

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

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

Title - Sujet RMSO Bread & Rolls RMSO Bread & Rolls	
Solicitation No. - N° de l'invitation EC095-210002/A	Date 2021-04-19
Client Reference No. - N° de référence du client EC095-210002	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-015-5987
File No. - N° de dossier MCT-0-43166 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-06-08 Heure Avancée de l'Atlantique HAA	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Drisdelle, Charlotte J.	Buyer Id - Id de l'acheteur mct015
Telephone No. - N° de téléphone (506)962-5329 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA As per call-ups to DND 5 CDSB Gagetown & CSC Institutions in Institutions in Dorchester & Renous NB and in Springhill Truro NS Renous & Dorchester NB and Springhill NS E1C1H1 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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EC095-210002
Client Ref. No. - N° de réf. du client
EC095-210002

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

Buyer ID - Id de l'acheteur
MCT015
CCC No./N° CCC - FMS No./N° VME

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The Annexes include:

Annex A - Requirement
Annexes B.1 & B.2 - Basis of Payment – Lists of Products
Annex C - Electronic payment Instruments
Annex D - Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

Annexes A.1 - Requirement
Annexes B.1 & B.2 - Basis of Payment – Lists of Products
Annex C - Electronic payment Instruments
Annex D - Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;

1.2 Summary

1.2.1 Request for Regional Master Standing Offer (RMSO) for the supply and delivery of **Bread & Rolls** to Department of National Defence at the 5th Canadian Division Support Base Gagetown in Oromocto New Brunswick and to Correctional Service Canada's Institutions located in Renous & Dorchester New Brunswick and in Springhill & Truro Nova Scotia on an as and when requested basis for the period from **July 1st 2021 to June 30th 2022** inclusive.

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 7.15 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 (2020/05/28)** 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: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

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:

PWGSC Acquisitions, Bid Receiving Box
1st Floor, Suite 1212
100-1045 Main Street
Moncton, NB E1C 1H1

Email: TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.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."

Facsimile number: (506) 851-6759

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

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

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.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

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 (one hard copy)
Section II: Certifications (one 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, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance **with Annexes B.1 & B.2, Basis of Payment.**

3.1.1 Electronic Payment of Invoices - Offer

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 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

Prices – Items

Offeror **must submit firm prices for all items listed at Annexes B.1 and/or B.2** as specified in the annexes.

4.1.1 Financial Evaluation

4.1.1.1 SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price – Offer

4.2 Basis of Selection

4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the **lowest evaluated price on aggregate basis (as specified in Annexes B.1 and/or B.2)** will be recommended for issuance of a standing offer.

(Derived from - Provenant de: M0069T, 2007/05/25)

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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement 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.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements as per items in Annexes B.1 and B.2. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted for the standing offer period to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 30 days after the end of the reporting period.

(Derived from - Provenant de: M7010C, 2017/06/21)

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 **July 1st 2021 to June 30th 2022**.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charlotte Drisdelle
Title: Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1
Telephone: (506) 962-5329 Facsimile: (506) 851-6759
E-mail: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative *(Offeror please complete and submit with the bid offer)*

Placing Orders:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Solicitation No. - N° de l'invitation
EC095-210002
Client Ref. No. - N° de réf. du client
EC095-210002

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

Buyer ID - Id de l'acheteur
MCT015
CCC No./N° CCC - FMS No./N° VME

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

General Enquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence
5th Canadian Division Support Base Gagetown
Building/Kitchen H33
PO Box 17000, Station Forces
Oromocto New Brunswick E2V 4J5

Correctional Service Canada Institutions as follows:

Atlantic Institution
13175 Route 8
P.O. Box 102
Renous, NB E9E 2E1

Dorchester Penitentiary – Medium Sector
4902 Main Street
Dorchester, NB E4K 2Y9

Regional Food Production Center
4902 Main Street
Dorchester, NB E4K 2Y9

Dorchester Penitentiary – Minimum Sector
4902 Main Street
Dorchester, NB E4K 2Y9

Springhill Institution
330 McGee Street
P.O. Box 2140
Springhill, NS B0M 1X0

6.7 Call-up Procedures:

As indicated in Annex A.

6.8 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 1 and 2 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.

