

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**Voir dans le document/
See herein**

NA
Quebec
NA

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Food Supply, Montel/Alimentation, Montréal
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet OCIR Produits de viande halal	
Solicitation No. - N° de l'invitation 21301-222964/01/A	Date 2021-10-18
Client Reference No. - N° de référence du client 21301-22-2964	GETS Ref. No. - N° de réf. de SEAG PW-\$MTR-340-16295
File No. - N° de dossier MTR-1-44163 (340)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-07-07 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Doucette (mtr340), Andy	Buyer Id - Id de l'acheteur mtr340
Telephone No. - N° de téléphone (514)605-3829 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SERVICE CORRECTIONNEL DU CANADA Adresses variés	
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS	5
2.5 BID CHALLENGE AND RECOURSE MECHANISMS	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES	6
4.2 BASIS OF SELECTION – MULTIPLE ITEMS	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	7
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	8
N/A.....	8
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	8
A. STANDING OFFER	8
7.1 OFFER	8
7.2 SECURITY REQUIREMENTS	8
7.3 STANDARD CLAUSES AND CONDITIONS	8
7.4 TERM OF STANDING OFFER.....	9
7.5 AUTHORITIES	9
7.6 IDENTIFIED USERS	10
7.7 CALL-UP INSTRUMENT	10
7.8 LIMITATION OF CALL-UPS.....	10
7.9 PRIORITY OF DOCUMENTS	10
7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION	11
7.11 APPLICABLE LAWS	11
7.12 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	11
B. RESULTING CONTRACT CLAUSES	11
7.1 REQUIREMENT	11
7.2 STANDARD CLAUSES AND CONDITIONS	11
7.3 TERM OF CONTRACT	12
7.4 PAYMENT	12
7.5 INVOICING INSTRUCTIONS	12
7.6 INSURANCE	12
7.7 DISPUTE RESOLUTION	12
7.8 SACC MANUAL CLAUSES	13

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

ANNEX A	14
REQUIREMENT	14
ANNEX « B »	17
BASIS OF PAYMENT - LIST OF PRODUCTS	17
ANNEX C	18
DELIVERY ADDRESSES	18
ANNEX « D »	20
ELECTRONIC PAYMENT INSTRUMENTS	20
ANNEX « E »	21
COMPLETE LIST OF COMPANY BOARD OF DIRECTORS	21
ANNEX « F »	22
REQUEST TO ACCESS A CORRECTIONAL SERVICE CANADA FACILITY	22

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 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

1.2 Summary

1.2.1 Requirement

Public Works and Government Services Canada (PWGSC) wishes to issue regional individual standing offers (RISO) for the provision and delivery of various halal meat products on a as and when needed basis to Correctional Service Canada in 3 regions : Montréal (several institutions) – La Macaza – Québec (Donnacona).

The proposed term of the RISO is for 1 year from the date of issue divided into 3 periods of 4 months each. An offer must be submitted for each 4 month period.

A supplier may be granted a RISO for more than one region.

Only 1 standing offer will be issued for this requirement per period and per region.

Offerors must 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.

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 Québec Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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 Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

For more information on the use of Postel, please see the following link:

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or hard copy to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 the province of Quebec.

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

The Offeror must submit its offer electronically 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

Offers transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Financial Offer

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

Section II: Certifications

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

The evaluation of the tenders will be based on the unit price of each item detailed in Annex B - Basis of Payment - List of Products.

The evaluation of bids will first be done on the respect of mandatory brands and formats. All items that do not respect the mandatory brand and/or format requirements will be rejected from the offer.

Then the offers are evaluated on the format offered versus the format requested. Any items that do not offer the same format as that requested, are standardized to determine its real unit price as follows:

Example: Format requested: 4 L
 Format offered: 3.8 L at \$5.25
 Standardized price: $(\$5.25 \times 4L) / 3.8L = \$5.53/L$

Note that the quantities indicated in the Annex B are estimated for each period of the standing offer. The actual quantities ordered may therefore be different.

4.1.2 Evaluation of price

M0222T (2016-01-28), Canadian/Foreign Offerors

Packaging, transportation and delivery costs must be included in all unit prices offered in Annex B.

4.2 Basis of Selection – Multiple items

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an item by item basis **or** an aggregate basis (whichever is more beneficial for Canada) will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation (See Annex E)

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

N/A

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annexes A / B / C.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 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.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting – MANDATORY

The Offeror must compile and maintain records on its provision of goods 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.

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

The Offeror must provide **every period of 4 months**, reports on use of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports must be submitted on the appropriate document, which will be provided to the Offeror by the Standing Offer Authority, and forwarded no later than fifteen (15) days after the designated reporting period.

