



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Voir dans le document/  
See herein  
NA  
Québec  
NA

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Préparation et livraison de repas	
<b>Solicitation No. - N° de l'invitation</b> 47419-211670/A	<b>Date</b> 2020-04-22
<b>Client Reference No. - N° de référence du client</b> 47419-211670	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-490-15710	
<b>File No. - N° de dossier</b> MTA-9-42341 (490)	<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 2020-06-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sirois, Richard	<b>Buyer Id - Id de l'acheteur</b> mta490
<b>Telephone No. - N° de téléphone</b> (514) 718-5993 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AGENCE DES SERVICES FRONTALIERS DU CANADA 225 Chemin Guay Saint-Bernard-de-La Lacolle Québec J0J 1V0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b> Voir doc.	<b>Delivery Offered - Livraison proposée</b>
<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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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS .....	2
1.4 EPOST CONNECT SERVICE .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
6.7 PAYMENT .....	12
6.8 INVOICING INSTRUCTIONS .....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.10 APPLICABLE LAWS.....	13
6.11 PRIORITY OF DOCUMENTS .....	13
6.12 SACC <i>MANUAL</i> CLAUSES .....	14
<b>ANNEX "A" STATEMENT OF WORK.....</b>	<b>15</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>18</b>
<b>ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS.....</b>	<b>20</b>
<b>ANNEX "D" COMPLETE LIST OF COMPANY BOARD OF DIRECTORS.....</b>	<b>21</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

The request for proposal (RFP) does not include any security requirements.

### **1.2 Statement of Work**

The work to be performed is detailed under Annex "A"

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

Solicitation No. - N° de l'invitation  
47419-211670/A  
Client Ref. No. - N° de réf. du client  
47419-21-1670

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-9-42341

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

**\*\*\*\*\*COVID-19\*\*\*\*\***

**Due to the COVID-19 virus, bids must be submitted by Epost only.**

(This email address is to initiate an epost Connect conversation only)

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

**BIDS RECEIVED BY OTHER THAN BY EPOST WILL BE REFUSED.**

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable, the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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**Former Public Servant in Receipt of a Pension (To be completed by the bidder)**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive (To be completed by the bidder)**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex "B").

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

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

If Annex "C" 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.

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

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Financial Evaluation**

- 1) According to total average unit prices for each type of meal. Average unit prices: average of the 3 prices offered according to the 4 ranges of estimated quantities (See Annex "B")
- 2) Based on total average snack prices (See Annex "B")
- 3) And according to the total of the average prices of the 6 types of special needs (See Annex "B").

##### **4.1.1.1 Evaluation of Price - Canadian/Foreign Bidder**

- 1. Bidders must submit firm prices, customs duties, excise taxes and Applicable Taxes excluded.
- 2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- 3. Bidders must provide prices Delivered at Place (DAP) St-Bernard de Lacolle, Québec according to Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DAP basis.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation (See Annex “D”)**

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 Bidder 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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

All clauses and conditions identified in the Contract 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**

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from July 9, 2020 to July 8, 2021 inclusive.

#### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period, from July 9, 2021 to July 8, 2022 and from July 9, 2022 to July 8, 2023, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **6.4.5 Delivery Points**

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

Solicitation No. - N° de l'invitation  
47419-211670/A  
Client Ref. No. - N° de réf. du client  
47419-21-1670

Amd. No. - N° de la modif.  
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MTA-9-42341

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Sirois  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: (514)718-5993  
E-mail address: [richard.sirois@tpsgc-pwgsc.gc.ca](mailto:richard.sirois@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: [\(Will be indicated when the contract is awarded\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative [\(To be completed by the bidder\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment: Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (will be indicated when the contract is awarded). Customs duties are excluded and Applicable Taxes are extra.

**The contract will be issued in Canadian dollars.** The rate indicated by the Bank of Canada on the bid closing date will be used as the conversion factor.

### 6.7.2 Limitation of Expenditure

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

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 Multiple Payments

SACC Manual Clauses [H1001C](#) (2008-05-12), Multiple Payments

#### 6.7.4 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based Contractor

#### 6.7.5 Electronic Payment of Invoices – Contract

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);

#### 6.8 Invoicing Instructions

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

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (To be complete by the bidder. Insert the name of the province or territory in CANADA).

