

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**PO Box 1408, Room 100**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3C 2Z1**  
**Bid Fax: (204) 983-0338**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Calibration Services	
<b>Solicitation No. - N° de l'invitation</b> 6D063-123233/A	<b>Date</b> 2013-03-13
<b>Client Reference No. - N° de référence du client</b> PHAC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-013-8477	
<b>File No. - N° de dossier</b> WPG-2-35332 (013)	<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 2013-04-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamoureux-Bellec, Monique	<b>Buyer Id - Id de l'acheteur</b> wpg013
<b>Telephone No. - N° de téléphone</b> (204) 983-6107 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC HEALTH AGENCY OF CANADA STE T2380 T BLOCK 1015 ARLINGTON ST WINNIPEG Manitoba R3E3R2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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>

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

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Solicitation No. - N° de l'invitation

6D063-123233/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg013

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

PHAC

WPG-2-35332

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**List of Annexes:**

Annex "A" Statement of Work

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, List of Equipment, the Basis of Payment, the Security Requirements Checklist, and the Insurance Requirements.

### 2. Summary

Public Health Agency of Canada, National Microbiology Laboratory (NML) requires preventative maintenance and calibration services of Balances and Centrifuges located in Winnipeg, Manitoba during the period from Contract Award to 31 March 2014, with Canada's irrevocable option to extend the term of the contract by up to four (4) additional one year period(s) under the same conditions.

"There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site."

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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>) 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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

Bids 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 bid solicitation.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 "" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two hard copies)  
Section II: Financial Bid (one hard copies)  
Section III: Certifications (one hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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>). To assist Canada in reaching its objectives, bidders 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: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

#### **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "C". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **1.2 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

- 1) Ability to perform the full scope of work described in Annex A

YES \_\_\_\_\_ NO \_\_\_\_\_ INITIAL \_\_\_\_\_

- 2) The PM and Calibration services performed by a service provider must be accredited to a recognized quality system standard, i.e. ISO/IEC 17025 and/or ISO 9001

YES \_\_\_\_\_ NO \_\_\_\_\_ INITIAL \_\_\_\_\_

**SPECIFY ACCREDITATION PROGRAM:** \_\_\_\_\_

- 3) The service technician must have training records that indicate that they have appropriate training, as well as an active member of their quality system. Proof of training and membership such as a link to their accreditation number/reference/certification, or a copy of it should be submitted with your return bid or upon request.

YES \_\_\_\_\_ NO \_\_\_\_\_ INITIAL \_\_\_\_\_

- 4) The Contractor must demonstrate that they use traceable reference and approved manufacturer's specifications when servicing critical equipment by providing a copy of their latest calibration certificate for their reference equipment that shows the company used to calibrate, serial number of the reference equipment, the tolerances, the results, etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ INITIAL \_\_\_\_\_

### 1.2 Financial Evaluation

#### 1.2.1 Mandatory Financial Criteria

*SACC Manual* Clause A0220T (2007-05-25), Evaluation of Price

## **2. Basis of Selection**

### **2.1 Basis of Selection - Mandatory Technical Criteria**

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

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory - Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.



Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **2.1 Federal Contractors Program - Certification**

#### **Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Former Public Servant Certification

### Former Public Servant – Competitive Requirements

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause, *"former public servant"* is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

*"lump sum payment period"* means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

*"pension"* means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- name of former public servant;
- date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with **Contracting Policy Notice: 2012-2** and the **Guidelines on the Proactive Disclosure of Contracts**.

## Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1.1. Before award of a contract, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the issuance of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.3. For additional information on security requirements, offerors should consult the "Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## 2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must provide the Work in accordance with the "Requirement" at Annex "A".

#### 1.1 Optional Services - for additional equipment

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex "C" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

### 2. Security Requirement

- 2.1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
- 2.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
  - (b) Industrial Security Manual (Latest Edition).

