grocery products identified in the box lunch menus must have a visible and readable best before/expiration date.

All dry grocery products identified in the box lunch menus must be of the latest production date with a minimum of 14 days remaining before expiration.

All other food products, except fresh fruit included in the box lunches menu must be in a sealed package/container or individually wrapped in cellophane.

All sandwich products must be gas flushed (Modified Atmosphere Packaging (MAP)).

All sandwich products must have a visible and readable label identifying the name of the sandwich, ingredients, and the best before/expiration date.

All sandwich products must contain no margarine or butter.

All sandwich products must contain no vegetable or onion products unless otherwise specified in the description.

All sandwich products must be cut diagonally in two (2).

All salads must have a visible and readable label identifying the best before/expiration date.

All cardboard cases must display the contents of the box lunch menu, quantity, and best before/expiration date.

All cardboard cases must be secured with packaging tape on the top and bottom.

Cardboard cases must be able to withstand the weight of three (3) full cardboard cases stacked on top.

### **Time of Delivery**

The Project Authority will identify any discrepancies and/or short shipments of products at the time of delivery.

The Contractor must issue a credit note for all discrepancies and/or short shipments of products found unacceptable within twenty-four (24) hours.

Products rejected at the time of delivery must be removed immediately and replaced within twenty-four (24) hours by the Contractor at no additional expense.

### **Within a Day of Delivery**

The Site Authority will notify the Contractor of products found to be unacceptable after the delivery within twenty-four (24) hours.

The Contractor must arrange for pick-up and replacement of the rejected products within twenty-four (24) hours of notification at no additional expense.

### **3.3 Timeframe and Delivery Dates**

An itemized delivery slip and invoice must accompany each delivery.

Deliveries must be made within forty-eight (48) hours from receipt of a Call-Up document at no additional expense.

Deliveries must be made between the hours of 06:00 a.m. and 08:00 a.m. (), Monday to Sunday.

Emergency deliveries must be made within twenty-four (24) hours from receipt of a Call-Up document at no additional expense.

### **3.4 Delivery Location**

Deliveries to be direct to the following buildings within CFB Kingston operating area as indicated on the Call-Up document:

- 1. CFB Kingston, Routledge Hall,**  
Address: 9 Parade Rd, Bldg VB31  
Kingston, ON, K7K 7B4  
Contact: Procurement Manager  
Contact Number: 613-541-5010 ext. 4233  
Fax Number: 613-541-4181
- 2. Royal Military College(RMC) Cadet Dining Hall (CDH)**  
Address: 22 Amiens Ave  
Kingston, ON, K7K 7B4  
Contact: RMC Ration - Procurement Manager  
Contact phone: 613-541-6000 ex. 6802  
Fax: 613-540-8073

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**3. Fort Frontenac Officer's Mess**

Address: 317 Ontario St.  
Kingston, ON, K7K 7B4  
Contact: IC Ration  
Contact Number: 613-541-5010 ext. 5963  
Fax: 613-541-5830

**4. 1 Canadian Forces Joint Signals Regiment (CFJSR)**

Address: 20 Red Patch Ave., Bldg E-30  
Kingston, ON, K7K 7B4  
Contact: Chief Cook  
Contact number: 613-541-5010 ext. 4067  
Fax: 613-541-4367

## Appendix 1 to Annex A

### Various Individual Sandwich Product Specification

All Sandwich Product must be:

- a) Gas Flushed (MAP);
- b) Contain no margarine or butter;
- c) Contain no vegetable or onion unless otherwise specified in the description;
- d) Cut diagonally in two (2)

