



National Defense

National Defense Headquarters  
Ottawa, Ontario  
K1A 0K2

National defense

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Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL /  
REQUEST FOR PROPOSAL**

**RETURN BIDS TO:  
RETURN SUBMISSIONS TO:**

Headquarters 2nd Canadian Division  
6560 Rue Hochelaga, Building 193  
Montreal, QC  
H1N 1X9

Attn: Martin Morin  
(343) 550-9017  
Martin.Morin3@forces.gc.ca

**Proposal To: National Defense Canada**

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

**Proposal to: National Defense Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, on the conditions set forth or incorporated by reference herein and in the attached schedules, the goods and services listed herein and on any sheet attached hereto, at( x) price(s) indicated.

**Comments – Comments**

**Solicitation Closes – The invitation ends**  
  
At – at: 2:00 PM EST  
  
On - on: December 19, 2023

<b>Title – Title</b>  Catering	<b>Solicitation No. – Invitation No.</b>  W3010-21-3501/A
<b>Date of Solicitation – Date of invitation</b>  December 14, 2023	
<b>Address Inquiries to: – Address all questions to:</b>  Martin Morin: <a href="mailto:martin.morin3@forces.gc.ca">martin.morin3@forces.gc.ca</a>	
<b>Telephone No. – Telephone number</b>  (343) 550-9017	<b>FAX No. – Fax No.</b>  N / A
<b>Destination</b>  Valcartier, QC	

**Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Municipal taxes do not apply. Unless otherwise noted, prices shown must include Canadian customs duties, GST/HST and excise tax. The goods must be delivered “delivered duty paid”, all delivery costs included, to the destination(s) indicated. The amount of Goods and Services Tax/Harmonized Sales Tax must be indicated separately.**

<b>Delivery Required – Delivery required</b>  See Annex A
<b>Vendor Name and Address – Company name and address of the supplier</b>  <b>[to be completed by the supplier]</b>
<b>Name and title of person authorized to sign on behalf of vendor (type or print)</b> <b>[to be completed by the supplier]</b>  <b>Name – Name</b> _____  <b>Title – Title</b> _____  <b>Signature</b> _____  <b>Date</b> _____

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security requirements**

There are no security requirements associated with this solicitation.

### **1.2 Statement of Needs**

The Contractor must provide the requirements detailed in Annex A.

### **1.3 Debriefings**

Bidders may request a debriefing of the results of the solicitation process. Bidders must make a request to the Contracting Authority within 15 working days of receiving the results of the bidding process. The debriefing can be done in writing, by telephone or in person.

### **1.4 Commercial agreements**

This requirement is subject to the Canadian Free Trade Agreement (CFTA).

### **1.5 Canadian content**

The requirement is limited to Canadian goods and services.

## **PART 2 - INSTRUCTIONS TO THE BIDDER**

### **2.1 Standard instructions, clauses and conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 2.d of Section 05 of [2003](#) (2022-03-29), Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.

Section 06 of [2003](#) (2022-03-29), Late Bids, is deleted in its entirety.

Section 07 of [2003](#) (2022-03-29), Delayed Bids, is deleted in its entirety and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery system issues resulting in late submission of bids will not be accepted.

Section 08 of [2003](#) (2022-03-29) Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

## 2.2 Submission of bids

Bids must be submitted only to the Contracting Authority on or before the date, time and place indicated in the bid solicitation.

## 2.4 Inquiries - Request for Quotes

All inquiries must be submitted in writing to the Contracting Authority no later than 2 calendar days before the bid closing date. Requests received after this date and time may not be responded to.

Bidders must state as specifically as possible the numbered item in the bid solicitation to which the request for information relates. Bidders must take care to explain each question in sufficient detail to allow Canada to provide an accurate response. Technical requests of a proprietary nature must be clearly marked "proprietary" on each element concerned. Items identified as "proprietary" will be treated as such unless Canada determines that the request is not proprietary in nature. Canada may modify the question(s) or may request the Bidder to do so, such that the proprietary nature of the question(s) is eliminated, and the request can be answered to all Bidders. Inquiries that are not submitted in a form that can be distributed to all bidders may not receive a response from Canada.