### 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>)

issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **3.2 Supplemental General Conditions**

4003 (2010-08-16) Licensed Software and 4004 (2010-08-16) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from date of Contract award to 30 April 2014 inclusive.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four extended one year periods of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Monique Lamoureux-Bellec  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region  
100 - 167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1  
Tel.: 204-983-6107  
Facsimile: 204-983-7796  
E-mail address: monique.bellec@pwgsc-tpsgc.gc.ca

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

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_TBD\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

## 6 Payment

### 6.1 Basis of Payment

#### Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A for a cost of \$TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### 6.2 Limitation of Price

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

### 6.3 *SACC Manual* clause H1001C (2010-05-12) Multiple Payments

### 6.4 *SACC Manual* Clauses

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C2000C	Taxes – Foreign-based Contractor	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax - Foreign-Based Contractor	2008-05-12

## 7. Invoicing Instructions

7.1. 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.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

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

## 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 Articles of Agreement;
- (b) the supplemental general conditions 4003 (2010-08-16) Licensed Software and 4004 (2010-08-16) Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Equipment List;
- (f) Annex C, Basis of Payment;
- (g) Annex D, Security Requirement CheckList
- (h) Annex E, Insurance
- (i) the Contractor's bid dated \_\_\_\_\_.

## 11. Insurance

SACC *Manual* clause G1005C (2008-05-12) Insurance

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**-ANNEX A****Statement of Work****Preventative Maintenance and Calibration Services****1. Scope****1.1 Title**

1.1.1 Preventative Maintenance (PM) and Calibration Services Requirement of Balances and Centrifuges

**1.2 Introduction**

1.2.1. The various balances and centrifuges equipment (referred to as "equipment") used in ISO/IEC 17025 accredited diagnostic testing at the National Microbiology Laboratory (NML) must undergo regularly scheduled Preventative Maintenance (PM) and Calibration services.

1.2.2. It is mandatory that equipment at the NML, that is used in ISO/IEC 17025 accredited diagnostic testing, have its PM and Calibration services performed by a service provider that is accredited to a recognized quality system standard, i.e. ISO/IEC 17025 and/or ISO 9001.

1.2.3. The Contractor must demonstrate that they use traceable reference and approved manufacturer's specifications when servicing critical equipment.

1.3.4 The Contractor must work in tandem with the NML accredited labs to ensure that ISO/IEC 17025 accreditation compliance has been achieved.

**1.4. Objectives**

1.4.1 PM services will include specified, regular intervals of inspection (usually on an annual basis, but is program dependent and specific), cleaning and repair/part replacement, where required. PM services must meet the original manufacturer's specification, unless otherwise specified by the laboratory.

1.4.2. Calibration services must have traceability to reference standards and be performed by trained service technicians, on the aforementioned regular interval schedule. Calibrations must meet, or exceed, the manufacturer's original specification for performance and/or the amended specifications of the laboratory's test method.

1.4.3. The Contractor's service technician must attend an employee orientation and be security cleared to the level as identified in this Contract.

1.4.4 Immunization and health assessment may be required depending on work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Contractor will be advised of any requirements. If required, the Contractor is responsible for providing the required immunization and health assessment to their employees. As a minimum, the following shall apply:



1.4.4.1 Basic requirements for entry into CL02 - Current TD (tetanus) booster, i.e. Within the past 10 years Hepatitis B;

1.4.4.2. For CL03 Entry - based on a "case by case" risk assessment, the following activities will be performed on site as required. Entrance Serum storage & Exit Serum Storage; and

1.4.4.3. CL03 TB Lab only - Mantoux TB skin test.

## **2. Work to be provided:**

2.1 Balance PM service and Calibration is to be done before the end of April.

2.1.1 Contractor must make scheduling arrangements with Technical Authority to confirm date of service and access to balance requiring service.

2.1.2. The PM and calibration service of balances must involve:

2.1.2.1 The use of controlled service method (i.e. a controlled Standard Operating Procedure) from the recognized Quality System of their company, including, but not limited to,

2.1.2.2 Removing any dirt or debris from the balance pan that might interfere with the mass results from the balance.

2.1.2.3. Use certified, traceable reference standard masses (and other applicable equipment, i.e. a barometer), perform an "AS FOUND" verification prior to any inspection or adjustment of the balance, where required and specified by the NML.