##### 6.11 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 Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## **6.12 SACC Manual Clauses**

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor);

[A9068C](#) (2010-01-11), Government Site Regulations;

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

[D0018C](#) (2007-11-30), Delivery and Unloading;

[D3004C](#) (2007-11-30), Type of Transport;

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement.

**ANNEX "A" STATEMENT OF WORK**

<b>TITLE</b>	Preparation/delivery of meals.
<b>OBJECTIVE</b>	Canada Border Services Agency (CBSA) is in search of meal preparation services, including delivery, to Saint-Bernard-de-Lacolle (Québec).
<b>BACKGROUND</b>	<p>Given the high volume of refugee claimants arriving near the Saint-Bernard-de-Lacolle port of entry, CBSA must ensure that the refugee claimants' essential nutritional needs are met.</p> <p>While CBSA processes refugee claimants on site, they remain on hold at the Lacolle site. Processing times can vary depending on traffic and sometimes, can exceed 24 hours.</p>
<b>SCOPE</b>	Preparation and delivery of meals and snacks ordered by CBSA.
<b>TASKS</b>	<p>The supplier must:</p> <p>Provide and deliver prepared meals, when ordered, to Saint-Bernard-de-Lacolle. See Basis of Payment – Annex B.</p>
<b>CONSTRAINTS</b>	<p>It is imperative that the provider be flexible to respond to the constantly changing orders from the client (CBSA). The orders vary depending on operations.</p> <p><b>Consequently, each order can be reduced or increased from one day to the next.</b></p> <p>The supplier must be able to respond to short mandatory delivery timelines, based on CBSA's operational needs.</p> <p>The supplier will provide meals that have a "best before date" of at least 10 to 14 days following delivery and 30 days for snacks.</p> <p>CBSA guarantees to the supplier a minimum of 5% of the value of the contract during the fixed term of the contract.</p>
<b>CLIENT SUPPORT</b>	The supplier must provide a point of contact so that CBSA logistics manager can order the meals and snacks required and coordinate deliveries.

<b>SCHEDULE AND COSTS</b>	<p>During the term of the contract, CBSA will order the quantity of meals needed based on daily operations.</p> <p><b>All deliveries must be made within 24 hours: CBSA places orders between 1:00 and 3:00 p.m. to receive delivery at 8:00 a.m. following morning.</b></p> <p><b>With respect to CBSA's special needs requests (see Annex B), all deliveries must be completed in less than 12 hours.</b></p>
<b>DELIVERABLES</b>	<p>General information :</p> <ul style="list-style-type: none"><li>• Meals must be delivered in <u>individual containers</u> 100% recyclable such as paper bags or cardboard boxes in order to facilitate distribution by CBSA on site.</li><li>• Each meal must be prepared and assembled by the supplier – with plastic or compostable utensils when required.</li><li>• Deliveries of the meal bags / boxes to the site must be in washable and reusable containers with lid – with preference for rigid plastic.</li><li>• The reusable containers must be cleaned and maintained by the supplier.</li></ul> <p>The food requirements are :</p> <ul style="list-style-type: none"><li>• For breakfast, the meal bags / boxes must include a muffin (100g) various flavors, a juice (200ml) various flavors, an apple different varieties.</li><li>• For lunch, the meal bags / boxes must include: an egg or chicken sandwich, variety of white and brown bread, a cup of fruit in individual portion (113g) and a granola bar (24g).</li><li>• For supper the meal bags / boxes must include: a chicken or vegetarian sandwich, variety of white and brown bread, a bottle of drinkable yogurt various flavors (200ml) and an individual portion of cheese (21g).</li><li>• Snacks must include juice various flavors (200ml), milk Ultra-High Temperature processing (UHT) natural (200ml), bottles of drinkable yogurt various flavors (200ml), cookies (37.5g) and granola bars (24g) various flavors. These will be served individually and upon demand.</li></ul>

