

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656**

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 Supply
and Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet MEAT, FISH, POULTRY & ALTERNATIVES	
Solicitation No. - N° de l'invitation W0107-201538/A	Date 2020-02-10
Client Reference No. - N° de référence du client W0107-20-1538	GETS Ref. No. - N° de réf. de SEAG PW-\$PET-908-1614
File No. - N° de dossier PET-9-51030 (908)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-26	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: McCartney, Sharon	Buyer Id - Id de l'acheteur pet908
Telephone No. - N° de téléphone (613)545-8674 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 132 NICKLIN PARADE SQUARE BLDG G-104 NORMANDY COURT KITCHEN PETAWAWA Ontario K8H2X3 Canada	
Security - Sécurité 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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments and any other annexes

1.2 Summary

- 1.2.1** Public Works and Government Services Canada (PWGSC), on behalf of Garrison Petawawa, Food Services has a requirement for a Regional Individual Standing Offer for the supply, delivery and offloading of various quantities of Meat, Fish, Poultry and Alternatives to various kitchens and lodger/training units located in the Garrison Petawawa Area of Operation on an "as and when requested basis" for the period of the Standing Offer.

The offeror can submit pricing on as many or as few line items as they wish. Offers will be evaluated on the highest amount of line items offered and then on a line item basis.

The Request for Standing Offer may result in the issuance of up to three (3) Standing Offers.

The Standing Offer holders will be given the opportunity to refresh their pricing on a quarterly basis as outlined in Annex "B" – Basis of Payment.

The period of the Standing Offer(s) is from date of issuance to 31 May, 2020 with two (2) three (3) month refresh periods (Refresh Period 1 - 1 June to 31 August, 2020, Refresh Period 2 - 1 September to 30 November, 2020).

This Request for Standing Offer will be set-aside once the Food and Beverage Regional Master Standing Offer for this commodity has been issued.

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.

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 6.12 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (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.

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

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:

Bid Receiving Public Works and Government Services Canada
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa, Ontario, K8H 2X3
Bid Receiving Fax: (613) 687-6656

Email address to initiate an epost Connect service: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard 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 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.

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2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. 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 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: Financial Offer

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

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3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "F" - 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

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the 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) The Offeror must submit with its financial offer in accordance with Annex "B" – Basis of Payment;
- (b) All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included;
- (c) Pricing must be provided for any line item the Offeror is submitting an offer; and
- (d) The Offeror should provide a maximum mark-up percentage for Special Orders. If left blank an amount of 0% will be assumed and used in the subsequent standing offer.

4.1.1.2 As stipulated in 2006 Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

4.1.1.3 Evaluation of Pricing Basis

- (a) Offers will be evaluated based on prices detailed in Annex B – Basis of Payment;
- (b) The offers will be evaluated based on the number of line items submitted by each Offeror;
- (c) The three (3) offers with the highest amount of line items submitted will be deemed qualified offers and will be evaluated on a line item basis, all other offers will not be evaluated;
- (d) Each line item will be evaluated separately, with the lowest Firm Unit of Measure (UoM) price being issued the specific line item;
- (e) If all offerors provide pricing for all line items, the total evaluated price of all line items will be used and the three (3) lowest price offers will be deemed qualified offers and then be evaluated on a line item basis and all other offers will not be evaluated;
- (f) The total evaluated price is the sum of the Extended Price, Extended Price is calculated as the estimated usage multiplied by Firm UoM price; and
- (g) Canada reserves the right to evaluate the offers, such that a maximum of three (3) standing offers are issued.

4.1.1.4 Evaluation of Price - Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

4.1.1.5 Unit Price(s) Refresh

The pricing provided by the Offerors in Annex "B" – Basis of Payment is firm for the entire period of the Standing Offer, unless otherwise specified.

The Offerors will be given the opportunity, to refresh their unit prices on or before the due date indicated in Annex "B" – Appendix 1 – Price(s) Refresh.

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory financial evaluation criteria to be declared responsive.

4.2.2 The responsive offers with the lowest evaluated price on an item by item basis will be recommended for issuance of a standing offer.