## 2.5 Applicable laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the specified Canadian province or territory and by inserting the name of the Canadian province or territory of their choice. If no changes are made, it acknowledges that the specified applicable laws are acceptable to bidders.

## 2.6 Mechanisms for contesting bids and appealing

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Instructions for preparing bids

- Canada requests that the Bidder present its bid in separate sections as follows:

Section I: Technical Offer: one (1) electronic copy by email;  
Section II: Financial Offer: one (1) electronic copy by email; and  
Section III: Certifications: one (1) electronic copy by email.

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

Canada requests that bidders follow the format instructions described below when preparing the hard copy of their bid:

- a. Use a page size of 8.5 x 11 inches (216 mm x 279 mm);
- b. Use a numbering system that matches the solicitation.

**Section I: Technical offer**

The technical evaluation criteria are listed in Annex A. By submitting their bid, bidders confirm that their meals comply with the requirements of Annex A.

**Section II: Financial offer**

Bidders must submit their financial bid using Annex D - Financial Proposal and email it to the "Return Bids To" email address listed on the cover page. The total amount of applicable taxes must be indicated separately.

**Section III: Certificates**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, where applicable, any additional related information.

**3.1.1 Electronic payment of invoices – Bids**

If you are willing to accept payment of invoices using electronic payment instruments, complete Appendix C Electronic Payment Instruments to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be deemed that electronic payment instruments are not accepted for payment of invoices.

Acceptance of electronic payment instruments will not be considered as an evaluation criterion.

**Section III: Certificates**

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

**PART 4 - EVALUATION PROCEDURES AND METHOD OF SELECTION**

**4.1 Assessment Procedures**

Bids will be evaluated in accordance with all requirements of the solicitation, including technical and financial evaluation criteria.

**4.1.1 Technical evaluation**

The technical evaluation criteria are listed in Annex A. By submitting their bid, bidders confirm that their meals comply with the requirements of Annex A.

**4.1.2 Financial evaluation**

The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## 4.2 Selection method

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

Certifications provided by bidders to Canada are subject to verification by Canada at any time. Unless otherwise specified, Canada will declare a bid non-responsive or declare a contractor in default if any certification made by the bidder is found to be untrue, whether made knowingly or unknowingly, during the bidding period, evaluation of bids or during the duration of the contract.

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

### 5.1 Certifications required with the bid

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

#### 5.1.1 Integrity Provisions – Reporting of Convicted Offenses

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

### 5. Certifications prior to contract award and additional information

The certifications and additional information listed below must be submitted with the bid but may be submitted later. If any of these certifications or additional required information is not completed and submitted as requested, the Contracting Authority will notify the Bidder of the time frame within which to provide the information. Failure to provide the certifications or additional information listed below within the specified time frame will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documents

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Certification of Submission

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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

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

### **6.1 Security requirements**

There are no security requirements applicable to the contract.

### **6.2 Statement of Needs**

The Contractor must provide the requirements detailed in Annex A.

### **6.3 Standard clauses and conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### **6.3.1 Terms and conditions**

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

### **6.4 Contract length**

#### **6.4.1 Contract period**

The contract period is from contract award to January 7, 2024.

#### **6.4.3 Delivery points**

The delivery of the requirement will be carried out:

Support Base 2 Div CA – Valcartier  
CC-119 Casgrain Street  
Courcellette, QC  
G0A 4Z0

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The contracting authority for the contract is:

Name : Martin Morin  
Title : G4 Contracts  
Organization : Department of National Defense, Headquarters 2nd Canadian Division  
Address : 6560 Rue Hochelaga, Building 193  
Montreal, QC  
H1N 1X9

Phone : (343) 550-9017  
E-mail: Martin.Morin3@forces.gc.ca



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

### **6.5.3 Technical Authority**

The technical manager for the contract is:

*Will be completed at contract award*

The Technical Authority named above is the representative of the department or agency for which the work is carried out under the contract and is responsible for all matters relating to the technical content of the work under the contract. Technical matters may be discussed with the Technical Authority, but the Technical Authority does not have the authority to authorize changes to the scope of work. Changes to the scope of work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.4 Contractor Representative**

*Will be completed at contract award*

## **6.6 Payment**

### **6.6.1 Basis of payment**

Provided that the Contractor satisfactorily completes all of its obligations under the Contract, the Contractor will be paid a firm per diem rate for the rental of the items listed in paragraph 2.2 of Annex A, including the provisions indicated in paragraph 2.1 of Annex A in accordance with Annex B – Pricing Schedule, customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for design changes, modifications or interpretations of the Work unless they have been approved in writing by the Contracting Authority prior to their incorporation to the works.

