

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Box Lunches	
<b>Solicitation No. - N° de l'invitation</b> W0125-16LM99/A	<b>Date</b> 2015-09-28
<b>Client Reference No. - N° de référence du client</b> W0125-16-LM99	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-690-6676
<b>File No. - N° de dossier</b> KIN-5-44047 (690)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-10-14</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613)449-4531 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT 75 YUKON ST. ASTRA Ontario K0K3W0 Canada	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

W0125-16LM99/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-5-44047

Buyer ID - Id de l'acheteur

kin690

CCC No./N° CCC - FMS No/ N° VME

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Client Ref. No. - N° de réf. du client

W0125-16-LM99

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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: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

### **1.2 Summary**

**1.2.1** For the supply and delivery of various Sandwiches, Submarine Sandwiches and Box Lunches that meet the specifications listed in Appendix A-1 and Appendix A-2 to 8 Wing Trenton, Wing Foods, (Yukon Galley) on an "as and when required" basis.

**1.2.2** The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **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 10 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.

## **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>) 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 (2015-07-03), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (5) 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 Ontario.

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.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### 3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

- (a) Pricing must be provided for all Item numbers listed in Annex "B" Basis of Payment.
- (b) Offers must be submitted in accordance with Annex "B" Basis of Payment and must not contain any alteration to the preprinted or pre-typed portions.
- (c) Offers must not contain any condition or qualification placed upon the offer.
- (d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

##### **4.1.1.2 Evaluation of Price**

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

The extended prices of all items listed in Annex "B" Basis of Payment will be calculated by multiplying the estimated usage figures by the prices offered by the Offerors to calculate the extended pricing for each line item.

The extended prices will be added together to calculate the Offeror's evaluated price.

## 4.2 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), [Basis of Selection](#)

## 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. 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 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-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 – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.



## 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](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-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

[2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "Appendix 1". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: from date of issue 1 to 31 Jan
- 2nd quarter: 1 Feb to 30 April
- 3rd quarter: 1 May to 31 July
- 4th quarter: 1 Aug to 31 Oct.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### **6.4 Term of Standing Offer**

##### **6.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from 1 November 2015 to 31 October 2016 inclusive.

#### **6.5. Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Kim Rider  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence St. 2<sup>nd</sup> Floor

Telephone: 613-545-8739  
Facsimile: 613-545-8067  
E-mail address: kim.rider@pwgsc.gc.ca

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

##### **6.5.2 Project Authority**

The Project Authority for the Standing Offer is:

Name:  
Organization:  
Address:  
Telephone:

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.

**6.5.3 Offeror's Representative** *(To be completed by the Offeror)*

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: CFB Trenton, 8 Wing Foods, Yukon Galley, Astra, Ontario.

**6.7 Call-up Procedures**

**6.8 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer.

**6.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

**6.10 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 (2015-09-03) General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract;
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated \_\_\_\_\_

**6.11 Certifications**

**6.11.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **6.12 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 Ontario.

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2015-09-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2015-07-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

The Basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

- (a) In consideration of the Offeror satisfactorily completing all of its obligations under the Call-up, the Offeror will be paid firm unit price(s), as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

#### **6.4.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

### **6.4.3 Method of Payment**

SACC Manual clause H1001C (2008-05-12) Multiple Payment

### **6.4.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **6.5 Invoicing Instructions**

1. 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.6 Insurance**

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

### **6.7 SACC Manual Clauses**

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual clause D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products

SACC Manual clause D3007C (2007-11-30) Inspection and Stamping.

## ANNEX "A" - REQUIREMENT

### Background

1. 8 Wing Trenton, Wing Foods, (Yukon Galley) is responsible for providing meals when access to a food services establishment is not available due to training, travel or duties. The meals must be nutritional, fulfilling and meet the standards of the Canadian Food Guide.