4.2.3 A maximum of three (3) Standing offers will be issued.

4.2.2.1 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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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5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "G" - Additional Certification Information 1. Board of Directors..

5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "G" - Additional Certification Information 2. Procurement Business Number (PBN).

Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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 "C" entitled "Standing Offer Reporting Requirements". If some data is not available, the reason must be indicated in the report. If no goods or services are 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 reporting periods are defined as follows:

- first quarter: date of issuance to May 31;
- second quarter: June 1 to August 31; and
- third quarter: September 1 to November 30.

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 date of issuance to 31 May, 2020.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" – Appendix 1 of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sharon McCartney
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region/Petawawa Procurement
Address: Bldg S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa, ON, K8H 2X3

Telephone: 613-545-8674
Facsimile: 613-545-8067
E-mail address: Sharon.McCartney@pwgsc-tpsgc.gc.ca

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):

General Enquires:

Name: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

Delivery Follow-up:

Name: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are listed in Annex "A" – Appendix 1 – Delivery Points.

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 \$40,000.00 (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) Annex "C", Standing Offer Reporting Requirements Form;
- h) Annex "D", Supplier Quality Assurance, Notice of Rejection/Discrepancy; and
- i) the Offeror's offer dated _____ (to be insert at issuance of offer).

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 _____ **(to be completed by the Offeror)**.

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.

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 **(This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted).**

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 firm unit price(s), as specified in Annex "B" - 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

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

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. The following must be followed when submitting invoices:
 - a) The invoices must be in sequence with the table in Annex "B" - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total;
 - b) The invoice must identify the call-up number;
 - c) The invoice must identify the consignee address where the goods were delivered; and
 - d) Each call-up and consignee point must be invoiced separately.
3. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Insurance

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

6.7 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 [D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen Products
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

6.8 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.

ANNEX "A"

REQUIREMENT

1. Requirement

Public Works and Government Services Canada (PWGSC), on behalf of Garrison Petawawa, Food Services has a requirement for a Regional Individual Standing Offer for the supply, delivery and offloading of various quantities of Meat, Fish, Poultry and Alternatives to various kitchens and lodger/training units located in the Garrison Petawawa Area of Operation on an "as and when requested basis" for the period of the Standing Offer.

2. Food Quality Specifications

All goods supplied must be in accordance with the Food Quality Specifications located at Publications.gc.ca

FQS # & Description	Catalogue # English
FQS-02 Beef	D2-531/02-2018E-PDF
FQS-03 Veal	D2-531/03-2018E-PDF
FQS-04 Pork	D2-531/04-2018E-PDF
FQS-05 Lamb	D2-531/05-2018E-PDF
FQS-06 Poultry	D2-531/06-2018E-PDF
FQS-07 Variety Meats	D2-531/07-2018E-PDF
FQS-08 Prepared Meat and Meat by Products	D2-531/08-2018E-PDF
FQS-09 Fish and Seafood	D2-531/09-2018E-PDF
FQS-38 Game	D2-531/38-2018E-PDF

3. Standards

All food must comply with, but not limited to the following standards and regulations:

- a) The Canadian Food and Drug Regulations
- b) Canadian Food Inspection Agency Inspection Standards
- c) Canada Agriculture Products Act
- d) Canada Sanitation Code, as it relates to delivery vehicles

4. Delivery

4.1 Delivery Points

The anticipated delivery points are listed in Annex "A" – Appendix 1 – Delivery Points.

Deliveries must be made directly to the delivery location detailed in the Call-up.

4.2 Period of Delivery

- a) Deliveries must be made in accordance with the time and date indicated on the call-up document;
- b) Delivery must be made within seventy-two (72) hours from receipt of a Call-Up document;
- c) Emergency deliveries must be made within twenty-four (24) hours from receipt of a Call-Up document at no additional cost;
- d) The Contractor must accept customer cancellations / amendments to call-ups if they occur twenty-four (24) hours in advance of delivery;
- e) Deliveries for special orders must be made within 7 calendar days. This time frame has been established as a general timeframe for all non-stocked items. Government departments must contact their suppliers in advance in order to determine if the lead time of 7 days can be met. If not, the Contractor must contact the client department to identify the most realistic time frame and provide a reason for the delay.