### **6.6.2 Single payment**

Canada will pay the Contractor when the Work is completed and delivered in accordance with the payment provisions of the Contract if:

- a. An accurate and complete invoice as well as any other document required by the contract have been submitted in accordance with the invoicing instructions provided for in the contract;
- b. All of these documents have been verified by Canada;
- c. The work delivered was accepted by Canada.

### **6.6.3 Electronic payment of invoices – Contract**

The Contractor agrees to be paid using one of the following electronic payment instruments:

- a. Visa purchasing card;
- b. MasterCard purchasing card;
- c. Direct deposit (domestic and international).

## **6.7 Billing 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 on the invoice is completed.

Each invoice must contain at least the following elements:

- (a) The contract number;
- (b) An invoice number;
- (c) The number of meals per type;
- (d) The amount invoiced (excluding GST and QST);
- (e) The amount of GST;
- (f) The amount of the QST.

Invoices must be submitted to the address listed on page 1 of the contract for certification and payment in the Invoice block at the end of the billing period.

## **6.8 Certifications and additional information**

### **6.8.1 Compliance**

Unless otherwise specified, continued compliance with certifications provided by the Contractor in its submission or preceding award of contract, and continued cooperation in providing additional information are conditions of the Contract and non-compliance will constitute a breach of the contractor. Certifications are subject to verification by Canada throughout the duration of the contract.

### **6.9 Applicable laws**

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

### **6.10 Canadian Forces Locations Regulations**

The Bidder must comply with all standing orders or other regulations, instructions and directives in effect at the site where the work is being performed.

### **6.12 Insurance - No special requirements**

The Contractor is responsible for deciding whether insurance coverage is necessary to fulfill its obligations under the Contract and to ensure compliance with any applicable laws. Any insurance taken out or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not relieve or reduce the Contractor's liability under the Contract.

### **6.13 Priority of documents**

In the event of a discrepancy between the wording of any document appearing on the list, the wording of the document that appears first on the list takes precedence over the wording of any document that appears next on the list.

- (has) the statuses;
- (b) [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (vs) AnnexA, Statement of Work;
- (d) Annex B, Pricing Schedule;
- (e) the contractor's submission dated \_\_\_\_\_

#### **6.14 Dispute settlement**

- (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.
- (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](#)".

## ANNEX A – STATEMENT OF WORK

### 1.0 SCOPE

#### 1.1 OBJECTIVE:

- a. The Contractor must offer prepared meal items and other foods in accordance with the standard, see availability of standard meals (paragraph 2.1). The Contractor must acquire, prepare and cook sufficient quantities of healthy, quality food products to provide authorized personnel with three meals per day, in accordance with the daily meal day forecasts established by the contract. Using meal and food forecasting techniques the contractor prepares adequate quantities of each meal item to ensure that, as much as possible, the last diner has the same choice as the first. Eligible meals are presented in the Eligible Standard Meal Model of Eligible Standard Meal Model (paragraph 2.2) Portion sizes must meet the standard portions detailed in the Portion Size Standard (paragraph 2.3).
- b. The preparation of food and prepared products must comply with the Food Safety Code of Practice for the Canadian Foodservice Sector.
- c. The contractor is responsible to server the meals.

### 2.0 WORK'S EXTENT

Quantity and type of meals served per day:

Meal	January 2	January 3	January 4	January 5	January 6	January 7	Total
Lunch	160	268	264	124	124	124	1064
Dinner	160	262	262	122	122	340	1268
Supper	160	268	124	120	124	200	996
Meal Box - Dinner		18	6	6	6	6	42
Meal Box - Dinner				4		254	258
<b>TOTAL</b>	<b>480</b>	<b>816</b>	<b>656</b>	<b>376</b>	<b>376</b>	<b>924</b>	<b>3628</b>

#### 2.1 DAVAILABILITY OF STANDARD MEALS

Category	Lunch (availability of standard meals)	Comments
Fruit	3-4 fresh fruits	- May include a maximum of one canned variety and one dried variety.

