

**RETURN OFFERS TO:
RETOURNER LES OFFRES A :**

Bid Receiving/Réception des soumissions
NWR General Delivery mailbox:
NWR_Procurement_Bids@rcmp-grc.gc.ca

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer
(RISO)

**DEMANDE D'OFFRES
À COMMANDES**

Offre à commandes individuelle
régionale (OCIR)

Proposal to: Royal Canadian Mounted
Police

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

Proposition aux : Gendarmerie royale du
Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT

LE PRESENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIERE DE
SECURITE

Title – Sujet Warm Beverages and Brewing Machines		Date January 12, 2023
Solicitation No. – N° de l'invitation M9424-23-1288/A		
Client Reference No. - No. De Référence du Client M9424-23-1288/A		
Solicitation Closes – L'invitation prend fin		
At / à :	02 :00 PM	Central Standard Time (CST)
On / le :	February 6, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Lianne Hopkie Email lianne.hopkie@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-3630	Facsimile No. – No. de télécopieur	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. 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	

Field Code Changed



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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 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 Statement of Requirement, the Basis of Payment, the Security Requirements Checklist and Security Guide.

1.2 Summary

- 1.2.1 This Regional Individual Standing Offer (RISO) for the supply and delivery of coffee, hot chocolate, flavored coffee; and for the supply, installation and maintenance of brewing machines as required by the Royal Canadian Mounted Police (RCMP), Training Academy, Depot Division located in Regina, Saskatchewan.



1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.4 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.

1.5 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.6 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 7.13 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2022-03-29) [Section 1.2006 - Standard Instructions - Request for Standing Offers - Goods or Services - Buyandsell.gc.ca](#), are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

North West Region General Delivery mailbox:

NWR_Procurement_Bids@rcmp-grc.gc.ca

NOTE: The RCMP has not been approved for offer submission by Canada Post Corporation (CPC) Connect service.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing by email to lianne.hopkie@rcmp-grc.gc.ca, 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 Saskatchewan.

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 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The volumetric data of warm beverages e.g. estimated quantity of consumption has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that the Offeror submit its complete **email** Offer in separately saved and attached sections as follows:

Section I: Technical Offer (one soft copy in PDF format)

Section II: Financial Offer (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Important Note:

For Offers transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the Offer including, but not limited to, the following:

- a. receipt of garbled or incomplete Offer;
- b. delay in transmission or receipt of the Offer to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the Offer submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Offeror to properly identify the Offer;
- f. illegibility of the Offer; or
- g. security of Offer data.

An Offer transmitted electronically constitutes the formal Offer of the Offeror and must be submitted in accordance with [2006](#) (2022-03-09) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to Offer documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. An Offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

Prices must appear in the Financial Offer only. No prices must be indicated in any other section of the Offer.

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>). To assist Canada in reaching its objectives, offerors should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)



2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
 - a. 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
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet each of the requirements identified in Annex A, Statement of Requirements and how they will carry out the Work.

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D", Attachment 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 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 credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



ATTACHMENT 1 to PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card (<\$10K);
- MasterCard Acquisition Card (<10K)
- Direct Deposit (Domestic and International)



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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offerors must provide the following with their offer for **all Line Items** detailed in Annex B, Basis of Payment.

- The Unit Formats in which the coffee and hot chocolate products they are offering is supplied;
- The Prices Per Unit for the coffee and hot chocolate products in their offered format;
- The varieties of flavoured coffee with details; **AND**
- Agreement to provide mentioned Brewing Machines.

Offerors must provide the price per case for each line items listed under Annex D – Evaluation of Price, List of Products.

4.1.2 Financial Evaluation

4.1.2.1 M0019T (2007-05-25), Firm Price and/or Rates,
The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

4.1.2.2 M0220T, (2016-01-28) Evaluation of Price-Offer
The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 SACC Manual Clause **M0031T** (2007-05-25) – Mandatory Technical Criteria Only

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 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 Precedent to 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

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

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 \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare 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.