<b>A. Bagel</b>			
<b>Product Name</b>	<b>Meat/Filling Weight</b>	<b>Cheese Weight</b>	<b>Description</b>
Plain with Herb Cream Cheese	110 grams	0 grams	Bagel - Plain; Filling - Herb Cream Cheese and Two Minced Vegetables
<b>B. Croissant</b>			
<b>Product Name</b>	<b>Meat/Filling Weight</b>	<b>Cheese Weight</b>	<b>Description</b>
Egg Salad	110 grams	0 grams	Croissant - White or Whole Wheat; Filling - Egg Salad with Regular Mayonnaise
<b>C. Kaiser Bun</b>			
<b>Product Name</b>	<b>Meat/Filling Weight</b>	<b>Cheese Weight</b>	<b>Description</b>
Ham & Cheese	90 grams	6 grams	Kaiser Bun - White or Whole Wheat; Meat - Ham Cheese - Processed Cheese
Shaved Roast Beef	90 grams	0 grams	Kaiser Bun - White or Whole Wheat; Meat - Shaved Roast Beef
<b>D. Roll</b>			
<b>Product Name</b>	<b>Meat/Filling Weight</b>	<b>Cheese Weight</b>	<b>Description</b>

Ciabatta with Hummus	110 grams	0 grams	Ciabatta Roll; Filling - Hummus with Two Minced Vegetables
<b>E. Sandwich</b>			
Product Name	Meat/Filling Weight	Cheese Weight	Description
Black Forest Ham	90 grams	0 grams	Bread - White or Whole Wheat; Meat - Black Forest Ham
Chicken	90 grams	0 grams	Bread - White or Whole Wheat; Meat - Whole Sliced Chicken
Chicken Salad	110 grams	0 grams	Bread - White or Whole Wheat; Meat - Chicken Salad
Egg Salad	110 grams	0 grams	Bread - White or Whole Wheat; Filling - Egg Salad with Regular Mayonnaise
Halal Chicken Salad	110 grams	0 grams	Bread - White or Whole Wheat; Meat - Halal Chicken Salad
Halal Roast Beef	90 grams	0 grams	Bread - White or Whole Wheat;Meat - Halal Roast Beef
Ham & Cheese	90 grams	6 grams	Bread - White or Whole Wheat; Meat - Ham Cheese - Processed Cheese
Roast Beef with Swiss Cheese	90 grams	6 grams	Bread - White or Whole Wheat; Meat - Roast Beef Cheese - Swiss Cheese
Tuna Salad	110 grams	0 grams	Bread - White or Whole Wheat; Filling - Tuna with Regular Mayonnaise

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Turkey	90 grams	0 grams	Bread - White or Whole Wheat; Meat - Whole Sliced Turkey
<b>F. Breakfast Wrap</b>			
Product Name	Meat/Filling Weight	Cheese Weight	Description
Ham & Cheese	90 grams	6 grams	9 inch Pita - White or Whole Wheat; Meat - Ham Cheese - Processed Cheese

## Appendix 2 to Annex A

### Standard Box Lunch Menus

Menu	Item	Description	Qty	Size
<b>Breakfast 1</b>	a	Hard Boiled Egg without shell, Canada Grade A, Wrapped Individually	2 each	Large
	b	Cold Cereal, Individual Portion	1 box	30 grams
	c	Milk, White	1 each	250 millilitres
	d	Cheese, Individual Portion	1 each	30 grams
	e	Sliced Cooked Ham, Wrapped Individually	1 each	45 grams
	f	Fresh Croissant, Regular Size, Wrapped	1 each	90-110 grams
	g	Fresh Blueberry Bran or Whole Wheat Carrot Muffin, Wrapped	1 each	90-110 grams
	h	Fresh Fruit	1 each	150 - 250 grams
	i	Drink - Pure 100 % Fruit Juice	1 each	200 millilitres
	j	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	k	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
<b>Breakfast 2</b>	a	Breakfast Wrap - Ham and Cheese	2 each	115 grams
	b	Cold Cereal, Individual Portion	1 box	30 grams
	c	Milk, White	1 each	250 millilitres
	d	Fresh Fruit	1 each	150 - 250 grams
	e	Drink - Pure 100 % Fruit Juice	1 each	200 millilitres
	f	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	g	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
<b>Lunch/Supper 1</b>	a	Sandwich - Roast Beef with Swiss Cheese on White Bread	1 each	90 grams - Meat 6 grams - Cheese
	b	Sandwich - Chicken Salad on Whole Wheat Bread	1 each	110 grams
	c	Coleslaw, Individual Portion, Sealed Container	1 container	125 millilitres
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed	1 each	50 grams