		- Depending on the season and in daily rotation
<b>Main course of lunch</b>	<b>Eggs</b>	- Any style - Cooked with little or no fat
	<b>1 pancake, waffle or French toast</b>	
	<b>4-5 Cold cereals, including:</b> • Four varieties of whole grains	
	<b>1 Hot cereal</b>	- Prepared without added sugar
<b>Meats</b>	<b>1 Hot meat</b>	p. ex. bacon, ham, sausage, back bacon
	<b>1 Cold meat</b>	p. ex. cold meats, meat spreads
<b>Cheese/Yoghurt</b>	<b>1-2 Variety(s) of cheese, including:</b> • A low fat option (< 20% M.F.)	p. ex. dairy-based cheese, plant-based cheese
	<b>2-4 Varieties of yogurts, including</b> • A Greek yogurt option • A low fat option (<2% M.F.)	p. ex. dairy-based yogurt, plant-based yogurt
<b>Starchy foods</b>	<b>1-2 Starchy option(s)</b>	- Prepared with little or no fat
<b>Vegetables</b>	<b>0-1 Vegetable</b>	p. ex. tomatoes (sliced or stewed), cucumbers, hot/cooked vegetables.
<b>Bakery products</b>	<b>2-3 Bakery products, including:</b> • 50% of choices must be whole grains	
<b>Bakery products Drinks</b>	<b>1 baked product</b>	p. ex. muffins, sweet brioches
	<b>1 specialty bread</b>	p. ex. bagels, English muffins, rolls
	<b>3 hot drinks, including:</b> • Tea (regular, decaffeinated and herbal), • Coffee (regular, decaffeinated), Hot chocolate	
<b>Drinks Condiments</b>	• <b>1-2 fruit juices</b>	- Must be 100% fruit juice. Juice may contain added sugar
	<b>1 vegetable juice/mixtures</b>	-
	<b>2-3 milk options, including:</b> • One must be low in fat (<2% M.F.)	

	<b>0-2 Non-dairy drinks</b>	- Offered if necessary Enriched with calcium, vitamins D, A and B12
	<b>2 Spreads</b>	- p. ex. peanuts, chocolate with nuts, cheese spread.
<b>Condiments</b>	<b>3-5 Jams/jellies</b>	- Offer a variety of regular and reduced sugar/fat varieties
	<b>Additionally, condiments should match the main dishes</b>	- Honey, syrup, butter/margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce

<b>Category</b>	<b>Lunch/dinner (availability of standard meals)</b>	<b>Comments</b>
<b>Soup</b>	<b>1 Soup of local choice</b>	
<b>Main dish</b>	<b>1 healthy plant-based main course /</b> •	Healthy/Vegetarian/Vegan
	<b>1 Main dish of local choice (Protein/meat)</b>	- Provide fish at least once a week
	<b>1 or 2 choices of sandwiches, including</b> • 1 healthy choice sandwich filling • 1 locally selected sandwich filling (include mixed and sliced meats) Plus: • 1-2 cheese options • 3-5 varieties of bread (50% offered must be whole grain) • 5-7 vegetables (tomato, lettuce, peppers, onion, pickles, olives, etc.) • 4-5 varieties of condiments (mayo, mustard, salad dressing)	* Optional at dinner depending on location, demand and labor
<b>Starchy</b>	<b>1 local starch of choice</b>	- 50% of choices must be whole grains (e.g. brown or wild rice, etc.)
<b>Vegetable</b>	<b>1 cooked vegetable</b>	- At least one vegetable cooked from fresh produce At least one vegetable prepared with little or no fat or salt