2.1.2.4. Inspection of the balance as per manufacturer's specifications

2.1.2.5. Cleaning of the pan, external surfaces, and any other areas as per the manufacturer's specifications, as well as performing any repairs, visible repairs or adjustments required.

2.1.2.6. Using certified, traceable reference standard masses, perform an "AS CALIBRATED or AS LEFT" service to ensure that the balance is working as per the manufacturer's specifications.

2.1.2.7. If further service/repair is required, notify NML Calibration Technician and seek prior approval before continuing with the additional service/repair.

2.1.2.8 If balance performs as per manufacturer's specifications, technician shall apply a manufacturer calibration label sticker to the balance as agreed upon with the NML Calibration Technician.

2.1.2.9 Upon completion of each PM, NML Calibration Technician will sign off and receive a copy of the work order provided by

the service technician. The service technician will complete the calibration certificates which are to be in an electronic file or equivalent and forwarded to the Calibration Technician.

## 2.2 Centrifuge PM service and Calibration is to be done in May

### 2.2.1. The PM and calibration service of centrifuges must involve:

2.2.1.1 The use of a control service method (i.e. a control Standard Operating Procedure) from the recognized Quality System of their company, including, but not limited to,

2.2.1.2 Removing any dirt or debris from the chamber that might interfere with the rotation of the centrifuge.

2.2.1.3 Using a certified, traceable reference tachometer ( and other applicable equipment for environment monitoring, as required), perform an "AS FOUND" verification prior to any inspection or adjustment of the centrifuge, where required and specified by the NML.

2.2.1.4. Inspection of the centrifuge as per manufacturer's specifications.

2.2.1.5 Cleaning of the chamber, wells, rotors and any other areas as per the manufacturer's specs, as well as performing any repairs visible repairs or adjustments required, including regreasing of seals.

2.2.1.6 Using a certified, traceable reference tachometer (and other applicable equipment for environment monitoring, as required, perform an "AS CALIBRATED or AS LEFT" service to ensure that the centrifuge is working as per the manufacturer's specifications.

2.2.1.7 If further service/repair is required, notify NML Calibration Technician and proceed as per his/her instructions.

2.2.1.8 If centrifuge performs as per manufacturer's specifications, apply a calibration stick to the centrifuge in a format agreed upon with the NML Calibration Technician.

2.2.1.9 Upon completion of the contract work, NML Calibration Technician will signoff on the work order. The services technician will complete the calibration certificates which are to be in an electronic file or equivalent and forwarded to the Calibration Technician.

## 3. Technical, Operational and Organizational Environment

3.1 Through ongoing communication with the NML Calibration Technician, the NML Quality Office and the accredited NML laboratories, a regularly scheduled routine of PM services and Calibration has been established and accepted as part of the ISO/IEC 17025 culture at the NML. The NML laboratories that house the critical equipment being serviced are aware and receive notification from the Technical Authority of the impending PM and calibration services provided by an accredited external service provider.

3.2 The regularly (i.e. annual) scheduled PM and Calibration services as outlined in this Contract are separate from any additional service calls made by the individual NML laboratories. Those individual programs are responsible for those additional service calls and not included as part of this contract.

#### 4. Reporting Requirements

4.1 An electronic file (pdf or equivalent) of the PM and Calibration service must be submitted to the Technical Authority in order to establish the record of traceability for the equipment services at the NML

4.2. Upon completion of PM and Calibration service for each balance, the final calibration report must include, but not limited to.

4.2.1 Name of Company (performing service)

4.2.2 Calibration Certificate

4.2.3 Certificate Number

4.2.4 Customer Name and Address

4.2.5 Location and Calibration

4.2.6 Make, Model and Serial Number of Equipment

4.2.7 Verification - Itemized Checklist

4.2.7.1 A list of items that the service technician must check while inspecting, as per the manufacturer's specification, and/or the accredited service provider's SOP. This can include, but not limited to, power cable/adaptor, display/keyboard, circuit board, weighing cell, internal weight, leveling device, weigh pan & support, housing/draft shield, windows, tare function, auto cal. function, hysteresis, and eccentricity tolerance