5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Offerors to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Offeror has entered into with competitors regarding the call for tenders.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT OFFER DETERMINATION

I, the undersigned, in submitting the accompanying offer (hereinafter "offer") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Offer and Project)

in response to the call or request (hereinafter "call") for offers made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Offeror [hereinafter "Offeror"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying offer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Offeror to sign this Certificate, and to submit the accompanying offer, on behalf of the Offeror;
4. each person whose signature appears on the accompanying offer has been authorized by the Offeror to determine the terms of, and to sign, the offer, on behalf of the Offeror;
5. for the purposes of this Certificate and the accompanying offer, I understand that the word "competitor" shall include any individual or organization, other than the Offeror, whether or not affiliated with the Offeror, who:
 - (a) has been requested to submit an offer in response to this call for offers;
 - (b) could potentially submit an offer in response to this call for offers, based on their qualifications, abilities or experience;
6. the Offeror discloses that (check one of the following, as applicable):
 - (a) the Offeror has arrived at the accompanying offer independently from, and without consultation, communication, agreement or arrangement with, any competitor;



(b) the Offeror has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for offers, and the Offeror discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, an offer; or
 - (d) the submission of an offer which does not meet the specifications of the call for offers;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for offers relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying offer have not been, and will not be, knowingly disclosed by the Offeror, directly or indirectly, to any competitor, prior to the date and time of the official offer opening, or of the awarding of the Standing Offer, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Offeror)

(Position Title)

(Date)



PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

6.2 Insurance Requirements

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

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Offer.



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 Statement of Requirement at Annex "A".

7.2 Security Requirement

7.2.1 The contractor is required to have all persons on site to be security cleared at the level of Facility Access with Escort (FA02) as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.3.1 General Conditions

[2005](#) (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Agreement signature for a twelve (12) month initial period.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one-year option periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority



7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lianne Hopkie
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Procurement and Contracting Unit
Address: Regina, Saskatchewan

Telephone: 639-625-3630
E-mail address: lianne.hopkie@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority (to be identified at offer award)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

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

Name: _____
Title: _____
Organization: _____



Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police (RCMP) Depot Division Mess and RCMP NW Procurement & Contracting.

7.7 Call-up Procedures

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in 7.8 Call-up Instrument below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements (under \$10K including taxes).

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.

7.8 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 2 and 3 below.

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 may be used which are available through [PWGSC Forms Catalogue](#):
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
- 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, and acceptance of those terms;
 - 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.



7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 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 2022-01-28, General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;
- f) Security Requirements Checklist and Security Guide
- g) the Offeror's offer dated _____.

7.11. Procurement Ombudsman

7.11.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

7.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

7.12 Certifications and Additional Information

7.12.1 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.

7.13 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 Saskatchewan.

7.14 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.

7.1 Statement of 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

[2010A](#) (2022-01-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of [2010A](#) (2022-01-28) 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 Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B. 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 Method of Payment - Single Payment

[H1000C](#) (2008-05-12), Single Payment

7.4.3 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 (<\$10,000)
- b. MasterCard Acquisition Card (<\$10,000)
- c. Direct Deposit (Domestic and International)



7.5 Invoicing Instructions

7.5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all goods and/or services identified in the invoice is completed.

Each invoice must be supported by:

- A bill of lading outlining the products included in the delivery.

7.5.2 Invoices must be distributed as follows:

- One copy must be forwarded by email to the Project Authority and to the Contracting Authority for certification and payment.

7.6 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements

7.7 *SACC Manual* Clauses

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

[B7500C](#) (2006-06-16), Excess Goods

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

[D4001C](#) (2008-12-12), Shipping Instructions – Delivery at Destination (DDP option)

[D5328C](#) (2014-06-26), Inspection and Acceptance



ANNEX A - STATEMENT OF REQUIREMENT

1. TITLE

Warm Beverages and Brewing Machines

2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply and delivery of coffee, hot chocolate, flavored coffee; as well as brewing machines required for each.

3. ACRONYMS

- PA Project Authority
- RCMP Royal Canadian Mounted Police
- SOR Statement of Requirement

4. APPLICABLE DOCUMENTS AND REFERENCES

- All products must comply with, but not be limited to the following standards and regulations:
- Canadian General Standards Board Specifications, 32-310M Foods most current edition, will be used as a reference for quality control;
 - Canadian Food Inspection Agency (CFIA) Inspection standards;
 - The Canadian Food and Drug Regulations;
 - Canada Agriculture Products Act;
 - Packaging reference, ISO 21067-1:2016, Clause 2.1.1; and
 - Recyclable Packaging reference, adapted from the EMF New Plastics Economy Global Commitment.