### Objective

1. 8 Wing Trenton, Wing Foods, (Yukon Galley) requires the supply of various **Sandwiches**, **Submarine Sandwiches** and **Box Lunches** that meet the specifications listed in **Appendix A-1** and **Appendix A-2** on an "**as and when required**" basis.

### Quality Control

1. Premises where products are produced and packaged must be provincially inspected and must allow for periodic inspection by 8 Wing Trenton, Wing Foods personnel.
2. Individual Sandwiches/Submarine Sandwiches must have the expiry date visible and readable.

### Ordering

1. 8 Wing Trenton, Yukon Galley, Procurement Cell will provide a list of the box lunch menus being order.
2. The various Sandwiches and/or Submarine Sandwiches ordered will comply with Sandwich/Submarine Sandwich specification listed in Appendix A-1.
3. The various contents of the Box Lunches ordered will comply with the Box Lunch Menu listed in Appendix A-2 and the Sandwiches and Submarine Sandwiches supplied in each Box Lunch Menu must meet the specification listed in Appendix A-1.
4. 8 Wing Trenton, Wing Foods, Yukon Galley, Procurement Cell requires that the following be met for all orders placed:
  - a. All orders placed must be confirmed within 2 hours of receipt;
  - b. Availability of items being ordered must be confirmed within 2 hours of receipt;
  - c. No backorders will be accepted unless previously arranged with Yukon Galley, Procurement Cell.

### **Delivery Requirements**

1. 8 Wing Trenton, Wing Foods, Yukon Galley, Procurement Cell requires that the following delivery requirements be met for all orders placed:
  - a. All delivers are to be made to:  
**8 Wing Trenton  
Flight Feeding  
75 Yukon Street  
Astra, ON  
K0K 3W0**
  - b. Daily delivers are to be prior to 8 a.m. Monday to Sunday;
  - c. All delivers must be accompanied by an itemized list that details the shelf life date of each Sandwiches/Submarine Sandwiches;
  - d. All delivers must be accompanied by itemized invoice;
  - e. All delivers must be provided by a Refrigerated Carrier specifically for food commodities;
  - f. There shall be no delivery charge;
  - g. Requirements identified as **Urgent Deliveries** must be delivered within 24 hours;
  - h. Requirements identified as **Regular/Normal Deliveries** must be delivered within 48 hours.

### **Delivery Conditions**

1. 8 Wing Trenton, Wing Foods, Yukon Galley, Procurement Cell requires that the following delivery conditions be met for all orders placed:
  - a. All products ordered must be in cardboard cases or in bread racks;
  - b. No more than 48 Sandwiches/Submarine Sandwiches to a case/rack;
  - c. Cases/Racks must display expiry dates, contents of case and quantity of product;
  - d. Cases/Racks must be secured top and bottom with tape at time of delivery;
  - e. Individual Sandwiches/Submarine Sandwiches must have the expiry date visible and readable.

### **Special Requirements**

1. 8 Wing Trenton, Wing Foods, (Yukon Galley) may require on a 24 to 48 hour notice the delivery of 4296 Box Lunches.

**Appendix A-1**

**Sandwich/Submarine Sandwich Specification**

A. The following are the specifications for the various Sandwiches required:

Gas flush;

Lunch box style wrapping;

No vegetable or onion in product;

All sandwiches must be spread with margarine;

All sandwiches must be cut "**DIAGONALLY**".

**Sandwich Specifications**

<b>PRODUCT NAME</b>	<b>MEAT WEIGHT</b>	<b>CHEESE WEIGHT</b>	<b>PRODUCT DESCRIPTION</b>
Tuna Salad	110 gram fill	0 gram	White or whole wheat bread, tuna, mayonnaise
Chicken Salad	110 gram fill	0 gram	White or whole wheat bread, chicken salad
Shaved Beef on a Kaiser	90 gram	0 gram	Kaiser, roast beef, mustard
Ham & Cheese	90 gram	6 gram	White or whole wheat bread/pita, ham, processed cheese
Italian	90 gram	0 gram	White or whole wheat bread, Italian roast



Roast Beef			beef
Salami & Cheese	90 gram	6 gram	White or whole wheat bread/pita,  processed  mozzarella, mustard
Shaved Turkey	90 gram	0 gram	Bagel or white bread, shaved  turkey
Corned Beef & Cheese	90 gram	6 gram	White, or whole  Wheat bread,  mustard

B. The following are the specifications for the various Submarine Sandwiches required:

Gas flush;

Submarine Buns to be 6" long;

No vegetable or onion in product;

All sandwiches must be spread with margarine.