4.3 Delivery Vehicle(s)

All goods must be delivered in vehicles which are clean, free of odours and free of any signs of rodent or insect activities.

The vehicle(s) utilized for the transportation must be considered as an extension of the company premises and as such the environment it presents must not put at risk the integrity of the food products.

4.4 Delivery Slips

The Contractor must supply a delivery slip with each delivery. The delivery slip will be used to compare what was shipped, actual count of products shipped to the products ordered on the call-up to determine acceptance of order.

4.5 Back Orders

Back Orders will not be accepted without prior written approval by the Project Authority identified in the call-up against the Standing Offer.

Items must not be short shipped when the entire quantity ordered is not available. All items ordered must be processed on a fill or kill basis.

4.6 Discontinued Product

All discontinued products must be reported to the Contracting Authority immediately. The Contractor must replace the discontinued product with a comparable one that is equal cost until the replacement product is agreed upon and approved. The replacement produce must be approved by the Project Authority and Contracting Authority.

4.7 Substitutions

The Contractor must supply the products in the size quoted and outlined in the Basis of Payment. No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Contractor must notify the Standing Offer Authority to obtain their acceptance of the replacement size.

If the Contractor is proposing a substitute item, it must be with an item of equal or higher quality. A substitute product of lesser quality will not be accepted.

4.8 Inspection and Acceptance

Final inspection and acceptance of product(s) rests solely with the consignee at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee has the right to reject products at the time of delivery and unacceptable product(s) must be removed immediately by the Contractor.

The Contractor must deliver the goods as per the Recommended Case Description or the Contractor's Case Description.

The site authority will identify any discrepancies and/or short shipments of products at the time of delivery. The Contractor must issue a credit for all discrepancies and/or short shipments of products within seven (7) working days.

4.9 Rejections

Rejected items discovered after delivery must be picked up and replaced within one (1) working day of notification of the rejection.

Rejections also cover deliveries that are not completed in compliance with the delivery requirements under 4 - Delivery.

4.10 Packaging

The Contractor is responsible for all costs for the supply, pickup, removal, disposal and recycling of empty pallets and shipping containers.

Items must be packaged to prevent cross-contamination. Like items by category are encouraged to be placed together and different categories must be separated. For example, raw meat must not be packaged together with fresh mushrooms if the Contractor holds more than one Standing Offer and is delivering different categories at the same time.

The Contractor must use every effort to utilize environmentally friendly packaging.

5. Call-Ups

5.1 Acknowledgment of call-ups

- a. The Contractor must not proceed without receipt of a duly completed and authorized call-up.
- b. The Contractor must acknowledge receipt of each call-up

5.2 Minimum Call-Up

There is no minimum call-up limit and no minimum shipment due to limited storage areas

6. Product Recall

All products that are recalled by a manufacturer must be returned to the Contractor. The Contractor must notify the Project Authority on the call-up 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. The Contractor must offer a comparable substitute product at no additional expense or provide a credit note for reimbursement of the recalled product

7. Miscellaneous Items

Miscellaneous items are items that are not specified in Annex "B" – Basis of Payment and are not required by the client on a regular basis.

Miscellaneous items will be paid in accordance with the percentage (%) mark-up outlined in Annex "B" – Basis of Payment and the Contractor's regular, seasonal and sale catalogues or current published price lists in effect at the time of call-up.

8. Greening

The Contractor is responsible for determining if pallets are used. If pallets are used, the Contractor must have a pallet tracking system in place. The Contractor must ensure that the number of pallets delivered to a location is the same number returned monthly. The Contractor must maintain a record of the number of pallets delivered to and returned by for each delivery location on a monthly basis. A copy of this record must be provided to the Contracting Authority monthly. Any discrepancy with the quantities of pallets delivered and returned on the record will be forwarded to the Contractor in writing within thirty (30) days after the last delivery date of month.