		Container		
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Prepared Pudding Cup	1 each	99 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	2 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
Lunch/Supper 2	a	Sandwich - Ham and Cheese on White Bread	1 each	90 grams - Meat 6 grams - Cheese
	b	Sandwich - Egg Salad on Whole Wheat Bread	1 each	110 grams
	c	Potato Salad, Individual Portion, Sealed Container	1 container	125 millilitres
	d	Assorted Raw Vegetables (3 Varieties), Wrapped or in Sealed Container	1 each	50 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Granola Bar, Individual Portion	1 each	24 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	2 each	250 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
Lunch/Supper 3	a	Sandwich - Tuna Salad on White Bread	1 each	110 grams
	b	Sandwich - Turkey on Whole Wheat Bread	1 each	90 grams
	c	Macaroni/Pasta Salad, Individual Portion, Sealed Container	1 container	125 millilitres
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed	1 each	50 grams

		Container		
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Snack Cake or Square, Individual Portion	1 each	50-60 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
Lunch/Supper 4	a	Croissant - Egg Salad	1 each	110 grams
	b	Sandwich - Sliced Chicken on Whole Wheat Bread	1 each	90 grams
	c	Vinegar Coleslaw, Individual Portion, Sealed Container	1 container	125 millilitres
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 each	50 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Cookies (4 per Package), Individual Portion	1 package	58 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
Lunch/Supper 5	a	Kaiser Bun - Ham and Cheese on White Kaiser	1 each	90 grams - Meat 6 grams - Cheese
	b	Sandwich - Tuna Salad on Whole Wheat Bread	1 each	110 grams
	c	Macaroni/Pasta Salad, Individual Portion, Sealed Container	1 container	125 millilitres

	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 each	50 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Prepared Pudding Cup	1 each	99 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
<b>Menu</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Size</b>
<b>Lunch/Supper 6</b>	a	Kaiser Bun - Shaved Roast Beef on White Kaiser	1 each	90 grams - Meat
	b	Sandwich - Black Forest Ham on Whole Wheat Bread	1 each	91 grams - Meat
	c	Potato Salad, Individual Portion, Sealed Container	1 container	125 millilitres
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 each	50 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	43 grams
	f	Snack Cake or Square, Individual Portion	1 each	50-60 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit

**Appendix 3 to Annex A**  
**Specialty Box Lunch Menus**

Menu	Item	Description	Qty	Size
<b>Halal Lunch/Supper Menu</b>	a	Sandwich - Halal Roast Beef on Whole Wheat Bread	1 each	90 grams
	b	Sandwich - Halal Chicken Salad on White Bread	1 each	110 grams
	c	Coleslaw, Individual Portion, Sealed Container	1 container	70 grams
	d	Halal Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 package	50 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	30 grams
	f	Almonds, Roasted Salted, Individual Portion	1 each	45 grams
	g	Fresh Fruit	1 each	150 - 250 grams
	h	Drink - Pure 100 % Fruit Juice, 2 Varieties	2 each	200 millilitres
	i	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	j	Mayonnaise, Individual Portion Package	1 each	18 millilitres
	k	Mustard, Individual Portion Package	1 each	5-7 millilitres
	l	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
Menu	Item	Description	Qty	Size
<b>Vegetarian Lunch/Supper Menu 1</b>	a	Roll - Ciabatta with Hummus and Minced Vegetables	1 each	90 grams
	b	Sandwich - Egg Salad on Whole Wheat Bread	1 each	110 grams
	c	Coleslaw, Individual Portion, Sealed Container	1 each	70 grams
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 package	100 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	30 grams
	f	Cheese, Individual Portion	1 each	30 grams
	g	Cheese and Crackers, Individual Portion	1 package	45 grams
	h	Snack Cake or Square, Individual Portion	1 each	50-60 grams
	i	Fresh Fruit	1 each	150 - 250