**Submarine Sandwiches Specifications**

PRODUCT NAME	MEAT WEIGHT	CHEESE WEIGHT	PRODUCT DESCRIPTION
Ham & Cheese on a Bagel	90 gram	6 gram	Ham, processed  cheddar, mustard
Roast Beef	90 gram	6 gram	Roast beef, BBQ

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			sauce, processed cheddar
Big Jim	90 gram	6 gram	Bologna, salami, pork & bacon loaf, processed cheddar, mustard
Italian	90 gram	6 gram	Ham, pepperoni, salami, processed mozzarella, Italian dressing
Super Combo	90 gram	6 gram	Bologna, ham, salami, processed cheddar
Ham & Cheese	90 gram	6 gram	Ham, processed mozzarella, mustard
Beef & Cheese	90 gram	6 gram	Roast beef, processed cheddar, mustard

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## **Appendix A-2**

### **Box Lunch Menu/Specification**

#### **Box Lunch Menu**

1. The generic content for each Box Lunch is as follow:

- 1 - Sandwich;
- 1 – Submarine Sandwich;
- 1 - 70g container of salad (potato, pasta or coleslaw)
- 1 - Individual snack cake or package cookies (pack 4)
- 1 – Snack (Christie or other)
- 1 - Fresh fruit (Orange – Apple)
- 2 - 200 ml juices;
- 1 - Individual package of disposable cutlery consisting of a knife, fork, spoon, napkin, salt, pepper and wetnaps;
- 1 - Individual mustard package;
- 2 - Individual mayonnaises packages.

The exact contents to be included in each Box Lunch Menu requested are listed in the Box Lunch Menu Specification.

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2. For all menus except Breakfast, if the supplier is unable to supply as specified, they may substitute the menu with an alternate menu with the **PRIOR** approval of the **8 Wing Trenton, Wing Foods, Yukon Galley, Procurement Cell.**

**BOX LUNCH MENU SPECIFICATION**

**Breakfast**

MENU #	DESCRIPTION	ALTERNATIVE/ ACCEPTABLE SUBSTITUTE
<b>BREAKFAST MENU 1</b>	One (1) sandwich in gas sealed Cryovac containers of:	
	One (1) Bagel filled with 90g Shaved Ham and 6g of processed cheese	Sandwich is to be cut in two.
	One (1) Can, 142ml can of fruit	<b>No substitute</b>
	One (1) 200 ml individual fruit juice made of 100% pure concentrate	
	One (1) extra large boiled egg or two (2) small boiled eggs, without shell and individually wrapped	
	One (1) 21 g individual portion of cheese	
	One (1) 70 g fresh muffin, individually wrapped	

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One (1) individual butter 6.5 g
One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnaps

**Lunch/Supper**

MENU #	DESCRIPTION	ALTERNATIVE/ ACCEPTABLE SUBSTITUTE
<b>LUNCH/SUPPER MENU 1</b>	Two (2) sandwiches in gas sealed Cryovac containers of:	
	One (1) Beef & cheese submarine, 6" long, with 90 g of shaved roast Beef and 6 g processed cheddar.	Sandwich is to be cut in two on the diagonal.
	One (1) Chicken Salad on 2 slices of white bread, with 110 g of chicken salad mixture	If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.
	One (1) 200 ml individual apple juice made of 100% pure concentrate	
	One (1) 200 ml individual orange juice made of 100% pure concentrate	
	One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)	