Any plastic used to wrap the pallets must be recyclable.

Provide Polyethylene Terephthalate and High-density polyethylene plastic containers when available.

Deliveries should be made in hybrid vehicles if the Contractor has hybrid vehicles in their fleet.

Contractor's facilities should use LED lighting.

ANNEX "A" - APPENDIX 1

DELIVERY POINTS

Contractors must deliver to all delivery points identified below.

Location Name	Location Address	Delivery Information and Special Instructions
CFB Petawawa - Normand Court Kitchen	132 Nicklin Parade Square, Bldg G-104, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 2 nd Regiment, Royal Canadian Horse Artillery – Food SVCS Section	132 Simmonds Parade Square, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 1 st Battalion, The Royal Canadian Regiment- Food SVCS Section	377 Menin Road, Bldg Y-101, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 1 Canadian Field Hospital – Food SVCS Section	147 Flanders Row, Bldg BB-104, Garrison Petawawa On, K8H 2X3,	
CFB Petawawa - 3 rd Battalion, The Royal Canadian Regiment – Food SVCS Section	284 Montgomery Road, Bldg S-118, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - CANSOFCOM 2 – Food SVCS Section	175 River Road, Bldg CC-125, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 2 Combat Engineer Regiment – Food SVCS Section	2 Sapper Way, Bldg BB-129, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 2 Canadian Mechanized Brigade Group Headquarters and Signal Squadron – Food SVCS Section	246 Centurion Road, Bldg H-119, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - The Royal Canadian Dragoons – Food SVCS Section	144 Amiens Road, Bldg B-104, Garrison Petawawa, ON, K8H 2X3	RCD Cook Section
CFB Petawawa - 2 Service Battalion – Food SVCS Section	123 Peacekeepers Way, Bldg L-54 Garrison Petawawa, ON, K8H 2X3	Back Door
CFB Petawawa - 2 Field Ambulance – Food SVCS Section	80 Montgomery Road, Bldg BB-130, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 427 Special Operation Aviation Squadron – Food SVCS Section	735 Passchendale Rd, Bldg CC-127, Garrison Petawawa, ON, K8H 2X3	
CFB Petawawa - 450 Tactical Helicopter Squadron - Food SVCS Section	450 Mattawa Plains or 450 Mattawa Trail, Bldg CC-128, Garrison Petawawa, ON, K8H 2X3	

ANNEX "B"

BASIS OF PAYMENT

All prices are firm, all-inclusive unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, Applicable Taxes extra.

Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

Pricing Period

Period A: from Date of Issuance to 31 May 2020;
Period B: from 1 June 2020 to 31 August 2020; and
Period C: from 1 September 2020 to 30 November 2020

Pricing Basis

SEE ELECTRONIC ATTACHMENT 1 FOR ANNEX "B" – BASIS OF PAYMENT

Note:

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:

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

ANNEXE « B » – APPENDICE 1

UNIT PRICE(S) REFRESH

1. The qualified offeror is given the opportunity on a quarterly basis to refresh their unit prices for any of the line items identified in Annex "B" - Basis of Payment;
2. All refreshed unit pricing is due no later than the 15th day of the preceding month;

Refresh Period 1 – refreshed unit pricing due May 15, 2020; and
Refresh Period 2 – refreshed unit pricing due August 15, 2020.
3. It is requested that the Offeror forward their refreshed unit pricing in an electronic pricing file which is in accordance with Annex "B" - Basis of Payment to the Standing Offer Authority by email;
4. Electronic pricing files should be properly named and identify the vendor name and the applicable dates pricing applies. Example: Vendor Name Produce Prices DD-MM-YY to DD-MM-YY;
5. Prices must be provided in 2 decimal place format (example: \$2.99 per kilogram);
6. Prices must include delivery charges to delivery points specified in Annex "A" – Appendix 1;
7. The Offeror is solely responsible for the delivery of the price refresh. If a refreshed price list is not received by the Standing Offer Authority as per the refreshed unit pricing due date, the current prices will be used;
8. Prices will be evaluated by Public Works and Government Services Canada (PWGSC). The Offeror must be prepared to justify and substantiate any increase at the request of PWGSC; and
9. Pricing from each Standing Offer holder will be re-evaluated based on their submitted refreshed unit prices. Each line item will be evaluated separately and the lowest Firm Unit of Measure (UOM) price for each line item will be issued accordingly. New unit prices will be issued by the Standing Offer Authority to the Standing Offer holder(s) to reflect the resulting changes.