6.9 Limitation of Call-ups

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

6.10 Financial Limitation

The total budget over the period of the standing offer is **for administrative purposes only**. This does not limit the amount of business that an Offeror can conduct with the Federal Government under the Standing Offer.

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 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 (2020/05/28), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment – List of Products (includes Annexes B.1 and B.2)
- g) the Offeror's offer dated _____

6.12 Certifications and Additional Information

6.12.1 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.

6.13 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 **New Brunswick**.

6.14 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 (2020/05/28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of **2010A (2020/05/28)**, General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.2.2 SACC Manual Clauses

6.2.2.1 Delivery and Unloading

1. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel
2. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

(Derived from - Provenant de: D0018C, 30/11/07)

6.3 Term of Contract

6.3.1 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

Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annexes B.1 and B.2**. 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.

(Derived from - Provenant de: C0207C, 2013/04/25)

6.4.2 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

6.4.3 Electronic Payment of Invoices – Call-up

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

(To be identified in Annex "C")

- 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)

6.5 Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

one (1) copy must be forwarded to the consignee.

(Derived from - Provenant de: H5001C, 2008/12/12)

6.6 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
A9068C	Government Site Regulations	2010/01/11
B7500C	Excess Goods	2006/06/16
G1005C	Insurance – No Specific Requirement	2016/01/28

6.7 Dispute Resolution

- The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.8 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

(a) Delivered Duty Paid (DDP) to Department of National Defence to Kitchen H33 at the 5th Canadian Division Support Base Gagetown, Oromocto, New Brunswick E2V 4J5 and Correctional Service Canada Institutions in Renous E9E 2E1 & Dorchester E4K 2Y9 both in New Brunswick and in Springhill B0M 1X0 and Truro B2N 6R8 both in Nova Scotia Incoterms 2000 for shipments from a commercial contractor.

(Derived from - Provenant de: D4001C, 2008/12/12)

ANNEX "C" 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)

Solicitation No. - N° de l'invitation
EC095-210002
Client Ref. No. - N° de réf. du client
EC095-210002

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

Buyer ID - Id de l'acheteur
MCT015
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE OFFEROR

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.

«*REQUIREMENT*»

«*Bread & Baked Products*»

***5th Canadian Division Support Base Gagetown
Static Feeding Requirements***

AND

***Correctional Service of Canada (CSC)
Institutions in Dorchester & Renous New Brunswick
and Springhill & Truro Nova Scotia***

REQUIREMENT

To supply and deliver ***“Fresh Bread, Rolls & miscellaneous other bakery products”*** on an as and when requested basis.

The offeror **must ensure 100% compliance** with this Annex “A” and the «List of Products» at Annexes B.1 and B.2. Any deviations **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), in writing, **PRIOR to bid closing**. Failure to do so will render your bid non-compliant and will be rejected.

The offeror **MUST** provide a price for **EACH item** and **MUST** be able to supply 100% of the items on the «List of Products» in Annexes B.1 **and/or** B.2.

PRICING

All shipping charges must be included in the quoted prices. If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

LOSS OR DAMAGED BREAD RACKS

The consignee agrees to reimburse the contractor the set **amount of \$_____ per lost or damaged Bread Racks**. To assist in the controlling of Bread Racks the supplier agrees to remove all Bread Racks at each delivery, and to provide the Consignee with a running total of all Bread Racks delivered and returned.

No metal bread racks are accepted in the CSC Institutions due to security reasons.

CALL-UP PROCEDURES

All orders will be placed in writing.

All orders **MUST** be placed by _____h_____ Atlantic Time.

Ordering Lead Time required and each product's day of availability must be advised at Annex B.1 and B.2 as requested.

ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified product **must be immediately brought to the attention** of the designated Food Services representative, ***at time of ordering or within 2 hours maximum***; who in turn is the only approving authority for substitutions. *(all products should be available at all times providing the orders are placed by the required lead time)*

REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item as soon as feasibly possible, ***“delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractor’s expense”***.

DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no pack size and product type or price be changed after award of the standing offer UNLESS they are changes to the bakery's product line or discontinued. The supplier's representative must therefore notify the Standing Offer Authority at PSPC of the change. Changes will only take effect when the Standing Offer Authority has accepted the change.

The supplier's representative **must advise** the Standing Offer Authority of **any changes to; Product Codes, lead times and/or a product's day of availability** or other related issues arising concerning products or delivery.