4.2.8. Manufacturer or Customer Specifications

4.2.8.1 Range

4.2.8.2 Readability

4.2.8.3 Precision

4.2.9 Verification Readings

4.2.9.1 Mass (g/mg)

4.2.9.2 Reference

4.2.9.3 As Found

4.2.9.4 As Left

4.2.9.5 Status of Conformity to Specifications

4.2.10 Eccentricity Load Test

4.2.10.1. Test Weight (g/mg)

4.2.10.2. As Found/As Left

4.2.10.2.1 Pan Center and Four Corners

4.2.10.3 Status of Conformity to Specifications

4.2.11. Comments

## 4.2.12. Identification of the Certified Reference Standards

## 4.2.13 Name of Service Technician performing service

## 4.2.14 Calibration Date

## 4.2.15 Next Calibration Date (if applicable)

## 4.2.16 Client Approval and Date

## 4.2.17 Identify the service procedure used

## 4.3 Upon completion of PM and Calibration service for each centrifuges, the final calibration report must include, but not limited to.

## 4.3.1 Name of Company (performing service)

## 4.3.2 Calibration Certificate

## 4.3.3 Certificate Number

## 4.3.4 Customer Name and Address

## 4.3.5 Location and Calibration

## 4.3.6 Make, Model and Serial Number of Equipment

## 4.3.7 Verification - Itemized Checklist

4.3.7.1 A list of items that the service technician must check while inspecting, as per the manufacturer's specifications, and/or the accredited service provider's SOP. This can include, but not limited to, power cable/adaptor, switches/keyboard, display, rotor #, rotor maximum speed (rpm), rotor accessories, door latch/emergency latch, circuit boards, motor, brushes, compressor/ventilator, de-acceleration control, door gasket and un-balance sensor.

## 4.3.8. Manufacturer's or Customer Specifications

## 4.3.8.1 Parameter

4.3.8.1.1 Speed (RPM)

4.3.8.1.2 Time (min)

4.3.8.1.3 Temperature (°C)

## 4.3.8.2 Range

## 4.3.8.3 Tolerance

## 4.3.9 Verification Readings

## 4.3.9.1. As Found and As Left Results

## 4.3.9.1.1. Parameter

4.3.9.1.1.1 Speed 1 (RPM)

4.3.9.1.1.2 Speed 2 (RPM)

4.3.9.1.1.3. Temperature (°C)

4.3.9.1.1.4 Time (min)

4.3.9.1.2. Set Point

4.3.9.1.3 Reference

4.3.9.1.4. Displayed Value

## 4.3.10 Status of Conformity to Specifications

## 4.3.11 Comments

## 4.3.12. Identification of the Certified Reference Standards

## 4.3.13 Name of Service Technician performing service

## 4.3.14 Calibration Date

## 4.3.15 Next Calibration Date (if applicable)

## 4.3.16 Client Approval and Date

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#### 4.3.17 Identify the service procedure used

### 5. Project Management Control Procedures of all Critical Equipment

5.1 On an annual basis, approximately four months prior to the expiration of this contract, the Contractor will contact the Technical Authority to renew the service of equipment. This services is based on the number of individual piece of critical equipment requiring service.

5.2 On an annual basis, the Technical Authority will consult with the individual NML section to determine the makes, models, and number of items requiring a PM and calibration service. Upon receiving the information, the Technical Authority will update the contract accordingly if further equipment should be added to this contract.

### 6. Public Health Agency of Canada's Obligation

6.1. Providing Contractor's orientation training, providing a security badge in order for the service technician to have access to the CL2 and CL3 H-block areas  
6.1.1 Accompany the service technician as required to the applicable section

6.2. Make arrangements and direct the service technician to the appropriate areas to perform the PM and calibration services on the equipment.

### 7. Contractor's Obligation

7.1 Unless otherwise specified, the service technician must use their own equipment and software for the perform of the work.

7.2. The service technician must have training records that indicate that they have appropriate training, observe manufacturer's specifications, and are familiar with the equipment, as well as an active member of their quality system.

### 8. Location of Work

The work will be performed at two locations in Winnipeg. The actual location will provided upon contract award..

**-ANNEX C****BASIS OF PAYMENT****1.0. INSTRUCTIONS**

Bidders are to quote a firm all inclusive unit price per unit, GST Extra.

