

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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> LABORATORY MICROWAVE DIGESTION SYS	
<b>Solicitation No. - N° de l'invitation</b> 23145-130127/A	<b>Date</b> 2012-08-17
<b>Client Reference No. - N° de référence du client</b> 23145-130127	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-240-5999	
<b>File No. - N° de dossier</b> VIC-2-35134 (240)	<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 2012-10-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Hogg(VIC), Mike	<b>Buyer Id - Id de l'acheteur</b> vic240
<b>Telephone No. - N° de téléphone</b> (250) 363-3916 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 506 WEST BURNSIDE RD VICTORIA British Columbia V8Z1M5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award)

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

### List of Annexes:

- |         |                  |
|---------|------------------|
| Annex A | Requirement      |
| Annex B | Basis of Payment |

Solicitation No. - N° de l'invitation

23145-130127/A

Amd. No. - N° de la modif.

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VIC-2-35134

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

Laboratory Microwave Digestion System capable of performing elevated temperature and pressure acid digestions in a variety of sample types including but not limited to: soil, plant tissue, wood, tree bark and related materials. The system is to include all components, features, services and specifications as identified herein.

### **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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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 (10) 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 "proprietary" 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 British Columbia.

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 ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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)

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11) Exchange Rate Fluctuation

#### **1.2 SACC Manual Clauses**

### **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**

As per attached Annex "A"

#### **1.2 Financial Evaluation**

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

### **2. Basis of Selection**

Solicitation No. - N° de l'invitation

23145-130127/A

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vic240

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## **2.1**      A0031T - (2010-08-16) , Basis of Selection - Mandatory Technical Criteria

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2. 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 (A3031T)

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

( ) 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;

( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

( ) 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;

( ) 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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 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

2010A (2012-07-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (insert the date).

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Hogg  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 250-363-3916  
Facsimile: 250-363-0395  
E-mail address: mike.hogg@pwgsc.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: \_\_\_\_\_  
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.

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex A "for a cost of \$ \_\_\_\_\_. 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

C6000C (2011-05-16) Limitation of Price

## 6.3 Single Payment

H1000C (2008-05-12) Single Payment

## 7. Invoicing Instructions

H5001C (2008-12-12) - Invoicing Instructions

## 8. Certifications

**8.1** Compliance with the certifications 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 or 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 \_\_\_\_\_.

## 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 general conditions 2010A (2012-07-16);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

**ANNEX "A"**  
**REQUIREMENT**  
**Laboratory Microwave Digestion System**

Technical information, photos, and brochures must be submitted with the proposal at solicitation close to clearly demonstrate compliance with the specification detailed within this solicitation. Failure to provide required documentation may render the proposal non-compliant.

Bidder / supplier must be an authorized distributor or manufacturer of the equipment being offered. All systems and components must be in accordance with common industry practice including CSA and applicable ISO standards and test methods. Systems and components must be factory supplied and warranted by the Original Equipment Manufacturer (OEM) as opposed to after-market supplied and warranted.

The equipment being offered must be new and the current production model. The equipment must include any or all standard equipment normally included, either implied or stated, on the model quoted.

Installation & Utilities: The supplier will, as part of the bid, indicate the bench space and height requirements for adequate installation, operational function and servicing of the instrument package and provide all utility and additional systems requirements.

**Mandatory Criteria**

**DESCRIPTION:** To provide Natural Resources Canada, one (1) Laboratory Microwave Digestion System for acid digestion of a variety of soil, plant tissue, wood, bark and related materials.

**Design Requirements:**

1. Microwave Oven
  2. Vessel rotor or rack with quartz vessel assemblies
  3. Integrated control panel or module
- Performance Requirements:**
4. Capable of digesting a minimum of 12 samples simultaneously without user intervention.
  5. Digest temperature to reach a minimum of 170C
  6. Digest vessels must be capable of maintaining a pressure of 30 bar (435 psi) or greater throughout the run.
  7. System to provide continuous temperature monitoring in all vessels.
  8. All vessels must be equipped with a pressure release device to prevent vessel failure

**Annex "A",**

**section a**

**SYSTEM COMPONENTS, SERVICES AND SPECIFICATIONS** The specifications itemized below are minimum specifications. Where supplier specifications differ, indicate how and state the comparable quality, technology or service offered.