DELIVERY SERVICE LEVELS

Deliveries **MUST** be made direct to a specified location as advised.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting kitchen.

Delivery personnel must be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

TYPE OF TRANSPORT

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

REQUIREMENTS PERTAINING TO INVOICING

A bill of lading and a computerized purchase invoice **one (1) copy** must be provided to the client at the time of each delivery, ***“Hand written invoices will not accepted”***

The client will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

Invoices must contain the following information for DND:

Name of Requesting Kitchen
Kitchens Complete Mailing Address
Invoice control number
Delivery Date

Invoices must contain the following information for all CSC Institutions including Canteens:

Purchase Order Number
Name of Requesting Institution/Section or if the Canteen
Complete Mailing Address
Invoice Control Number
Delivery Date

INVOICE PAYMENT

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the contractor shall communicate this information as soon as possible to the receiving Units Comptroller.

QUALITY ASSURANCE

The «**Food Quality Specifications - Bread and Baked Products**» will be used as reference for quality control. These specifications can be found on **Buy and Sell** the Government Electronic Tendering Service (**GETS**) by searching with the following solicitation number.

FQS-34 Bread and Baked Products – D2-531/34-2018E-PDF

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

Vendors' Performance:

The vendor's performance will be monitored by the Food Services Representative or his designated representative.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to immediately COMMUNICATE unavailability of products ordered at time of ordering (or **within 2 hours maximum**);
- c. Provide products as per each product's described **mandatory specifications at Annexes B.1 & B.2**;
- d. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Services and Procurement Canada.

High quality product and service as defined in the **«Food Quality Specifications»** will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein *OR* non-compliance with the product descriptions at Annex "B", the List of Products, more than twelve (12) times over the period of the standing offer will result in the following:

- 1. Initial notice of failure to provide the level of service required;
- 2. Additional incidents will result in a written notification requesting corrective action; and
- 3. For a thirteenth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

MADATORY DELIVERY REQUIREMENTS FOR DND & CSC

FOOD DELIVERIES FOR DND ONLY

Deliveries must be made direct to a specified location, and **MUST** be between the hours of **07h30 and 11h30, (delivery completed)** Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays. The contractor shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit. Note that there may be no deliveries available one day per week other than on Sunday.

MANDATORY DELIVERY REQUIREMENTS FOR EACH INDIVIDUAL CSC INSTITUTION

Deliveries must be made direct to a specified location. The contractor shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting Institution and/or Section. Note that there may be no deliveries available one day per week other than on Sunday.

Atlantic Institution (AI) - Renous, N.B.

Atlantic Institution will **require two (2) deliveries per week**

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

Location of Delivery - Mandatory Requirement:

All deliveries to Atlantic Institution **MUST** be made to the loading docks and are to be received by **Central Receiving**.

Dorchester Penitentiary (DI) – Medium and Minimum Security- Dorchester NB

Dorchester Penitentiary – Medium and Minimum Sectors require **two (2) deliveries per week**

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

Location of Delivery - Mandatory Requirement:

All deliveries to DP Medium & Minimum Sector including the inmates' canteens must be made to the building indicated as «Procurement & Stores».

Annex A – EC095-21 0002

Springhill Institution (SI) - Springhill, N.S.

Springhill Institution will require **two (2) deliveries per week**.

Deliveries are accepted each day from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and **13h00 until 15h00** (deliveries must be completed by 11h00 and 15h00).

For Springhill Institution, the days of delivery, for the duration of the standing offer, will be determined between a Representative from the Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

Location of Delivery - Mandatory Requirement:

All deliveries to Springhill Institution for the Kitchen **MUST** be made directly to the **Back Door of the Kitchen**. The truck **MUST ALWAYS** be capable to go directly to the Kitchen's Back Door.

Other deliveries to the Inmates' Canteen can be dropped at the warehouse.

Nova Institution (NI) - Truro, N.S.

Nova Institution will require **one (1) delivery per week**. Deliveries **MUST be on Fridays only!**

Deliveries to Nova Institution MUST be made from 8h30 until 11h30 only. (deliveries must be "completed" by 11h30).

Location of Delivery - Mandatory Requirement:

All deliveries to Nova Institution **MUST** be made at the BACK DOOR of the building called «Food Services/Stores Area» situated inside institutional grounds.