**2.0 ESTIMATED LEVEL OF EFFORT (Work Breakdown Structure) - for informational purposes only.**

Based on previous PM and calibration service provided, the estimated level of effort was as follows:

- 2.1 Over the course of 20 working days in a calendar month, 56 balances were completed (approximately 14 per week).
- 2.2 Over the course of 20 working days in a calendar month, 122 centrifuges were completed (approximately 30+ per week).

**3.0 LIST OF EQUIPMENT - Please refer to attached Annex B****4.0 PRICING SCHEDULE****4.1 PERIOD OF CONTRACT - DATE OF CONTRACT AWARD TO 30 APRIL 2014**

1. As per the attached List of Equipment, an all-inclusive price per unit will be charged:

\$ \_\_\_\_\_/unit x 135 units = \$ \_\_\_\_\_

**4.2 OPTION - ADDITIONAL EQUIPMENT**

2. During the period of the contract, if additional equipment is added to this contract, the all inclusive price per unit will be charged at

\$ \_\_\_\_\_/unit x estimated additional 5 units = \$ \_\_\_\_\_

**Sub-Total for Period of the Contract** \$ \_\_\_\_\_

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**4.3 OPTION PERIOD 1 - 01 MAY 2014 - 30 AVRIL 2015**

1. As per the attached List of Equipment, an all-inclusive price per unit will be charged:

\$ \_\_\_\_\_/unit x 135 units = \$ \_\_\_\_\_

**4.4 OPTION - ADDITIONAL EQUIPMENT**

2. During the period of the contract, if additional equipment is added to this contract, the all inclusive price per unit will be charged at

\$ \_\_\_\_\_/unit x estimated additional 5 units = \$ \_\_\_\_\_

**Sub-Total for Period of the Contract** \$ \_\_\_\_\_

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**4.5 OPTION PERIOD 2 - 01 MAY 2015 - 30 APRIL 2016**

1. As per the attached List of Equipment, an all-inclusive price per unit will be charged:

\$ \_\_\_\_\_/unit x 135 units = \$ \_\_\_\_\_

**4.6 OPTION - ADDITIONAL EQUIPMENT**

2. During the period of the contract, if additional equipment is added to this contract, the all inclusive price per unit will be charged at

\$ \_\_\_\_\_/unit x estimated additional 5 units = \$ \_\_\_\_\_

**Sub-Total for Period of the Contract** \$ \_\_\_\_\_

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**4.7 OPTION PERIOD 3 - 01 MAY 2016 - 30 APRIL 2017**

1. As per the attached List of Equipment, an all-inclusive price per unit will be charged:

\$ \_\_\_\_\_/unit x 135 units = \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation

6D063-123233/A

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

PHAC

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35332

Buyer ID - Id de l'acheteur

wpg013

CCC No./N° CCC - FMS No/ N° VME

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#### 4.8 OPTION - ADDITIONAL EQUIPMENT

2. During the period of the contract, if additional equipment is added to this contract, the all inclusive price per unit will be charged at

\$\_\_\_\_\_/unit x estimated 5 additional units = \$\_\_\_\_\_

**Sub-Total for Period of the Contract**    \$\_\_\_\_\_

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#### 4.9      4.4      OPTION PERIOD 4 - 01 MAY 2017 - 31 APRIL 2018

1. As per the attached List of Equipment, an all-inclusive price per unit will be charged:

\$\_\_\_\_\_/unit x 135 units = \$\_\_\_\_\_

#### 4.10 OPTION - ADDITIONAL EQUIPMENT

2. During the period of the contract, if additional equipment is added to this contract, the all inclusive price per unit will be charged at