5. REQUIREMENTS

5.1 Coffee, Hot Chocolate, Flavored Coffee

Required quantity: see estimates below.

The Offeror must provide the required products with the following specifications:

Item No.	Description (with minimum specifications)	Estimated Quantities
001	Ground Coffee , Regular -Caffeinated -Medium Roast -Minimum 454 gram bags	120 cases
002	Hot Chocolate , Regular -Powder Mix, to be dumped into bins for dispensing	10 cases
003	Flavored Coffee -Minimum of three varieties (example. French Vanilla, Irish Toffee, Hazelnut) -Powder Mix, to be dumped into bins for dispensing	18 cases



5.2 Brewing Machines

Description (with minimum specifications)	Required Quantity
Coffee machine – dual titan machine with capacity to brew coffee and has five (5), 100-cup canisters and hot water dispenser.	1
Cappuccino machine with three (3) dispensers/taps – capability to dispense flavored coffee and hot chocolate.	1

6. PRODUCT SPECIFICATIONS

6.1 Specifications for Requirement 5.1: Coffee, Hot Chocolate, Flavored Coffee

At minimum, the Offeror must provide the products with the following specifications:

- 6.1.1 Products offered must be compatible for use in the brewing machines provided;
- 6.1.2 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 each product. Any products that are outdated or with a shelf-life of less than five (5) calendar days will not be accepted;
- 6.1.3 Products must be properly packed and must be free of ice crystals, freezer burn, excess frost on packages, and/or water staining;
- 6.1.4 Products must be free of deterioration, spoilage, dirt/dust and damage by rodents or insects;
- 6.1.5 Substitute products, if required, must be of equal or superior quality to the original item and must be pre-approved by the Project Authority or Food Services Representative; and
- 6.1.6 Backorders or replacement items must be delivered at no extra cost within one (1) working day or as otherwise agreed between the Offeror and the Food Services Representative.

6.2 Specifications for Requirement 5.2: Brewing Machines

At minimum, the Offeror must provide the brewing machines with the following specifications:

- 6.2.1 Be provided free of charge during the Standing Offer period;
- 6.2.2 Include all lines, hook-ups and attachments required to function;
- 6.2.3 Any installation, demonstration and/or removal of the brewing machines must be provided at no extra cost and coordinated with the Project Authority; and
- 6.2.4 Regular maintenance and servicing of the dispensing machine is the responsibility of the Offeror and must be provided at no additional cost. A response time of twenty-four (24) hours is expected should a machine break down.

7. DATE OF DELIVERY

Deliverable 6.1: Warm beverage products must be delivered with two (2) days of each call-up issuance, between the hours of 06:00 and 14:00 Monday thru Friday.

Deliverable 6.2: Machines must be delivered, installed and functioning within fifteen (15) business days of Standing Offer award.

8. LANGUAGE OF WORK

The language of all work and deliverables must be in English or French.



9. DELIVERY LOCATION

Royal Canadian Mounted Police (RCMP)
5600 11th Avenue
Regina, SK
S4P 3J7

10. SUPPORT PROVIDED BY THE RCMP

At minimum, the Project Authority, Food Services Representative or Contracting Authority will:

- Issue call-ups by email to the Offeror a minimum of two (2) working days prior to the expected date of delivery, and may follow up by phone.
- Notify the Offeror by email twenty-four (24) hours prior to delivery if any changes to the original order or cancellation is required.

11. OFFEROR RESPONSIBILITIES

At minimum, the Offeror will:

- Confirm receipt of the call-up within 24 hours of issuance by RCMP, and provide an estimated date of delivery to the Project Authority, Food Services Representative or Contracting Authority by email;
- Notify the Project Authority and/or Food Services Representative by email of any potential shortages or delays on any items requested;
- Notify the Project Authority and/or Food Services Representative by email of any conditions affecting the products' shelf-life at time of ordering;
- Utilize clean and secure delivery vehicles to ensure the safety and integrity of the products until offloading at the destination.
- Clean and inspect the machines on a monthly basis and repair or replace parts at the Offeror's expense.
- In the event of a machine breakdown, the Offeror must respond within 24 hours and repair or replace the affected machine(s).