	<p>One (1) 50-60 g Joe Louis individual cake</p> <p>One (1) cracker pack</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) 5-7 ml individual package of mustard.</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnaps</p>
<p><b>LUNCH/SUPPER  MENU 2</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Italian Sub, 6" long, meat to be thinly sliced with 27 g of ham, 27 g of salami, 27 g of pepperoni, 6 g processed mozzarella,, and Italian dressing</p> <p>One (1) Turkey Sandwich on two slices of 12 grain bread, filled with 90 g of shaved turkey</p> <p>One (1) 200 ml individual grape juice</p> <p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>

	<p>One (1) 200 ml individual lemonade</p> <p>One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package Fig Newton cookies, pkg of 4 approx. 45-50g</p> <p>One (1) package nuts</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnaps</p>
<p><b>LUNCH/SUPPER  MENU 3</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Roast Beef Sub 6" long with 90 g of sliced roast beef, 15 ml BBQ sauce and 6 g of processed cheddar cheese</p> <p>One (1) Salami &amp; 6 g Swiss Cheese Sandwich on 100 % sliced whole wheat bread</p> <p>One (1) 200 ml individual orange juice made of 100% pure</p>

Sandwich is to be cut in two on the diagonal.

If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.

	<p>concentrate</p> <p>One (1) 200 ml individual fruit punch</p> <p>One (1) orange, approx 200 g (min. 150 g max 250 g)</p> <p>One (1) 50-60 g Mae West cake</p> <p>One (1) 21 g individual package of cheese</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnaps</p>
<p><b>LUNCH/SUPPER  MENU 4</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Big Jim Sub, 6" long, with thin sliced meat, 27 g of bologna,  27 g of salami, 27 g pork &amp; bacon loaf, and 6 g of processed cheddar cheese</p> <p>One (1) Tuna Sandwich on two slices white bread, filled with 110 g of</p> <p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the</p>



	<p>tuna, and mayonnaise</p> <p>One (1) 200 ml individual fruit punch</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) orange, approx 200 g (min. 150 g max 250 g)</p> <p>One (1) package Strawberry Snackwells, pkg of 4, approx. 45-50 g</p> <p>One (1) Nutri-grain cereal bar 37 g</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnaps</p>	<p>approval of the call-up authority.</p>
<p><b>LUNCH/SUPPER  MENU 5</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Super Combo Sub, 6 inch sub, filled with thin sliced meat, 27 g of bologna, 27 g ham, 27 g salami and 6 g processed cheddar</p>	<p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the</p>

	<p>cheese</p> <p>One (1) Shaved Beef on a Kaiser, with 90 g of roast beef</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package Oreo cookies, pkg of 4, approx 45-50 g</p> <p>One (1) Special K Cereal Bar 23 g</p> <p>One (1) 70 g container of salad (potato, pasta, or coleslaw)</p> <p>Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) 5-7 ml individual package of mustard</p> <p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin , salt and pepper, wetnaps</p>	<p>approval of the call-up authority.</p>
<p><b>LUNCH/SUPPER  MENU 6</b></p>	<p>Two (2) sandwiches in gas sealed Cryovac containers of:</p> <p>One (1) Corned Beef and 6 g Cheese Sandwich, on 100% whole wheat</p>	<p>Sandwich is to be cut in two on the diagonal.</p>

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bread with mustard	
One (1) Chicken Salad Sandwich, on white bread, is to be filled with 110 g chicken salad mixture	
One (1) 200 ml individual grape juice	
One (1) 200 ml individual fruit punch juice	
One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)	
One (1) package Chips Ahoy cookies, pkg of 4, approx 45-50g	
One (1) individual cheese package	
One (1) 70 g container of salad (potato, pasta, or coleslaw)	
Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft	
One (1) 5-7 ml individual package of mustard	
One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin , salt and pepper, wetnaps	
	If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.