NOTE:

For all Institutions, the days of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

There **MUST** be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries **WILL NOT** be accepted at any other location on the premises of the Institutions.



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by <u> hrs </u> Atlantic Time	Price		
1	3B003	22,500	loaf	Bread, White, Sliced, Expiry/Best Before Date MUST be minimum 12 to 14+ days from the day of delivery. No Substitute This product must be fresh and never previously frozen.	minimum 16 slices + 2 heels or greater				Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week		per	bread
2	3C003	10,500	loaf	Bread, 100% Whole Wheat, Sliced, Expiry/Best Before Date MUST be minimum 12 to 14+ days from the day of delivery. No substitute This product must be fresh and never previously frozen.	minimum 16 slices + 2 heels or greater				<i>Complete as per the following example</i> 3 days - M T F		per	bread
3	3A030	2,100	loaf	Bread, Multigrain, Whole Grains or 12-14 Grains This product must be fresh and never previously frozen.	approximately 12 slices + 2 heels						per	bread



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread</u> & <u>Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by _____hrs <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
4	3A009	1,300	loaf	Raisin Bread or Cinnamon Raisin Bread no substitute This product must be fresh and never previously frozen.	approximately 14 slices + 2 heels						per	bread
5	3A032	1,000	loaf	Italian White Bread, must be Thick Sliced no substitute This product must be fresh and never previously frozen.	approximately 15-18 slices + 2 heels thick sliced						per	bread
6	(Z) 3E166	3,400	pkg	Sausage Buns, must be 6" and must be pre-cut no substitute This product must be fresh and never previously frozen.	6's -12's						per	pkg



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by ____hrs Atlantic Time Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
7	(Z) 3E012	1,000	pkg	Sub Buns, must be 9" and must be side split/sliced no substitute This product must be fresh and never previously frozen.	6's -12's						par	pkg
8	3D004	9,000	pkg	Hamburger Buns, Sessame Seed Top, No Substitute. This product may have been previously fresh frozen but must be delivered fresh.	12's approximately						per	pkg
9	3D007	800	pkg	Hotdog Buns, Side Split Bun or Top Slice Bun. This product may have been previously fresh frozen but must be delivered fresh.	must be 12 per package no substitute						per	pkg
10	(Z) 3E001	10,000	pkg	Kaiser Rolls no substitute This product must be fresh and never previously frozen.	6's - 12's per pack						per	pkg



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread</u> & <u>Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by <u> hrs</u> <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
11	3F048	2150	pkg	English Muffins, Whole Wheat , no substitute, regular size approximately 62g each. This product must be fresh and never previously frozen.	6's approximately						per	pkg
12	3F015	4000	pkg	English Muffins, Plain no substitute, regular size approximately 62g each. This product must be fresh and never previously frozen.	6's approximately						per	pkg
13	3F002	2150	pkg	Bagels, Plain no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg
14	3F034	2150	pkg	Bagels, Sesame no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg



DND 5th Canadian Division Support Base Gagetown
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Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by <u> hrs </u> <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
15	3F038	2150	pkg	Bagels, Everything no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg
16	3F002	2150	pkg	Bagels, Cinnamon Raisin no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg
17	3F030	2150	pkg	Bagels, 12 Grain no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg



DND 5th Canadian Division Support Base Gagetown
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Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by <u> hrs </u> <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
18	3F052	2150	pkg	Bagels, Whole Wheat or Whole Wheat Sesame no substitute. This product may have been previously fresh frozen but must be delivered fresh.	6's approximately						per	pkg
19	3G063	2150	pkg	Tortilla, Whole Wheat, Ancient Grains or Multigrain, Must be 10" no substitute. This product may have been previously fresh frozen but must be delivered fresh.	Must be 10" 5 to 12 per package approximately	Identify which is offered					per	pkg
20	3G017	2150	pkg	Tortilla, Original White, Must be 10" no substitute. This product may have been previously fresh frozen but must be delivered fresh.	Must be 10" 5 to 12 per package approximately						per	pkg



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 Annex B.1 - Basis of Payment - DND
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur: Period / Période:												
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & Number of slices / No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by _____hrs <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
21	3G020	2150	pkg	Tortilla, Tomato Basil or Sundried Tomato, Must be 10" no substitute. This product may have been previously fresh frozen but must be delivered fresh.	Must be 10" 5 to 12 per package approximately						per	pkg
22	(Z) 3E115	2500	pkg	Salad Rolls, White, Plain no substitute	12's per pack approximately	white plain					per	pkg
23	3EO65	1250	pkg	Crustini Rolls, White , no substitute (a higher quality kaiser/ hamburger bun)	8's approximately						per	pkg
24				Miscellaneous other products not listed herein at wholesale price less _____% discount or at cost plus a _____% markup.								