\$\_\_\_\_\_/unit x estimated additional units = \$\_\_\_\_\_

**Sub-Total for Period of the Contract**    \$\_\_\_\_\_

**TOTAL FOR PERIOD OF CONTRACT AND ALL OPTION PERIODS -**

**\$\_\_\_\_\_**



Solicitation No. - N° de l'invitation

6D063-123233/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg013

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

PHAC

WPG-2-35332

## **ANNEXE D**

### **SECURITY REQUIREMENT CHECKLIST**

**attached**

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## ANNEX E

### INSURANCE

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Section	Location	Make	Model	Centrifuge Instrument	Other Identification
ARS	CL-3 H5476	Eppendorf	MiniSpin Plus	HC-005855	HC-005855
ARS	H3100	IEC	Micromax	3590F1265	HC-001726
ARS	H3100	IEC	MicroMAX	3590F3200	HC-002979
ARS	H3100	Eppendorf	5424	5424XH215426	PHAC-001952
ARS	H3100	Eppendorf	5424	5424XH515424	PHAC-001951
BBP_EV	H4890	Eppendorf	5417R	540704659	HC-000518
BBP_EV	H4890	Sigma	4-15C	101076	
BBP_EV	H4120	Sorvall	Legend Micro17	40605508	HC-007750
BBP_EV	H4130	Sorvall	Legend Micro21	40701373	HC-000676
BBP_EV	H4130	Eppendorf	5415R	5426ZJ933087	PHAC-5002900
BBP_EV	H4910	Eppendorf	5804	580402954	HC-003977
DM	H4125 (locked)	Eppendorf	5425	54240005278	PHAC-000805
DM	H4135 (locked)	Eppendorf	5425	5424Y0027361	PHAC-5002701
EBD_BADD	CL-3 H5460	Eppendorf	Minispin Plus	0029395	HC-006579
EBD_BADD	CL-3 H5465	Eppendorf	Minispin	0023603	HC-006273
EBD_BADD	CL-3 H5474	Eppendorf	Mini-Spin Plus	5453ZM456051	no asset #
EBD_BADD	CL-3 H5476	Hettich	Rotina 38R	0000154	HC-005753
EBD_BADD	H2520	Eppendorf	5430	5427XN306540	PHAC-5000731
EBD_BADD	CL-3 H5476	Eppendorf	Minispin	25430	HC-006155
EBD_BADD	H2520	Eppendorf	MiniSpin Plus	5453ZM056050	PHAC-5003153
ENT	H1360	Eppendorf	5417R	0021177	HC-007234
ENT	H1590	IEC	Centra MP4	24373154	HC-002881
ENT	H1590	Eppendorf	5415R	5426YL130635	PHAC-5001793
ENT	H1630	IEC	Microlite	3580F0150	HC-005111
ENT	H1360	Eppendorf	5430	5427YG808390	PHAC-5002254
FS	CL3; H4420	IEC	MD4	24373037	HC-001437
FS	CL3; H4420	Eppendorf	5425	54250511-22331	HC-004179
FS	H4940	Eppendorf	5424	40494451	HC-006210
IRV	H4030	Eppendorf	5430	5427XO006977	PHAC-5002292
IRV	H4090		5417R	540701693	HC-001045
IRV	H4090	Eppendorf	5417C	541706183	HC-001047
IRV	H4090	Eppendorf	5415D	542522547	HC-003197
IRV	H4090	Eppendorf	5415D	542522550	HC-003196
IRV	H4090	Eppendorf	5415D	54250068888	HC-006943
IRV	H4090	Eppendorf	5415D	54250072351	HC-007096
IRV	H4090	Eppendorf	5430	5427XN606525	PHAC-5000802
IRV	H4097	Sigma	4-16K	143078	PHAC-5004722
MAB	H1330	Eppendorf	5415R	5426X082849	PHAC-001979
MAB	H2730	Eppendorf	5415R	0014967	HC-006551
MAB	H2730	Eppendorf	5415D	0066633	HC-006552
MAB	H2730	Eppendorf	5415D	0067773	HC-006755
MAB	H2730	Eppendorf	5415D	00611955	CFIA-001788
MAB	H2732	Eppendorf	5417C	14730	HC-003022
MAB	H2734	Hettich	Rotofix 32	0003534	HC-003932
MAB	H2734	Hettich	Rotofix 32	0003542	HC-003754
MAB	H2736	Hettich	Rotofix 32	0009551	HC-006811
MERT	Berry	Eppendorf	Mini Spin Plus	54530029407	HC-006578
MERT	Berry	Eppendorf	Mini Spin Plus	5453ZM956055	PHAC-5003154
MERT	Mobile Mobile	Eppendorf	MiniSpin Plus	5453ZM856052	PHAC-5003155
MM	H5085	Hettich	Mikro 20	0003365	HC-003931