12. ENVIRONMENTAL CONSIDERATIONS

Recyclable Packaging

All packaging related to this procurement should be recyclable in accordance with the following definitions:

Packaging means product to be used for the containment, protection, handling, delivery, storage, transport and presentation of goods (Source: [ISO 21067](#)-1:2016, Clause 2.1.1)

Recyclable Packaging means packaging or a packaging component is recyclable if its successful post-consumer collection, sorting, and recycling is proven to work in practice and at scale. This means that there is an existing (collection, sorting and recycling) system in place that actually recycles the packaging and that covers significant and relevant geographical areas as measured by population size. (Source: adapted from the EMF New Plastics Economy Global Commitment)



ANNEX B - BASIS OF PAYMENT

Firm prices, including all delivery and off-loading charges, GST extra if applicable.

Year 1 – Date of Standing Offer Award for Initial Term of twelve (12) months.

Item No.	Description	Item Offered – provide details example. Brand, Flavor	Unit Format Offered*	Price Per Unit Offered*
1	Coffee, Ground, Grade A Caffeinated, Medium Roast			
2	Hot Chocolate, Powder Mix, Regular			
3 a)	Flavored Coffee 1: Powder Mix			
3 b)	Flavored Coffee 2: Powder Mix			
3 c)	Flavored Coffee 3: Powder Mix			
4	Miscellaneous Off-List Items: The Offeror offers to sell any available products other than those listed in this Annex at prices matching those of his general, seasonal and sideline catalogue and / or the price list less a discount of: Note: Total Usage of Miscellaneous Off-List items must not exceed 15% of the total value of any resultant Standing Offer. The discount will not be considered as part of any bid evaluation. Any charges for miscellaneous items are to be invoiced as separate line items.			%
Brewing Machines – Offeror must agree to provide the following Brewing Machines at no extra fee. Identify acceptance by placing an 'X' beside each machine. Failure to do this may deem the bid non-compliant.				
1.	Supply, one (1) Coffee machine – dual titan machine with capacity to brew coffee and has five (5), 100-cup canisters and hot water dispenser.			
2.	Supply one (1) Cappuccino machine with three (3) dispensers/taps - capability to dispense flavored coffee and hot chocolate.			

*The Unit Formats Offered and the Prices Per Unit Offered provided by the Offeror will form the Basis of Payment in the resultant Standing Offer.

Option Year 1 – Next consecutive twelve (12) month period

Item No.	Description	Item Offered – provide details example. Brand, Flavor	Unit Format Offered*	Price Per Unit Offered*
1	Coffee, Ground, Grade A Caffeinated, Medium Roast			
2	Hot Chocolate, Powder Mix, Regular			
3 a)	Flavored Coffee 1: Powder Mix			
3 b)	Flavored Coffee 2: Powder Mix			
3 c)	Flavored Coffee 3: Powder Mix			



4	<p>Miscellaneous Off-List Items: The Offeror offers to sell any available products other than those listed in this Annex at prices matching those of his general, seasonal and sideline catalogue and / or the price list less a discount of:</p> <p>Note: Total Usage of Miscellaneous Off-List items must not exceed 15% of the total value of any resultant Standing Offer. The discount will not be considered as part of any bid evaluation. Any charges for miscellaneous items are to be invoiced as separate line items.</p>	%
<p>Brewing Machines – Offeror must agree to provide the following Brewing Machines at no extra fee. Identify acceptance by placing an 'X' beside each machine. Failure to do this may deem the bid non-compliant.</p>		
1.	Supply, one (1) Coffee machine – dual titan machine with capacity to brew coffee and has five (5), 100-cup canisters and hot water dispenser.	
2.	Supply one (1) Cappuccino machine with three (3) dispensers/taps - capability to dispense flavored coffee and hot chocolate.	

*The Unit Formats Offered and the Prices Per Unit Offered provided by the Offeror will form the Basis of Payment in the resultant Standing Offer.