DND 5th Canadian Division Support Base Gagetown
MDN Base de soutien de la 5e Division du Canada Gagetown

Solicitation No / N° de soumission: EC095-210002 **Annex B.1 - Basis of Payment - DND**
Title / Titre: Bread & Rolls / Pain et petits pains

Vendor Name / Nom du fournisseur:										
Period / Période:										
Item No.	Unitrak No.	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Loaf, Pack & Dimension size required	Confirm at bid closing <u>Weight of Bread & No of Units per Pack / & Product's Dimension where specified</u>	Brand Offered	Product Number	Orders must be placed by _____hrs <u>Atlantic Time</u> Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price
<u>Award of Standing Offer(s):</u> The offeror must provide a price for each and every item and be able to supply 100% of the items in Annex B.1 - DND Product List <i>and/or</i> in Annex B.2 CSC Product List . Offers can be submitted for each of the Annexes, Annex B.1 <i>and/or</i> Annex B.2. It is not mandatory offerors bid on items in both Annexes but must bid on all items in the selected Annex . A Standing Offer will be awarded to the lowest aggregate bid, for all items in Annex B.1 <i>and/or</i> for all items in Annex B.2. If the same offeror is the lowest aggregate bidder at both Annexes B.1 and B.2, then only one standing offer will be awarded to the same company.										
Any deviations MUST be approved by the Standing Offer Authority at PSPC in writing, PRIOR to bid closing . Any changes will be advised as an Amendment on Buy and Sell.										
Offeror must be compliant with each product mandatory specifications and requirements.										
Prices MUST be submitted with these Annex B.1 and Annex B.2. A copy in Excel format should be obtained by contacting the Standing Offer Authority by telephone or email. Handwritten pricing sheets will not be accepted.										
It is the responsibility of the offeror to obtain clarification of each item of the requirements contained herein, if necessary, prior to submitting their offer or PRIOR to bid closing .										

File No / No de dossier: **EC095-210002** **Annex B.2 - Basis of Payment - CSC**
Title / Titre: **Bread and Rolls / Pain et Petits Pains**

Vendor Name / Nom du fournisseur:

Period / Période:

Item No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Orders must be placed by _____ hrs Atlantic Time Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
1	3,700	loaf	Bread, White, Sliced Expiry Date/Best Before Date MUST be a minimum of 12+ days from the day of delivery. No Substitute This product must be fresh and never previously frozen.	must be minimum 16 slices + 2 heels or greater no substitute				Complete as per the following example 3 days - M T F	per	loaf	
2	4,700	loaf	Bread, White, Sliced Expiry Date/Best Before Date MUST be a minimum of 12+ days from the day of delivery. No Substitute This product must be fresh and never previously frozen.	must be minimum 17-18 slices + 2 heels or greater no substitute					per	loaf	
3	32,800	loaf	Bread, 100% Whole Wheat, Sliced. Expiry date/Best Before Date MUST be a minimum of 12+ days from the day of delivery. No Substitute This product must be fresh and never previously frozen.	must be minimum 16 slices + 2 heels or greater no substitute					per	loaf	

Item No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Orders must be placed by <u>hrs</u> Atlantic Time Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
4	61,400	loaf	Bread, 100% Whole Wheat, Sliced, Expiry date/Best Before Date MUST be a minimum of 12+ days from the day of delivery. No Substitute This product must be fresh and never previously frozen.	must be minimum 17-18 slices + 2 heels or greater no substitute						per	loaf
5	6,145	loaf	Bread, 12-14 Grains No Substitute This product must be fresh and never previously frozen.	Approximately 12 slices + 2 heels or greater						per	loaf
6	1,800	loaf	Raisin Bread or Cinnamon Raisin Bread no substitute This product must be fresh and never previously frozen.	Approximately 13-14 slices + 2 heels or greater						per	loaf
7	12,838	pkg	Hamburger Buns, White No Substitute. This product may have been previously fresh frozen but must be delivered fresh.	12 per pkg no substitute						per	pkg
8	10,064	pkg	Hot Dog Buns, White, MUST be top cut only. No substitute This product may have been previously fresh frozen but must be delivered fresh. MUST be packs of 12.	12 per pkg only no substitute						per	pkg