**LUNCH/SUPPER  
MENU 7**

Two (2) sandwiches in gas sealed Cryovac containers of:

One (1) Ham & Cheese Sub , 6" long with 90 g shaved ham and 6 g processed mozzarella

One (1) Shaved Beef on a Kaiser, with 90 g of roast beef

One (1) 200 ml individual orange juice made of 100% pure concentrate

One (1) 200 ml individual grape juice

One (1) orange, approx 200 g (min. 150g max 250 g)

One (1) package Ah! Caramel cake

One (1) individual cracker pack

One (1) 70 g container of salad (potato, pasta, or coleslaw)

Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft

One (1) 5-7 ml individual package of mustard

One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin , salt and pepper, wetnaps

Sandwich is to be cut in two on the diagonal.

If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.

**LUNCH/SUPPER  
MENU 8**

Two (2) sandwiches in gas sealed Cryovac containers of:

One (1) Italian sub, 6" long filled with, 27 g of ham, 27 g of pepperoni, 27 g of salami, processed 6 g mozzarella, and 25 ml Italian dressing

One (1) Shaved Turkey Sandwich, two slices white bread filled with 90 g of shaved Turkey

One (1) 200 ml individual fruit punch juice

One (1) 200 ml individual orange juice made of 100% pure concentrate

One (1) orange, approx 220 g (min. 150 g max 250 g)

One (1) Twinkie cake, pkg of 2

One (1) 21 g individual package of cheese

One (1) 70 g container of salad (potato, pasta, or coleslaw)

Two (2) 18 ml individual packages of mayonnaise, Hellmann's or Kraft

One (1) 5-7 ml individual package of mustard

One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnaps

Sandwich is to be cut in two on the diagonal.

If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.

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## Vegetarian

MENU #	DESCRIPTION	ALTERNATIVE/ ACCEPTABLE SUBSTITUTE
<b>VEGETARIAN MENU 1</b>	One (1) sandwich in gas sealed Cryovac container of:	Sandwich is to be cut in two on the diagonal.  If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.
	One (1) Ciabatta bun with 50 g hummus and roasted red peppers	
	One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)	
	One (1) 200 ml individual apple juice made of 100% pure concentrate	
	One (1) 200 ml individual orange juice made of 100% pure concentrate	
	One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)	
	One (1) 50-60 g Joe Louis individual cake	
	One (1) individual pudding or fruit cup in plastic sealed container	
	One (1) 70 g container of salad (potato, pasta or coleslaw)	
One (1) 18 ml individual packages of mayonnaise, Hellmann's or Kraft		

<p><b>VEGETARIAN  MENU 2</b></p>	
	<p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin , salt and pepper, wetnaps</p>
	<p>One (1) sandwich in gas sealed Cryovac container of:</p>
	<p>One (1) Bagel with 50 g hummus and grilled Portobello mushrooms</p>
	<p>One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)</p>
	<p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p>
	<p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p>
	<p>One (1) orange, approx 220 g (min. 150 g max 250 g)</p>
	<p>One (1) 50-60 g Mae West cake</p>
	<p>One (1) individual pudding or fruit cup in plastic sealed container</p>
	<p>One (1) 70 g container of salad (potato, pasta or coleslaw)</p>
	<p>One (1) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p>
	<p>Sandwich is to be cut in two on the diagonal.</p> <p>If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.</p>

<p><b>VEGETARIAN MENU 3</b></p>	<p>One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin, salt and pepper, wetnaps</p> <p>One (1) sandwich in gas sealed Cryovac container of:</p> <p>One (1) 6" wrap filled with 50 g of cream cheese, diced broccoli and diced leaf crowns</p> <p>One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)</p> <p>One (1) 200 ml individual apple juice made of 100% pure concentrate</p> <p>One (1) 200 ml individual orange juice made of 100% pure concentrate</p> <p>One (1) McIntosh apple, approx. 200 g (min. 150g max 250g)</p> <p>One (1) package Ah! Caramel cake</p> <p>One (1) individual pudding or fruit cup in plastic sealed container</p> <p>One (1) 70 g container of salad (potato, pasta or coleslaw)</p> <p>One (1) 18 ml individual packages of mayonnaise, Hellmann's or Kraft</p> <p>One (1) package of disposable utensils comprised of a knife,</p>

Sandwich is to be cut in two on the diagonal.