Reports have to be sent to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer (to be completed at the issuance of the offer)

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Andy Doucette

Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch
800, rue de la Gauchetière West, Suite 7300
Montréal, Québec H5A 1L6
Phone: (514) 605-3829
Email address: andy.doucette@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.

7.5.2 Project Authority

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

7.5.3 Offeror's Representative (to be completed by the Offeror)

General enquiries

Name: _____
Title: _____
Organization: _____
Telephone No. _____
E-mail address: _____

Delivery follow-up

Name: _____
Title: _____
Organization: _____
Telephone No. _____
E-mail address: _____

7.6 Identified Users

Correctional Service of Canada, various institutions located in the Province of Quebec.

7.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40 000.00** (Applicable Taxes included).

7.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2029](#) (2020-05-28) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract;

- e) Annex A, Requirement;
- f) Annex B, Basis of Payment – List of Products;
- g) Annex C, Delivery Addresses;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer*: “as clarified on _____” **or** “as amended on _____” *and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.10 Certifications and Additional Information

7.10.1 Compliance

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

7.11 Applicable Laws (*to be completed by the Offeror, please insert a Province or Territory in Canada*)

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 _____.

7.12 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2020-05-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2029 (2020-05-28) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Payment

7.4.1 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 Annex B. 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.

7.4.2 Single Payment

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

7.4.3 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes, Foreign-based Contractor

7.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.5 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.

7.6 Insurance

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

7.7 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) 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.

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

-
- (c) 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.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.8 SACC Manual Clauses

[A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)
[A9068C](#) (2010-01-11) - Government Site Regulations
[B7500C](#) (2006-06-16) - Excess Goods
[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
[D3007C](#) (2007-11-30) - Inspection and Stamping

ANNEX A

REQUIREMENT

DESCRIPTION

This request for a Regional Individual Standing Offer (RISO) involves the provision, on an “as-and-when” needed basis, of ***Halal Meat Products***.

DEFINITION: «HALAL» is a meat product that has been produced in accordance with the Halal process, bears the Halal symbol, (example, issued by the Islamic Society of North America (ISNA) or other equivalent agency), and is produced by a Licensed Meat producer that has been certified ISNA (or other equivalent agency) to produce Halal meat products. Equivalency to the ISNA is defined as an agency that provides certifications Nationally (or Internationally), and is recognized by a National (or International) Muslim Society as being a Halal certification service.

Note: Offers must be submitted for each period as per the pre-determined schedule of Tender Closing Dates (See Annex B).

The Offeror must be able to deliver the items offered for all delivery addresses listed in Annex C for the region or regions for which an offer has been submitted.

IDENTIFIED USER

Correctional Service of Canada, various institutions located in the Province of Quebec.

PERIOD OF THE STANDING OFFER

From December 1st, 2021 to November 30, 2022, divided into 3 periods of 4 months each.

NOTE: . Only 1 standing offer will be issued for this requirement per period and per region (3 regions : Montréal – Québec (Donnacona) – La Macaza).

FOOD QUALITY SPECIFICATIONS

All products must comply with the following Food Quality Specifications (FQS) at the following link :

<http://publications.gc.ca/site/eng/search/search.html?st=1&ssti=1&ast=food+quality+specifications+food+purchased+by+federal+government+departments&cnst=& e=on& f=on& adof=on>

DELIVERY REQUIREMENTS

Mandatory maximum delivery turnaround time of **10 days** from time of call-up for those call-ups the Institutions deem **non-urgent requirements**, and no minimum call-ups to apply.

Mandatory maximum delivery turnaround time of **5 days** from time of call-up for those call-ups the Institutions deem **urgent requirements**.

SPECIAL INSTRUCTIONS

Unless otherwise stipulated in the purchase document, suppliers are to ensure that they comply with the standard stated on the item description details. The consumable product is to be HALAL and must also

be completely sealed in order to prevent tampering. The firm's certification must be visible on the packaging and in accordance with applicable legislation. The consumable product must be produced in accordance with Halal practices and be processed by a company certified to provide Halal products.

OUT OF STOCK

Suppliers must notify the Institutions within forty-eight hours following receipt of a call-ups if the delivery of any product cannot be made, in order to allow the Institutions sufficient time to make alternative arrangements for the unavailable product.

PREPARATION FOR DELIVERY

Each container shall be packed in such a manner that the content and the quantity is visible on the surface. The product shall be delivered to the consignee in good condition and show no signs of deterioration.

PRODUCT CERTIFICATION

By signing Page 1 of this request for a standing offer, the Offeror warrants that the products being offered come from an established Halal certified company that is subject to federal or provincial inspections in the required categories.

Canada reserves the right to conduct inspections, as deemed necessary, of the Offeror's premises at any time during the period of the Standing Offer.