<b>Salads</b>	<b>1-2 Leafy salad(s)</b> <ul style="list-style-type: none"> <li>• one should be served without dressing</li> </ul>	- Leafy salad/mixed greens only
<b>Condiment Salad Bar</b>	<b>3-5 raw vegetables</b>	p. ex. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red peppers, broccoli, cauliflower
	<b>1 salad of vegetables, beans and/or marinated vegetables</b>	p. ex. coleslaw, pasta salad, three bean salad, marinated vegetables
	<b>4 protein options</b> <ul style="list-style-type: none"> <li>• Two options must offer cheese or eggs</li> <li>• One option should offer vegan proteins (tofu, beans, legumes, etc.).</li> </ul> An option must offer sliced meats	
	<ul style="list-style-type: none"> <li>• <b>2-3 pickles/olives</b></li> </ul>	p. ex. olives, beets, onions, dill pickles, sweet pickles
	<b>Suitable condiments, including</b> <ul style="list-style-type: none"> <li>• Honey, syrup, butter/margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce</li> </ul>	Offer a variety of regular and reduced fat/sugar options. The condiments must match the main dishes offered.
	<b>3-4 Fruit varieties</b>	- May include a maximum of one canned and one dried variety. Depending on the season and daily rotation
<b>Dessert Bakery products</b>	<b>2-4 varieties of yogurt, including</b> <ul style="list-style-type: none"> <li>• A Greek yogurt option</li> </ul> A low fat option (<2% M.F.)	- p. ex. dairy-based yogurt, plant-based yogurt
	<ul style="list-style-type: none"> <li>• <b>1 or 2 prepared/baked desserts</b></li> </ul>	p. ex. pudding, fruit tart, crisps

	<b>Optional: 1-2 flavors of ice cream/frozen yogurt</b>	
	<b>2-3 Bakery products, including:</b> • 50% of choices must be whole grains	
<b>Bakery products</b>	<b>1 Specialized products</b>	p. ex. bagels, pita bread
	<b>3 Hot drinks, including:</b>	
<b>Drinks</b>	• Tea (regular, decaffeinated and herbal), • Coffee (regular, decaffeinated), Hot chocolate	
	• <b>1 or 2 fruit juices</b>	- Must be 100% fruit juice. Juice may contain added sugar
	<b>1 juice or vegetable mix</b>	-
	<b>2-3 milk options, including:</b> • One must be low fat (<2% M.F.)	
	<b>0-2 Non-dairy drinks</b>	- Offered if necessary Enriched with calcium, vitamins D, A and B12
	<b>1 to 2 varieties of water</b>	- Still water and sparkling water presented to promote the drink of choice



## 2.2 ELIGIBLE STANDARD MEAL MODEL.

Lunch	Lunch/Dinner
Fruit Main lunch dish Starchy foods Vegetables Lunch meat or alternative Cheese or yogurt or substitute Bakery product Two drinks Condiments and jams	Soup Main course Starchy Cooked vegetables Salad and/or assortment of raw vegetables Fresh fruits Dessert Bakery product Two drinks Condiments

## 2.3 PORTION SIZE STANDARD

Portion size standard	
<b>Eggs (large size)</b>	2 per person
<b>Ham or back bacon</b>	45 g (raw)
<b>Bacon</b>	3 slices (40 to 48 slices per kilo raw)
<b>Sausages</b>	2 per person (12/500 g raw)
<b>Crepes</b>	2 ladles of 90 ml of pancake batter
<b>Crunchy bread</b>	2 slices
<b>Cereals with milk – hot</b>	175 ml (cooked) plus 125 ml milk
<b>– cold</b>	Individual packaging or 250 ml, plus 125 ml of milk
<b>Cheese</b>	30g
<b>Muffins</b>	1 per person (130 g)
<b>Bagels</b>	1 per person (110 g)
<b>Croissants</b>	1 per person (60 g)
<b>Toast or bread</b>	2 slices (35 g each)
<b>Soup</b>	250ml
<b>Steaks and chops (bone-in)</b>	250 g (raw)
<b>Chicken pieces (on bone)</b>	275 g (raw)
<b>Steak (boneless)</b>	225 g (raw)
<b>Boneless meat or poultry</b>	150 g cooked (180 g raw)
<b>Fish (steak or fillet)</b>	150 g (raw)
<b>Breaded fish)</b>	150 g (cooked)
<b>Stews</b>	300 g (cooked) (250 ml ladle)
<b>Stewed dishes</b>	300 g (cooked) (250 ml ladle)
<b>Pasta with sauce (main course)</b>	150 g of pasta and 175 ml of sauce
<b>Hamburger</b>	1 each (167 g, raw)