MM	H5140	Eppendorf	5415R	0013452	HC-006207
MM	H5140	Eppendorf	5415R	0021543	PHAC-000069
MM	H5085	Eppendorf	5418R	5401Z0604668	PHAC-5001891
MM	H5085	Eppendorf	5804R	5805ZN561086	PHAC-5004527
MPB	CL-3 H5415	Eppendorf	Minispin	0039371	
MPB	H5830	Eppendorf	5417C	13541	HC-002911
MPB	H5830	Eppendorf	5415D	5425-41459	HC-004287
MPB	H5830	Sorvall	Legend RT	S00264	HC-007254
MPB	H5820	Eppendorf	Minispin	5452-08791	HC-004343
NRCM_TB	CL3 H4532	Eppendorf	5415C	31050	N/A
NRCM_TB	CL-3 H4532	Eppendorf	Minispin	342223	HC-007591
NRCM_TB	CL-3 H4532	IEC	Micromax	3590F3705	HC-004184
NRCM_TB	CL-3 H4532	Eppendorf	Minispin Plus	5453X0845718	PHAC-5002057
NRCM_TB	CL3 H4640	Eppendorf	5415C	79264	HC-000452
NRCM_TB	CL-3 H4640	Heraeus	Megafuge 1.0	HC-000222	HC-000222
NRCM_TB	CL-3 H4650	Eppendorf	Minispin	0032222	HC-007591
NRCM_TB	H3380	Eppendorf	Mini-spin	0039363	HC-001532
NRCM_TB	H3380	Eppendorf	5415C	5415-75135	HC-001834
NRCM_TB	CL3 H4650	Sorvall	ST16R	71267539	PHAC-5001965
NRCM_TB	CL3 H4650	Mandel	Mini-centrifuge	10090267	PHAC-5003341
NRCM_TB	CL3 H4650	Mandel	Mini-centrifuge	10090268	PHAC-5003342
NSB	H3650	Eppendorf	5417C	0023935	HC-007521
NSB	H3650	Eppendorf	5417C	541705672	HC-002199
NSB	H3650	Eppendorf	5424	5424X1515636	PHAC-001770
NSB	H3650	Eppendorf	5424	5424XH014966	PHAC-5000616
NSB	H5150	Hettich	Mikro 22R	0001644-04-00	HC-003075
NSB	H5150	Eppendorf	5415C	5415B53821	HC-000899
PDP - ask Yulian	CL3 H5410	Eppendorf	MiniSpin	545211889	HC-005454
PDP - ask Yulian	CL-3 H5415	Eppendorf	5415	90160	
PDP	CL-3 H5420	Eppendorf	5415R	0021545	PHAC-000228
PDP	CL-3 H5420	Eppendorf	5415D	56726	HC-004284
PDP	CL-3 H5420	Sorvall	Legend RT+	4091227	HC-002029
PDP	H3480	Eppendorf	MiniSpin Light Duty	54530024599	HC-005526
PDP	H5785	Eppendorf	5424	0012830	PHAC-001569
PDP	H5830	Eppendorf	5415D	0057362	HC-005347
PDP	H5830	Eppendorf	5417R	5407X142135	PHAC-002030
PDP	H5430	Eppendorf	MiniSpin Plus		PHAC-5005639
PDP	H5830	Eppendorf	5424R		PHAC-5005074
PNC	H1320	VWR	Clinical 100	C009523	PHAC-5002969
RVA	H2365	Hettich	Mikro22R	0003489-05-00	HC-005363
SBAC	H4250	Eppendorf	5415D	54250063886	HC-006208
SBAC	H5100	Eppendorf	H5417C	54170023361	HC-007038
SBAC	H5160	Eppendorf	5417C	541718599	HC-004154
SBAC	H5250	Eppendorf	5417R	540715984	HC-004664
SPATH	H2140	Eppendorf	5415D	0068897	HC-006944
SPATH	H2140	Sorvall	Legend RT	40510276	HC-006258
SPATH	H2140	Sorvall	Legend RT	40510704	HC-006259
SPATH	H2140	Hettich	EBA 12R		HC-002573
SPATH	H2140	Hettich	Mikro 20		HC-003205
SPATH	H2405	Fisher	Accuspin Micro 17R		PHAC-5002185
SPATH	H2405	Eppendorf	5430		PHAC-5001671
SPATH	H2380	Fisher	Accuspin Micro 17		PHAC-000820