<b>DESCRIPTION:</b> Laboratory Microwave Digestion System capable of performing elevated temperature and pressure acid digestions in a variety of sample types including but not limited to: soil, plant tissue, wood, tree bark and related materials. The system is to include all components, features, services and specifications as identified herein.	<b>Cross Reference</b> (to bidders technical information)	<b>MET</b>	<b>NOT MET</b>

<b>Microwave Oven, with:</b> <ol style="list-style-type: none"> <li>9. Fluoropolymer coated stainless steel oven cavity</li> <li>10. Fully integrated corrosion resistant oven cavity exhaust system.</li> <li>11. Minimum 1200W total microwave power</li> <li>12. Infrared temperature sensor(s) to monitor temperature in all vessels during a run.</li> <li>13. Microprocessor controlled oven with integrated or stand alone control panel.</li> <li>14. Explosion resistant construction designed to ensure vessel containment and provide maximum user safety in the event of vessel failure.</li> <li>15. Doors fitted with safety interlocks to prevent accidental opening during digestion.</li> </ol>			
<b>Vessel Set(s):</b> <ol style="list-style-type: none"> <li>16. Complete vessel set to be provided (ie full rack or rotor).</li> <li>17. Minimum digestion capacity of 12 samples simultaneously per run using sample rack or rotor.</li> <li>18. Digest pressure vessels must be quartz construction with PFA or TFM sealing cap and polymeric outer jacket.</li> <li>19. Quartz vessel capacity of 40-75ml</li> <li>20. Cap or rack system must include vent and re-seal technology to permit safe venting in overpressure situations.</li> <li>21. Vessel set to include all necessary inert polymeric outer vessel jackets, clips, holders, trays, liners, seal, etc. to permit normal operation.</li> </ol>			
<b>Control Panel or Module, with:</b> <ol style="list-style-type: none"> <li>22. Ability to control all instrument functions from the control panel using pre-defined standard or user definable digestion methods.</li> <li>23. Software with automatic control of applied power depending on number and type of samples to be digested</li> <li>24. Ability to monitor the temperature of all vessels simultaneously and automatically modulate microwave power to control or prevent exothermic reactions.</li> <li>25. Ability to record actual temperatures in each vessel and export run data to an external disc or drive.</li> </ol>			
<b>The complete system to include:</b> <ol style="list-style-type: none"> <li>26. All normally supplied cables, spare parts, racks, tool kits, fittings, and adapters required for normal operation and daily routine maintenance.</li> </ol>			

<b><u>Annex "A", section b</u></b>			
<b>Quality, Standards and Codes</b> <ul style="list-style-type: none"> <li>i. All items to be new, current production model, and supplied as a complete system by the original equipment manufacturer.</li> <li>ii. Equipment must be supplied to operate on 230V/60 Hz power and bear CSA approval (or equivalent) for use in British Columbia.</li> <li>iii. Documentation of applicable certifications to be supplied</li> </ul>			
<b>Performance and Warranty</b> <ul style="list-style-type: none"> <li>iv. All items to be fully warranted by the manufacturer for on-site service, including parts and labour, for minimum 12 months from date of installation.</li> <li>v. All instrument control software and instrument hardware upgrades to be included free of charge for a minimum of 12 months from date of installation</li> <li>vi. Service of all components must be made available in Canada at the consignees location (if required), directly through the equipment supplier.</li> </ul>			
<b>Delivery, Installation and Training</b> <ul style="list-style-type: none"> <li>vii. Due to operational requirements, all items must be delivered on-site, installed and fully operational <b>within 8 weeks</b> of contract award.</li> <li>viii. Installation, configuration, start-up and verification of entire system, as well as on-site orientation and operator training to be included</li> <li>ix. Installation to include clean up and removal of packing material and any residue from installation.</li> </ul>			
<b>Manuals and Documentation</b> <ul style="list-style-type: none"> <li>x. Detailed operator, technical and methods manuals to be provided; at least one complete set in hard copy and one set in digital format (pdf) to be included.</li> <li>xi. All manuals and documentation to be written in English</li> </ul>			

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**ANNEX "B"**  
**BASIS OF PAYMENT**

**Pricing:**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Delivered Duty Paid (DDP) Victoria BC Canada V8Z 1M5, Shipping Charges, Installation, Training, Canadian customs duties, and excise taxes included.

DESCRIPTION	U O I	QTY	FIRM ALL INCLUSIVE UNIT PRICE
DESCRIPTION: Laboratory Microwave Digestion System capable of performing elevated temperature and pressure acid digestions in a variety of sample types including but not limited to: soil, plant tissue, wood, tree bark and related materials. The system is to include all components, features, services and specifications as identified herein.	1	LOT	\$
GST/HST			\$
TOTAL			\$

**Delivery (MANDATORY):**

Delivery, Installation & Training is required by no later than 8-weeks after contract award. .