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				grams
	j	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	k	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	l	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	m	Mustard, Individual Portion Package	1 each	5-7 millilitres
	n	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit
<b>Menu</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Size</b>
<b>Vegetarian Lunch/Supper Menu 2</b>	a	Bagel - Plain with Herb Cream Cheese and Minced Vegetables	1 each	90 grams
	b	Sandwich - Egg Salad on Whole Wheat Bread	1 each	110 grams
	c	Coleslaw, Individual Portion, Sealed Container	1 each	70 grams
	d	Assorted Raw Vegetables (3 Varieties), Individually Wrapped or in Sealed Container	1 package	100 grams
	e	Salad Dressing/Dip, Individual Portion	1 each	30 grams
	f	Cheese, Individual Portion	1 each	30 grams
	g	Cheese and Crackers, Individual Portion	1 package	45 grams
	h	Snack Cake or Square, Individual Portion	1 each	50-60 grams
	i	Fresh Fruit	1 each	150 - 250 grams
	j	Drink - Pure 100 % Fruit Juice, 2 Varieties	1 each	200 millilitres
	k	Margarine or Butter, Patties or Mini Cups	2 each	6.5 grams
	l	Mayonnaise, Individual Portion Package	2 each	18 millilitres
	m	Mustard, Individual Portion Package	1 each	5-7 millilitres
	n	Disposable Cutlery Kit (plastic knife, fork, spoon, napkin, salt packet and pepper packet)	1 package	6 piece kit

## ANNEX "B"

### BASIS OF PAYMENT

#### Note to Offerors:

*All text in italics in this Annex will be removed from the resulting Standing Offer.*

#### Estimated Usages:

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for each Pricing Period and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.*

#### Applicable Taxes

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

All prices are firm, all-inclusive unit prices in Canadian dollars, DDP Destination including all delivery, off-loading, on-loading and removal charges. Canadian customs duties, excise taxes are included, Applicable Taxes extra. Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

#### Pricing Period

1-February-2020 to 31-January-2021

#### Pricing Basis:

A. Various Individual Sandwich					
Item	Product	UoI	Estimated Usage per Year	Unit Price	Extended Price
1	Bagel - Plain with Herb Cream Cheese	EA	50		
2	Croissant - Egg Salad	EA	100		
3	Kaiser Bun - Ham & Cheese	EA	400		
4	Kaiser Bun - Shaved Roast Beef	EA	250		
5	Roll - Ciabatta with Hummus	EA	50		
6	Sandwich - Black Forest Ham	EA	400		
7	Sandwich - Chicken	EA	294		
8	Sandwich - Chicken Salad	EA	50		
9	Sandwich - Egg Salad	EA	294		
10	Sandwich - Halal Chicken Salad	EA	50		
11	Sandwich - Halal Roast Beef	EA	20		
12	Sandwich - Ham & Cheese	EA	450		
13	Sandwich - Roast Beef with Swiss Cheese	EA	294		

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14	Sandwich - Tuna Salad	EA	300		
15	Sandwich - Turkey	EA	550		
16	Breakfast Wrap - Ham & Cheese	EA	150		
				<b>Subtotal A</b>	
<b>B. Standard Box Lunch</b>					
Item	Product	UoI	Estimated Usage per Year	Unit Price	Extended Price
1	Breakfast Menu 1	EA	310		
2	Breakfast Menu 2	EA	400		
3	Lunch/Supper Menu 1	EA	2934		
4	Lunch/Supper Menu 2	EA	2267		
5	Lunch/Supper Menu 3	EA	4728		
6	Lunch/Supper Menu 4	EA	2564		
7	Lunch/Supper Menu 5	EA	2541		
8	Lunch/Supper Menu 6	EA	2581		
				<b>Subtotal B</b>	
<b>C. Specialty Box Lunch</b>					
Item	Product	UoI	Estimated Usage per Year	Unit Price	Extended Price
1	Halal Lunch/Supper Menu	EA	429		
2	Vegetarian Lunch/Supper Menu 1	EA	1103		
3	Vegetarian Lunch/Supper Menu 2	EA	1000		
				<b>Subtotal C</b>	
				<b>Total A+B+C</b>	



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## **ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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