SPATH	H2380	Fisher	Accuspin Micro 17		PHAC-000654
SPATH	H2380	Sorvall	Legend Micro 17		PHAC-5002565
SPATH	H2380	Eppendorf	5417R		HC-001044
SPATH	H2380	Eppendorf	5417R		HC-001046
SPATH	H2380	Thermo	Micromax RF		HC-004558
SPATH	H2380	VWR	Galaxy 16DH		PHAC-001503
SPATH	H2380	Thermo	Sorvall ST16R		PHAC-5001771
SPATH	H2380	Hettich	Universal 32R		HC-005621
SPATH	H2380	Hettich	Mikro 22R		HC-003895
SPATH	H2410	Hettich	32R		HC-005512
SPATH	H2410	Thermo/IEC	CL31R Multispeed		n/a
SPATH	H2410	Thermo	Micro 21R		PHAC-5002528
STREP_STI	H3110	Eppendorf	5417C	541705472	HC-002182
STREP_STI	H3110	Eppendorf	5424	5424YP627689	PHAC-5001684
VESTD	H2670	IEC	Micro-MB	36150228	HC-002279
VESTD	H2670	Eppendorf	5424	5424ZN432519	PHAC-5003422
VESTD	H2700	Eppendorf	5424	5424YK525140	PHAC-5002006
VESTD	H2740	Eppendorf	5430R	5428YK905842	PHAC-5001802
VESTD	H5594	Hettich	Mikro 22R	H039655	HC-003079
VESTD	H5840	Hettich	Mikro 120	0000313-02-00	HC-007618
VESTD	H5790	Eppendorf	5804R	580500935	HC-001599
VESTD	H5790	Eppendorf	5424	5424ZI230050	PHAC-5002973
VESTD	H2670	IEC		3166	n/a
VTs	H1072	IEC	Micromax	3590F0851	HC-001127
VTs	H1090	Eppendorf	5417R	540700503	HC-001043
VZ	H4940	Eppendorf	5424	0011115	PHAC-000810
VZ	H4950	IEC	CL3R	HC-003592	HC-003592
VZ	H4970	Heraeus	Multifuge 3SR+	40903131	PHAC-5001157
VZ	H4970	Eppendorf	5424	5424XH415408	PHAC-001679
VZ	H4980	Eppendorf	5415D	5425-40550	HC-004137
VZ	H4980	Eppendorf	5415R	5426YK930498	PHAC-5002233
VZ	H4460	IEC	MP4R	24382582	HC-000259
VZ	H4430	IEC	Micromax RF	3592F1795	HC-003890

135 Units





Annex "D"



Gouvernement  
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du Canada

Contract Number / Numéro du contrat

6D083-12-3233

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction IDPC
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Balance & Centrifuge Calibration		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

10. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada





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6D063-12-3233

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UNCLASSIFIED

**PART C (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET		
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TOP SECRET COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Contract Number / Numéro du contrat

8D083-12-9233

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Pronych, Christie	Program Support Administrator	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
204-789-5008	204-789-5038	christie.pronych@phac-aspc.gc.ca
Date	2012/11/27	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Vsesh, Shelley	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
204-789-7033	204-789-2064	shelley.vsesh@phac-aspc.gc.ca
Date	Nov. 28/2012	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No ☐ Yes  
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Monique Lamoureux-Bellec	Supply Specialist	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
(204) 983-6107	(204) 983-7796	monique.bellec@pwgsc-tpsgc.gc.ca
Date	March 13/13	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date	Jan 9/13	

Joelle Smith  
Contract Security Officer, Contract Security Division  
Joelle.Smith@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1726 / Fax/Téléc - 613-954-4171