<b>hot dogs</b>	80 g (2 per person [40 g] or 1 per person [80 g])
<b>Pizza</b>	1 slice per person (1/6 of a 40 cm diameter pizza), 240 g
<b>Tacos</b>	2 per person
<b>Burritos</b>	1 per person (150 g)
<b>Submarine (15 cm long)</b>	1 per person (90 g sliced meat or 110 g mixed filling)
<b>Three-layer sandwich</b>	1 each (90g meat total)
<b>Sandwiches</b>	1 per person
<b>Sandwich filling – salad</b>	110g
<b>Sandwich Filling – Sliced Meat</b>	90g
<b>Sliced meat – for cold meat platters</b>	90g
<b>Choice of starchy foods – potatoes, rice and pasta</b>	125 g (cooked) (2 x 125 ml spoons, 2 n° 16 spoons per person)
<b>Vegetables</b>	200 ml (spoon)
<b>Salad Toppings</b>	6" bowl or 8" plate
<b>Canned fruit</b>	175ml
<b>Fresh fruit (individual)</b>	1 per person
<b>Grapes, berries, fresh sliced fruit</b>	125 ml or 90 g
<b>Pudding</b>	125ml
<b>Gelatin dessert</b>	125ml
<b>Ice cream</b>	125ml
<b>Fruit yogurt</b>	100g
<b>Cake</b>	1 piece (5cm × 5cm × 7cm)
<b>Pie</b>	1 wedge (1/8 of a 22 cm diameter tart)
<b>Squares</b>	1 piece (5cm × 5cm × 2.5cm)
<b>Cookies (7.5 cm diameter)</b>	2 per person
<b>Cookies (12.5 cm diameter)</b>	1 per person
<b>Donuts or buns</b>	1 per person
<b>Little bread</b>	1 per person
<b>Beverages (2% milk, 1% milk, skimmed milk, chocolate milk, plant-based drink, juice, coffee, tea)</b>	250ml

### 3.0 CONSTRAINTS

Meals will be served at the following times:

- a. Lunch : 0630 – 0800
- b. Dinner : 1130 – 1300
- c. Supper : 1700 – 1830

**ANNEX B – PRICE SCHEDULE**

Meal	January 2	January 3	January 4	January 5	January 6	January 7	Total	Unit price*	Total cost
Lunch	160	268	264	124	124	124	1064		
Dinner	160	262	262	122	122	340	1268		
Supper	160	268	124	120	124	200	996		
Meal Box - Dinner		18	6	6	6	6	42		
Meal Box - Dinner				4		254	258		
<b>TOTAL</b>	<b>480</b>	<b>816</b>	<b>656</b>	<b>376</b>	<b>376</b>	<b>924</b>	<b>3628</b>	<b>Subtotal</b>	
								<b>GST (5%)</b>	
								<b>QST (9.975%)</b>	
								<b>TOTAL</b>	

\* The unit price includes delivery and service fees.

**To be completed upon contract award**

**ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, in order to identify electronic payment instruments accepted for payment of invoices.

The Bidder agrees to be paid by one of the following electronic payment instruments:

- VISA purchasing card;
- MasterCard purchasing card;
- Direct deposit (domestic and international);

## ANNEX D – FINANCIAL PROPOSAL

### Bidder Information:

Full company name	
Address	
City	
Province	
Postal code	
Contact person	
Position/Title	
Website	
Email Address	
Phone number	

**1.0 Item Rental Pricing Schedule**

Meal	January 2	January 3	January 4	January 5	January 6	January 7	Total	Unit price*	Total cost
Lunch	160	268	264	124	124	124	1064		
Dinner	160	262	262	122	122	462	1390		
Supper	160	268	124	120	124	200	996		
Meal Box - Dinner		18	6	6	6	6	42		
Meal Box - Dinner				4		254	258		
<b>TOTAL</b>	<b>480</b>	<b>816</b>	<b>656</b>	<b>376</b>	<b>376</b>	<b>1046</b>	<b>3750</b>	<b>Subtotal</b>	
								<b>GST (5%)</b>	
								<b>QST (9.975%)</b>	
								<b>TOTAL</b>	

\* The unit price includes delivery and service fees.

Comments/other fees:	
Signature of the authorized representative of the bidder	
Name	Function/Title
Signature	Date