If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.



	fork, spoon, napkin ,salt and pepper, wetnaps	
<b>VEGETARIAN MENU 4</b>	One (1) sandwich in gas sealed Cryovac container of:	Sandwich is to be cut in two on the diagonal.  If the supplier is unable to supply this menu, they may substitute the menu with an alternate menu with the approval of the call-up authority.
	One (1) 6" wrap filled with 50 g of cream cheese, diced cucumber, diced red and green peppers and diced leaf crowns	
	One (1) bag 135 g of raw vegetable sticks comprising of 3 types of vegetables with individual salad dressing for dip (Hellman's or Kraft)	
	One (1) 200 ml individual apple juice made of 100% pure concentrate	
	One (1) 200 ml individual orange juice made of 100% pure concentrate	
	One (1) orange, approx 220 g (min. 150 g max 250 g)	
	One (1) package Chips Ahoy cookies, pkg of 4, approx 45-50g	
	One (1) individual pudding or fruit cup in plastic sealed container	

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One (1) 70 g container of salad (potato, pasta or coleslaw)	
One (1) 18 ml individual packages of mayonnaise, Hellmann's or Kraft	
One (1) package of disposable utensils comprised of a knife, fork, spoon, napkin ,salt and pepper, wetnaps	

**ANNEX "B" BASIS OF PAYMENT**

The Standing Offer will be limited to the actual supplies ordered and delivered.

Proposed pricing must be firm, all-inclusive F.O.B. Destination unit pricing in Canadian dollars.  
Harmonized Sales Tax (HST) is not to be included in the Unit price but will be shown as a separate line item on all invoices.

**A. Sandwiches/Submarine Sandwiches**

**Sandwiches**

Item	Sandwich	Unit of Issue	Estimated Usage/ Yr	Unit Price
1	Tuna Salad	Ea	6080	
2	Chicken Salad	Ea	1200	
3	Shaved Beef on a Kaiser	Ea	2870	
4	Ham and Cheese	Ea	4560	
5	Italian Roast Beef	Ea	1475	
6	Salami and Cheese	Ea	925	
7	Shaved Turkey	Ea	4670	
8	Corned Beef and Cheese	Ea	2420	

**Submarine Sandwiches**

Item	Submarine Sandwich	Unit of Issue	Estimated Usage/ Yr	Unit Price
9	Ham & Cheese on a Bagel	Ea	1000	

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10	Roast Beef	Ea	350	
11	Big Jim	Ea	3975	
12	Italian	Ea	50	
13	Super Combo	Ea	1400	
14	Ham and Cheese	Ea	905	
15	Beef and Cheese	Ea	100	

For other type of sandwiches/submarines sandwiches, not listed above but regularly available, pricing shall be at cost (subject to verification) plus a firm mark-up of 0%.

**B. Box Lunches**

**Breakfast**

Item		Unit of Issue	Estimated Usage/ Yr	Unit Price
16	Menu 1	Ea	500	

**Lunch/Supper**

Item		Unit of Issue	Estimated Usage/ Yr	Unit Price
17	Menu 1	Ea	1100	
18	Menu 2	Ea	1100	
19	Menu 3	Ea	1100	
20	Menu 4	Ea	1100	
21	Menu 5	Ea	1100	

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22	Menu 6	Ea	1100	
24	Menu 7	Ea	1100	
25	Menu 8	Ea	1100	

**Vegetarian**

Item		Unit of Issue	Estimated Usage/ Yr	Unit Price
24	Menu 1	Ea	250	
25	Menu 2	Ea	250	
26	Menu 3	Ea	250	
27	Menu 4	Ea	250	