	<p>Special requests :</p> <p>If necessary, upon CBSA's request, the supplier must be able to provide:</p> <ul style="list-style-type: none"><li>• Sandwiches without mayonnaise</li><li>• Sandwiches without eggs</li><li>• Gluten free sandwiches</li><li>• Nutritional drinks (meal replacement portion of 235ml)</li><li>• Vegetable juice (individual portion of 156ml)</li><li>• Complete meals without traces of tree nuts or peanuts</li></ul> <p>* The quantities indicated in gr or ml are the minimum required for food requirements and special requests</p>
<b>LANGUAGE OF WORK</b>	<p>English and/or French</p> <p>The supplier must provide services in one of Canada's two official languages.</p>
<b>TRAVEL</b>	<p>CBSA will not reimburse any travel costs.</p>
<b>LOCATION OF WORK</b>	<p><b>Meals and snacks must be delivered to:</b></p> <p>Canada Border Services Agency CBSA Temporary lodging facilities 225, Chemin Guay Saint-Bernard de Lacolle, QC J0J 1V0</p>
<b>SECURITY CRITERIA</b>	<p>There are no security requirements. Supplier will be escorted at all times while delivering meals on site.</p>

**ANNEX "B" BASIS OF PAYMENT**

The unit prices submitted are firm prices including direct labour, product costs and overhead costs.

TYPE OF MEAL	ESTIMATED QUANTITIES			
	0-49	50-99	100-499	500+
	UNIT PRICE BY QUANTITY			
<b>BREAKFAST***</b> <ul style="list-style-type: none"> <li>Muffin (100g) – various flavors</li> <li>Juice individual portion (200ml) various flavors</li> <li>Apple (different varieties)</li> </ul>	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea
<b>LUNCH***</b> <ul style="list-style-type: none"> <li>Sandwich* (2 varieties)</li> <li>Cup of sliced fruit individual portions (113g)</li> <li>Granola bars (24g) various flavors</li> </ul>	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea
<b>SUPPER***</b> <ul style="list-style-type: none"> <li>Sandwich**(2 varieties)</li> <li>Drinkable yogurt-individual portion (200ml) various flavors</li> <li>Cheese-individual portion (21g)</li> </ul>	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea
* Sandwiches for lunch must be eggs and chicken with variety of white and brown bread.				
** Sandwiches for supper must be chicken and vegetarian with variety of white and brown bread.				
*** The quantities indicated in gr or ml are the minimum required.				

<b>SNACKS (by cases)</b>	<b>Unit Price</b>
<ul style="list-style-type: none"> <li>• Cookies individual portion (37,5g) Quantity per case _____</li> </ul>	_____ \$/ea
<ul style="list-style-type: none"> <li>• Granola bars (24g) various flavors Quantity per case _____</li> </ul>	_____ \$/ea
<ul style="list-style-type: none"> <li>• Juice individual portion (200ml) various flavors Quantity per case _____</li> </ul>	_____ \$/ea
<ul style="list-style-type: none"> <li>• Milk UHT individual portion (200ml) Quantity per case _____</li> </ul>	_____ \$/ea
<ul style="list-style-type: none"> <li>• Drinkable yogurt individual portion (200ml) various flavors Quantity per case _____</li> </ul>	_____ \$/ea

<b>SPECIAL REQUESTS</b>	<b>Sandwiches without mayonnaise</b>	<b>Sandwiches without eggs</b>	<b>Gluten free sandwiches</b>	<b>Sandwiches without traces of tree nuts and peanut</b>	<b>Nutritional drink (235ml)</b>	<b>Vegetable juice (156ml)</b>
<b>UNIT PRICE</b>	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea	_____ \$/ea

**Notes :**

- 1. All costs for bulk packaging, transportation and delivery are included in all unit prices. Applicable taxes extra.**
- 2. The contract will be issued in Canadian currency (\$CAD).**
- 3. CBSA guarantees the supplier a minimum of 5% of the contract value during the firm contract period.**

Solicitation No. - N° de l'invitation  
47419-211670/A  
Client Ref. No. - N° de réf. du client  
47419-21-1670

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-9-42341

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
  
- MasterCard Acquisition Card;
  
- Direct Deposit (Domestic and International);

