

CALL FOR LISTING:

NON-MEDICAL CANNABIS – PHASE TWO PRODUCTS – F19/20-C002

BACKGROUND:

The Canadian federal government legalized non-medical cannabis products (dried cannabis and infused edible oils) in October 2018. Currently, adults of legal age may purchase dried cannabis and/or infused edible oils from privately run Manitoba cannabis retailers (herein referred to as 'Manitoba Retailers').

The legalization of other dosage forms, such as, but not limited to, edibles, concentrates and topicals (herein referred to as 'Phase Two') has passed legislation and the amendments to the *Cannabis Act* come into force on October 17th, 2019. Adults of legal age will be able to purchase Phase Two products as early as December 2019.

Currently, Manitoba Liquor & Lotteries (herein referred to as 'MBLL') manages the wholesale purchase and distribution of non-medical cannabis for sale to Manitoba Retailers. Adults of legal age can purchase non-medical cannabis from Manitoba Retailers in person and/or online.

OBJECTIVE:

MBLL is requesting proposals from licensed Suppliers (cultivation and processing, standard and micro) herein referred to as 'Suppliers', licensed by Health Canada for sale, and the Canadian Food Inspection Agency (CFIA) (where applicable), to provide a legal source of Phase Two non-medical cannabis in the province of Manitoba. If you are not licensed to sell, do not respond to this *Call for Listing*. **If you are an existing MBLL non-medical cannabis Supplier and will have product(s) available for Phase Two, it is encouraged you respond to this *Call for Listing*.** A lack of response to this *Call for Listing* does not necessarily eliminate a potential Supplier from being listed with MBLL in the future or eliminate a product(s) from being listed with MBLL in the future.

Following MBLL's review of responses to this *Call for Listing*, MBLL may contact Suppliers directly. MBLL does not guarantee the successful Suppliers product(s) will be purchased by Manitoba Retailers after issuing any resulting contract.

This *Call for Listing* (in itself) is not a competitive procurement process. The award of any resulting contract may or may not be necessarily the result of this *Call for Listing* process.

CALL FOR LISTING PROCESS:

Call for Listing Issue Date: Wednesday, August 7th, 2019

Call for Listing Supplier Proposal Deadline: Wednesday, August 28th, 2019 by 4:00 PM Winnipeg (CST) time

Interested Suppliers are requested to submit responses by the *Call for Listing* Supplier Proposal Deadline mentioned above. Responses received by this date will facilitate a timely review of the information provided. MBLL reserves the right to extend this *Call for Listing* response deadline or amend or cancel this *Call for Listing*. Questions on this *Call for Listing* document can be directed to: cannabis@mbll.ca. Suppliers are asked to provide their written response in either .pdf, or .docx. Where spreadsheets are provided (Supplier Information Form, Product Listing Application Form, and Product Availability Timeline) the information should be submitted in .xls format.

Responses should be submitted electronically to cannabis@mbll.ca by the Supplier Proposal Deadline. All responses will be retained by MBLL.

The Supplier is responsible for all costs of preparing and presenting its response to this *Call for Listing* and, if applicable, entering into a contract with MBLL. This *Call for Listing* does not represent a binding contract. MBLL reserves the right to award, in whole or in part, in the best interests of MBLL.

Suppliers may alter or withdraw their submission at any time prior to the Supplier Proposal Deadline.

CONTRACT REQUIREMENTS:

Any successful Supplier(s) from this *Call for Listing* must follow MBLL's Purchase Order Terms and Conditions – Cannabis, throughout the term of any resulting contract. The current MBLL Purchase Order Terms and Conditions - Cannabis document may be forwarded to a Supplier(s) upon request.

SUBMISSION INFORMATION:

Responses should be organized in the following format, using the section titles and sequence listed below.

1. **Appendix A:** – Supplier Information Form – see .xls document to complete. *If you are an existing MBLL Supplier and have no changes to the Supplier Information Form, you do not need to fill this out. If there are changes, please fill out a new form. All new Suppliers to MBLL must fill this form out;*
2. **Appendix B:** Supplier Response;
3. **Appendix C:** Product Listing Application Form – see .xls document to complete;
4. **Appendix D:** Product Availability Timeline – see .xls document to complete;
5. **Appendix E:** Manitoba Liquor & Lotteries Supplier Code of Conduct; and
6. Other supplemental information may be provided at the discretion of the Supplier(s).

APPENDIX A
SUPPLIER INFORMATION FORM

<See .xls spreadsheet and fill in>

APPENDIX B

SUPPLIER RESPONSE

Suppliers should provide a detailed response to each question and/or subject within the identified categories shown below.

