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

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

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en  
régime accéléré  
L'Esplanade Laurier,  
East Tower 7th Floor  
140 O'Connor, Street,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> DND Pre-packaged Meals Requirements		
<b>Solicitation No. - N° de l'invitation</b> W8484-219775/C		<b>Date</b> 2020-05-11
<b>Client Reference No. - N° de référence du client</b> W8484-219775		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> pd152.W8484-219775	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PD-152-78713		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2020-05-08
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-05-14</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jackson, Kristine		<b>Buyer Id - Id de l'acheteur</b> pd152
<b>Telephone No. - N° de téléphone</b> (343) 542-6608 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

***This amendment number 01 is raised to answer questions from the Industry;***

- 1. Answer questions raised from the Industry;***
- 2. Modify Attachment 1 to Part 4, article 4.2; and,***
- 3. Modify Part 5 – Certifications and Additional Information.***

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**1. Answer questions raised from the Industry;**

**Question 1:**

I was wondering if you can clarify a few points for me. I've added up the requirements and have come up with approximately 1,875 military and 11,920 CSC individual meals per day. At 3 meals per day that is roughly 41,385 meals per day. For a 6 month period that is approximately 7.5million meals over the 6 month period. I've seen a contract total of 5M mentioned in the proposal. Am I ? or I must be making some type of mistake.

**Answer 1:**

The Standing Offers are being established as a contingency measure to support DND CAF base kitchens and CSC Institution kitchens that might be unable to maintain a full level of operations due to Covid-19. The estimates provided under section 18. Meal Forecasts of Annex A, Statement of Requirement represent the estimated number of individuals per location for which DND and CSC may or may not require premade meals to be delivered. The total value of all Standing Offers is currently estimated at \$5M based on current estimates and future projections. However, considering the unpredictable nature of the requirement, suppliers should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up.

**Question 2:**

We have a seafood line of meals. I am new to the bid process and unsure what items you are looking for, quantities and how to present our offer. Can you direct me to a site to assist me?

**Answer 2:**

Offerors should review the Request for Standing Offer (RFSO) document posted on Buy and Sell, and more specifically, Annex A, Statement of Requirement in order to have a better understanding of the requirement (i.e. items, quantities). Also, Offerors should review also review:

- a) Part 3 - Offer Preparation Instructions which provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; and
- b) Part 4 - Evaluation Procedures and Basis of Selection which indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection. It is the Offeror's sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.

To have a better understanding of the Solicitation process and finding opportunities, we suggest that you contact [The Office of Small and Medium Enterprises](#) (OSME). The OSME also provides [free seminars](#) and webinars and one-on-one sessions to assist suppliers in understanding federal procurement.

**Question 3:**

Does the Offeror need to hold a food premise license seeing as we subcontract to kitchens who have valid food premise licenses?

**Answer 3:**

The Offeror and/or its subcontractors must have a valid Food Premises Business License for the duration of the Standing Offer. The Offeror may provide proof with its offer or provide them upon request from PSPC Precedent to Issuance of a Standing Offer.

**Refer to the amendments included under section 2. and 3. below.**

**Question 4:**

Does the Offeror need to hold a liability insurance seeing as we subcontract to kitchens who have liability insurance?

**Answer 4:**

The Offeror must have a liability insurance as defined in the RFSO for the duration of the Standing Offer. The Offeror may provide proof with its offer or provide proof upon request from PSPC Precedent to Issuance of a Standing Offer.

As per article per **part 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS – Article 6.3 - Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the Request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex C, which includes:

- a. *SACC Manual* clause G1001C (2013-11-06) Insurance – Specific Requirements;
- b. *SACC Manual* clause G2001C (2018-06-21) Commercial General Liability Insurance, and;
- c. *SACC Manual* clause G2020C (2018-06-21) Automobile Liability Insurance.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

**Question 5:**

Given the number of locations and geography. It is possible to extend the closing date (preferably until on or after May 20th)?

**Answer 5:**

Given the urgency of the requirement, Canada will not extend the closing date and time.

**Question 6:**

Can a Offeror place a bid for a single province or parts of a single province or do Offerors have to place a bid for everywhere?

**Answer 6:**

As per Item #1.1 of Attachment 1 to Part 4 – Mandatory Evaluation Criteria, in order to be considered, the Offeror must have the ability to perform the full scope of work for at least ten (10) of the thirteen (13) critical Canadian Armed Forces (CAF) Bases and at least eight (8) of the thirteen (13) critical Corrections Services (CSC) Institutions that are listed.

**2. The Attachment 1 to Part 4 is hereby modified as follows:**

**Delete:**

4.2	The Offeror must have a valid Food Premises Business License for the duration of the Standing Offer.	a) The Offeror must provide a proof of their license with their bid.
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**Replace with:**

4.2	The Offeror and/or its subcontractors must have a valid Food Premises Business License for the duration of the Standing Offer. The License(s) must be held by the entity responsible for preparing the premade meals.	b) The Offeror should provide a proof of their license with their bid.
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**3. The part 5 – Certifications and Additional Information is hereby modified as follows:**

**Delete:**

**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Business License**

The Offeror must hold a valid Business license to provide the Prepared Meals to the DND bases and CSC Facilities across Canada, throughout the entire duration of the Standing Offer and provide proof within three (3) calendar days following a request from the Standing Offer Authority. Failure to comply with the request may result in the offer being declared non-responsive.

**Replace with:**

**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Business License**

The Offeror and/or its sub-contractor(s) must hold a valid Food Premises Business License to prepare and provide the Prepared Meals to the DND bases and CSC Facilities across Canada, throughout the entire duration of the Standing Offer and provide proof within three (3) calendar days following a request from the Standing Offer Authority. Failure to comply with the request may result in the offer being declared non-responsive.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**