Option Year 2 – Next consecutive twelve (12) month period

Item No.	Description	Item Offered – provide details example. Brand, Flavor	Unit Format Offered*	Price Per Unit Offered*
1	Coffee, Ground, Grade A Caffeinated, Medium Roast			
2	Hot Chocolate, Powder Mix, Regular			
3 a)	Flavored Coffee 1: Powder Mix			
3 b)	Flavored Coffee 2: Powder Mix			
3 c)	Flavored Coffee 3: Powder Mix			
4	<p>Miscellaneous Off-List Items: The Offeror offers to sell any available products other than those listed in this Annex at prices matching those of his general, seasonal and sideline catalogue and / or the price list less a discount of:</p> <p>Note: Total Usage of Miscellaneous Off-List items must not exceed 15% of the total value of any resultant Standing Offer. The discount will not be considered as part of any bid evaluation. Any charges for miscellaneous items are to be invoiced as separate line items.</p>			%
<p>Brewing Machines – Offeror must agree to provide the following Brewing Machines at no extra fee. Identify acceptance by placing an 'X' beside each machine. Failure to do this may deem the bid non-compliant.</p>				
1.	Supply, one (1) Coffee machine – dual titan machine with capacity to brew coffee and has five (5), 100-cup canisters and hot water dispenser.			
2.	Supply one (1) Cappuccino machine with three (3) dispensers/taps - capability to dispense flavored coffee and hot chocolate.			

*The Unit Formats Offered and the Prices Per Unit Offered provided by the Offeror will form the Basis of Payment in the resultant Standing Offer.



The total Evaluated Offer will be established using the following calculation:

- Lowest aggregate Evaluated Price for each offer will be calculated using the estimated annual quantities and price per case offered under Annex D, Evaluation of Price, List of Products.
- Multiplying each line items Price Per Case for each Line items respective estimated annual quantity to receive the extended price; and
- Added the total extended prices together for each Line Item under Year One, Option Year One and Option Year Two to arrive at the total aggregate evaluated price.

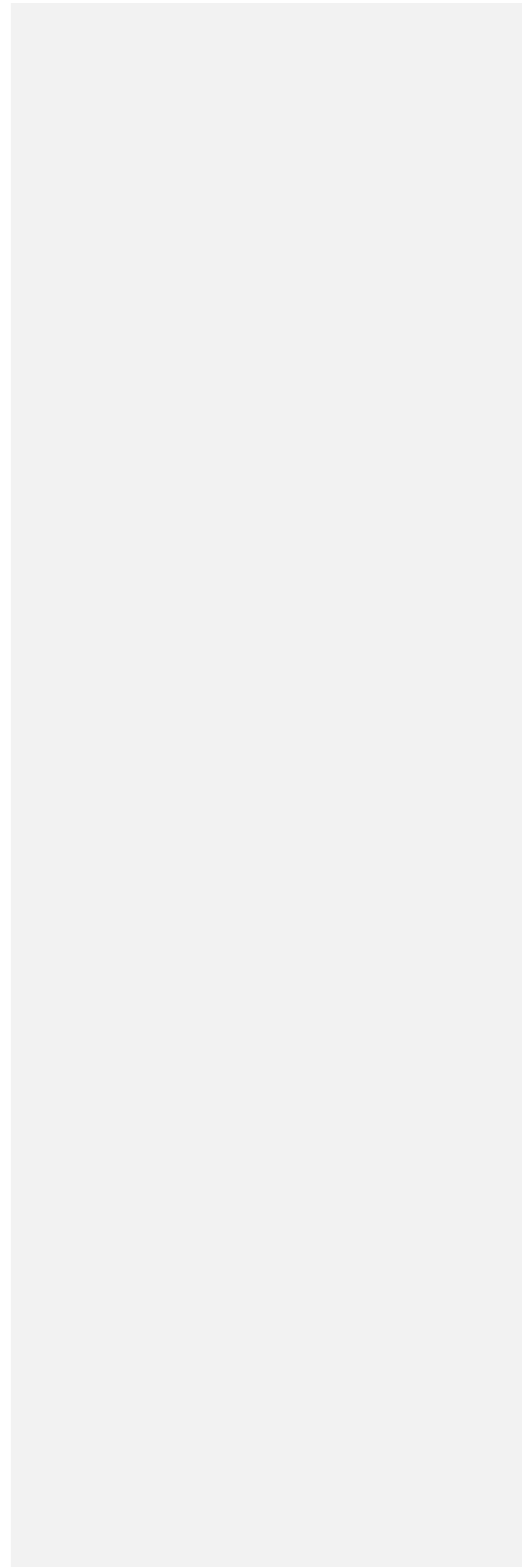
Estimated quantities provided are for evaluation purposes only and will not form part of the resulting Standing Offer.

Note: In the event of different case sizing, items will be broken down to unit price accordingly.



ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE

(Included as a separate document)





ANNEX D – EVALUATION OF PRICE, LIST OF PRODUCTS

(Included as a separate document)