1) Product Information

- a. Suppliers are asked to fill in Appendix C – Product Listing Application Form – and describe (to the best of their ability) the product information relating to Phase Two products.
- b. Describe the Suppliers approach on how product issues and/or recalls will be handled for Phase Two products.
- c. Describe the Suppliers approach on ensuring compliance with Health Canada, Revenue Canada and/or CFIA regulations (where applicable) i.e. product labelling requirements, seed to sale tracking and/or nutritional requirements (where applicable).

2) Product Availability/Timelines (Offerings)

MBLL is looking for specific timeframes as to when Phase Two products will be available for purchase.

- a. Describe (to the best of your ability) the product availability/product offering timeline for Phase Two products by filling out Appendix D – Product Availability/Timeline.
- b. Please indicate within the Product Availability/Timeline spreadsheet the quantities dedicated (if possible) to the Province of Manitoba.

3) Logistics

Manitoba's model requires Suppliers to direct ship products to Manitoba Retailers located throughout the province of Manitoba.

- a. Describe Suppliers capabilities on direct shipping to Manitoba Retailers with anticipated delivery schedules (e.g. weekly, bi-weekly, and monthly – or other).
- b. Describe the Suppliers systems for logging and reporting distribution, purchases, and sales of non-medical cannabis with specific reference to their “seed to sale” tracking system.
- c. List the transportation carriers the Supplier(s) is using, or plans to use, if awarded any resulting contract.
- d. Describe the Suppliers advanced shipping notice (ASN) process. MBLL requires ASN's to be emailed to each individual Manitoba Retailer and copy MBLL on all ASN emails.

APPENDIX C
PRODUCT LISTING APPLICATION FORM

<See .xls spreadsheet and fill in>

APPENDIX D
PRODUCT AVAILABILITY/TIMELINE

<See .xls spreadsheet and fill in>

APPENDIX E

MANITOBA LIQUOR & LOTTERIES SUPPLIER CODE OF CONDUCT

This Supplier Code of Conduct (SCC) sets out the ethical performance expectations for Suppliers of goods and services to Manitoba Liquor and Lotteries Corporation (MBLL). The goal of the SCC is to ensure companies that manufacture products for, or provide services to MBLL meet minimum health & safety, labor, environmental, and ethical standards. The performance expectations of the SCC support Supplier compliance with the core labor conventions of the International Labor Organization (ILO) and other legislative and policy requirements such as The Sustainable Development Act (Manitoba), the Federal Consumer Product Safety Act, and MBLL Social Responsibility requirements.

The principles outlined below define the conduct MBLL requires for all Suppliers with whom we do business. In addition, Suppliers offering goods to MBLL must ensure the principles laid out in this Code are met by the manufacturer(s) of the goods.

i. Conflict of Interest

The Supplier must disclose any actual, potential, or perceived conflict of interest in relation to a procurement process. A conflict of interest in this regard refers to the Supplier having an unfair advantage or engaging in conduct that may give it an unfair advantage including but not limited to: access to information in relation to the procurement or MBLL's requirements that may not be available to other Suppliers, or engaging in conduct that compromises or may appear to compromise the integrity and fairness of a procurement process.

ii. Fair Labor Practices

MBLL seeks to purchase goods from responsible and ethical manufacturers who operate in accordance with established codes of conduct regarding issues such as wages, workplace health and safety, forced labor, child labor and freedom of association as embodied in International Labor Organization (ILO) conventions.

iii. Authorized Distributor

The Supplier must be authorized to legally sell, resell and distribute the products on behalf of the manufacturer or third party in accordance with the laws in the applicable jurisdictions.

iv. Anti-Counterfeiting Trade Agreement (ACTA)

Supplier(s) dealing with MBLL must comply with the Anti-Counterfeiting Trade Agreement (ACTA); an international agreement developed to combat the manufacture, import and sale of counterfeit and pirated goods and which Canada is a signatory to.

v. Consumer Safety

Supplier(s) dealing with MBLL must comply with all Health Canada Regulations including the Canadian Consumer Product Safety Act. Suppliers will take all the necessary actions to ensure consumer safety.

vi. Environment

MBLL requires Suppliers to comply with all applicable statutes, regulations, guidelines, codes of practices, orders from and agreements entered into with government authorities relating to the protection and conservation of the environment.

Additionally, all environmental claims made by Suppliers must be substantiated and must conform with the provisions set out by the Competition Bureau of Canada (CSA Plus 14021 Environmental Claims: a guide for Industry and Advertisers).

**ANY SUPPLIER FOUND IN VIOLATION OF THIS CODE MAY HAVE THEIR PROFILE INACTIVATED
OR REMOVED BY MBL.**

Does your company comply with this Supplier Code of Conduct:

Yes_____ No_____ (please indicate)

Completed by Supplier-authorized representative with the authority to bind to the above-stated requirements (please print):

Company Name

Signature

Name and Title

Address

Date Signed