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W0107-201538/A
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W0107-20-1538

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51030

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

STANDING OFFER REPORTING REQUIREMENTS

Company Name: _____

Standing Offer No.						
Month:						
Unitrak Code	Offerors Code	Item Description	Case Description	Quantity	Firm KG Price or	Firm Case Price
Monthly Total						\$

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____ TELEPHONE No.: _____

SIGNATURE: _____ DATE: _____

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ANNEX "D"

SUPPLIER QUALITY ASSURANCE, NOTICE OF REJECTION/DISCREPANCY

If you are not receiving the quality level of goods or services expected from the supplier, please complete this feedback form with specific details.

Department/Unit (with complaint)

Date of Discrepancy

Supplier/Company Name

Standing Offer #

Supplier Product Code

Unitrak or FSIMS Code

1. TYPE OF DISCREPANCY (Check appropriate remarks below)

- ☐ Did not meet delivery time
- ☐ Invoices did not conform to contract/order terms
- ☐ Good/services did not meet specification requirements
- ☐ Delivery charges were added
- ☐ Other (specify in Remarks section)

2. ACTION TAKEN (Check appropriate remarks below)

- ☐ Replacement requested
- ☐ Shipment quarantined due to hygiene reasons
- ☐ Replaced by local purchase order (LPO)
- ☐ Commodities accepted due to operational requirements.
- ☐ Commodities returned to the Supplier.

3. REMARKS (Specify details of Rejection/Discrepancy).

4. DATE SUBMITTED

5. CONTACT NAME

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ANNEX "E"

PWGSC 942 CALL-UP AGAINST A STANDING OFFER TEMPLATE

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information	
Ship to - Expédier à		Consignee Code Code destinataire	
		Postal Code Code postal	
Supplier - Fournisseur		Procurement Business No. (PSN) Numéro d'entreprise - approvisionnement (NEA)	
Call-up Against a Standing Offer Commande subséquente à une offre à commandes			
To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.			
Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.			
Security: The call-up includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.			
<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES If YES, attach a SRCL to the call-up NON OUI OUI Si OUI, joindre une LVERS à la demande			
Invoices must be sent in accordance with - Les factures doivent être envoyées selon :			
<input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes			
<input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à »			
<input type="checkbox"/> Special Instructions below Les instructions particulières ci-dessous			
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers. Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.			
Standing Offer No. - N° de l'offre à commandes		Financial Code(s) - Code financier(s)	
Requisition No. - N° de demande		Client Reference No. (optional) N° de référence du client (facultatif)	
Order. Off. - Bur. dem.		YY - AA Serial No. - N° de série	
The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.			
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)	
Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)		Total estimated expenditures or revised Total des dépenses estimatives ou révisées	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité
			Unit Price Prix unitaire (\$)
			Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières			
Total			
For further information, call - Pour renseignements supplémentaires, contacter			
Name - Nom		Telephone No. - N° de téléphone	
		Delivery required by - Livraison requise le (YYYY-MM-DD) (AAAA-MM-JJ)	
For internal purposes only - Pour usage interne seulement			
Approved for the Minister - Approuvé pour le Ministre			
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)	
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)	

Canada

PWGSC-TPSGC 942 (01/2014)

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pet908
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ANNEX "F"

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)

ANNEX "G"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 01, [Integrity Provisions – offer](#) of the [2003](#) (2019-03-04) Standard Instructions – Request for Standing Offers - Competitive Requirements, Offerors must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation. Offerors are requested to provide this information with their offer:

Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____
Director Name - _____	Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 02, [Procurement Business Number](#) of the [2003](#) (2019-03-04) Standard Instructions – Request for Standing Offers - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.