SECURITY

Please note that there might be a delay at the entrance and exit of the institutions. The client may require that the delivery staff (supplier) undergo a security clearance.

Furthermore, the supplier shall ensure that its delivery staff carry proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be subjected to a search when entering and exiting the institutions.

GREENING

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

Any plastic used to wrap the pallets should be recyclable.

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

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

Contractors facilities should use LED lighting.

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

QUANTITIES

The estimated quantities for each of the required items can be found in Annex B - List of Products.

ANNEX « B »

BASIS OF PAYMENT - LIST OF PRODUCTS
(EXCEL SPREADSHEET ATTACHED)

THE EXCEL SPREADSHEET CONTAINS THE FOLLOWING WORKSHEETS:

- (a) **Calendar** - This page contains the precise closing date (s) for each period related to the Request for Standing Offer.
- (b) **Page 0X–Périod 0X** – This is the cover page to be used for the submission of your offer for the appropriate period. This page must be completed, signed and dated by the Offerer and must be submitted with your bid.
- (c) **ListeMinistère P0X** – This page contains the List of Products for each period and must be completed by the Offeror. This List of Products is used by PWGSC for financial evaluation purposes. The Offeror must ensure that it is complete and contains all the items offered (item code, brands (if required), formats and prices). The offeror does not have the obligation to offer all requested items.

ANNEX C

DELIVERY ADDRESSES

IMPORTANT:

The Offeror must be able to deliver the items offered for all delivery addresses listed below for the region or regions for which an offer has been submitted.

MONTREAL REGION

Delivery addresses	Delivery times & special instructions
Federal Training Centre – Site 600 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday, between 7h00 and 11:15 am. and 12h30 à 15h00
Federal Training Centre – Site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday (preferably Tuesday and Thursday), between 8:00 and 11:00 am. <u>N.B.</u> Maximum height of delivery vehicles at the Federal Training Centre is thirteen (13) feet.
Archambault Institution – Med. 242, Boul. Gibson Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 7:30 and 10:00 and 10:30 to 11:30 am and between 12.30 and 3:30 pm.
Archambault Institution - Min 244-A, Boul. Gibson CRPA Building A-43 Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 7:00 and 11:30am and between 1:00 and 3:30 pm.
Archambault Institution - Min 244, Boul. Gibson PRPG Building A-43 Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 7:00 and 11:30am and between 1:00 and 3:30 pm.
Regional Reception Centre 246, Boul. Gibson Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:30 and 11:00am and between 1:00 and 3:00 pm. (preferably in morning).

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

Cowansville Institution 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday between 8:00 and 11:30am, And between 1:00 and 3:30. <u>N.B.</u> All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is five (5) feet.
Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday between 8:45 and 11:00am and between 1:00 and 3:30 pm. Delivery persons must be preregistered in the institution's authorization system.
Établissement Joliette 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Wednesday from 8:00 to 11:00 and from 13:00 to 15:30.

LA MACAZA REGION

La Macaza Institution 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0	Monday to Friday between 8:30 and 10:45am and between 2:15 and 3:00 pm Delivery persons must be preregistered in the institution's authorization system.
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QUEBEC REGION

Donnacona Institution 1537, route 138 Donnacona (Québec) G3M 1C9	Monday to Friday between 8:00 and 10:45am and between 1:00 and 2:45 pm.
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Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

ANNEX « D »

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).

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

ANNEX « E »

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

PROCUREMENT BUSINESS NUMBER (PBN): _____

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

ANNEX « F »

REQUEST TO ACCESS A CORRECTIONAL SERVICE CANADA FACILITY

Request to access a federal institution

PERSONAL INFORMATION

Surname: _____ Full name: _____

Date of birth (YY-MM-DD): _____ Sex: M ☐ F ☐

Height: _____ Weight: _____ Eye color: _____ Hair color: _____

Street: _____ City: _____

Province: _____ Postal code: _____

Tel. Number: Home: (____) _____ Cellular: (____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No ☐ Yes ☐ If so, which?

Do you know personally anyone incarcerated in a federal or provincial institution?

No ☐ Yes ☐ If so, what is the name?

Are you registered as an inmate's visitor or have you ever visited an inmate?

No ☐ Yes ☐ If so, what is the name?

Have you made a similar request for access in the last two years?

Solicitation No. - N° de l'invitation
21301-222964/A
Client Ref. No. - N° de réf. du client
21301-22-2964

Amd. No. - N° de la modif.
File No. - N° du dossier
MTR-1-44163

Buyer ID - Id de l'acheteur
MTR-340
CCC No./N° CCC - FMS No./N° VME

No ☐ Yes ☐ If so, for which institution?

What is the reason for your request to access a federal institution?

Name of your employer / educational institution?

Name of the employee responsible for the visit:

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____

RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No ☐ Yes ☐

Name of Security intelligence officer: _____