Item No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Orders must be placed by <u>hrs</u> Atlantic Time Ordering Lead Time Required for each product <i>for example</i> 3 days lead time & each product is delivered on: M, T, T each week	Price		
9	520	pkg	Sub Buns, White 6" - 7" must be sliced No Substitute This product must be fresh and never previously frozen.	6 to 8 per pkg						per	pkg
10	1,724	pkg	Sub Buns, White, 9" must be sliced No Substitute This product must be fresh and never previously frozen.	6 to 8 per pkg						per	pkg
11	546	pkg	Sausage Rolls, White, 6" - 7" must be cut No Substitute This product must be fresh and never previously frozen.	6 to 8 per pkg						per	pkg
12	8,000	pkg	Bagels , Assorted such as plain/original, sesame, cinnamon, 12 grain, whole wheat, everything, blueberry etc.... This product may have been previously fresh frozen but must be delivered fresh. Provide ordering code for each available flavor	identify available flavors & product code 6 to 8 per pkg						per	pkg
13	4,000	pkg	English Muffins, Plain No Substitute This product must be fresh and never previously frozen.	6 per pkg						per	pkg

Item No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Orders must be placed by _____ hrs Atlantic Time Ordering Lead Time Required for each product for example 3 days lead time & each product is delivered on: M, T, T each week	Price		
14	1,560	pkg	English Muffins, Whole Wheat No Substitute This product must be fresh and never previously frozen.	6 per pkg						per	pkg
15	1,700	pkg	Tortilla, Whole Wheat, 6" - 7" No substitute This product may have been previously fresh frozen but must be delivered fresh.							per	pkg
16	3,000	pkg	Tortilla, Whole Wheat, 10" - 12" No substitute This product may have been previously fresh frozen but must be delivered fresh.							per	pkg
17	1,000	pkg	Tortilla, White, 10" - 12" No substitute This product may have been previously fresh frozen but must be delivered fresh.							per	pkg
18	420	pkg	Kaiser Rolls no substitute This product must be fresh and never previously frozen.	6's - 12's per pack						per	pkg
19			Miscellaneous items not listed herein at wholesale price less a discount of _____% or at cost plus a _____% markup to a maximum of 10%.								

Item No.	Yearly Estimated Quantity	Unit of Issue	DESCRIPTION	Loaf & Pack Size Required	Provide at bid closing: The quantity of slices & the weight for each Bread; The quantity & dimension (where specified) for other products.	Brand offered	Product Number	Orders must be placed by hrs Atlantic Time Ordering Lead Time Required for each product for example 3 days lead time & each product is delivered on: M, T, T each week	Price
<p><u>Award of Standing Offer(s):</u> The offeror must provide a price for each and every item and be able to supply 100% of the items in Annex B.1 - DND Product List and/or in Annex B.2 CSC Product List. Offers can be submitted for each of the Annexes, Annex B.1 and/or Annex B.2. It is not mandatory offerors bid on items in both Annexes but must bid on all items in the selected Annex. A Standing Offer will be awarded to the lowest aggregate bid, for all items in Annex B.1 and/or for all items in Annex B.2. If the same offeror is the lowest aggregate bidder at both Annexes B.1 and B.2, then only one standing offer will be awarded to the same company.</p>									
<p>Any deviations MUST be approved by the Standing Offer Authority at PSPC in writing, PRIOR to bid closing. Any changes will be advised as an Amendment on Buy and Sell.</p>									
<p>Offeror must be compliant with each product's mandatory specifications and requirements.</p>									
<p>Prices MUST be submitted with these Annex B.1 and Annex B.2. A copy in Excel format should be obtained by contacting the Standing Offer Authority by email. Handwritten pricing sheets will not be accepted.</p>									
<p>It is the responsibility of the offeror to obtain clarification of each item of the requirements contained herein, if necessary, prior to submitting their offer or PRIOR to bid closing.</p>									