

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> UV Spectrophotometer	
<b>Solicitation No. - N° de l'invitation</b> 31970-131558/A	<b>Date</b> 2013-04-24
<b>Client Reference No. - N° de référence du client</b> 31970-131558	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-036-9779
<b>File No. - N° de dossier</b> EDM-2-35450 (036)	<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 2013-06-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<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> Lee, Eileen	<b>Buyer Id - Id de l'acheteur</b> edm036
<b>Telephone No. - N° de téléphone</b> (780) 497-3550 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> NATIONAL RESEARCH COUNCIL CANADA 11421 Saskatchewan Drive EDMONTON Alberta T6G 2M9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

**UV-Vis-NIR SPECTROPHOTOMETER  
NATIONAL RESEARCH COUNCIL CANADA (NRC)  
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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

### 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.

### 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 **fifteen (15)** 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 Alberta.

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	1 hard copy
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 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 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.

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## 1.1 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

Bidders must address each performance specification listed in Annex A, Requirement.

#### 1.2 Financial Evaluation

The total evaluated bid price will be the sum of the firm price of one UV-VIS Spectrophotometer, its delivery and installation, and training in accordance with Annex A Requirement.

##### 1.2.1 Evaluation of Price

A0220T (2007-05-25), Evaluation of Price

### 2. Basis of Selection

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

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

## 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

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.  
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

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## 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 (2013-03-21), 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 August 15, 2013.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Eileen Lee  
Title: Student Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5th Floor, Telus Plaza North, 10025 Jasper Avenue, Edmonton, AB T5J 1S6  
Telephone: (780) 497-3550  
Facsimile: (780) 497-3510  
E-mail address: Eileen.Lee@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 will be completed upon contract award.

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edm036

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

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File No. - N° du dossier

EDM-2-35450

CCC No./N° CCC - FMS No/ N° VME

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.

**5.3 Contractor's Representative** (To be completed by the contractor and submitted at time of bid.)

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

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

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

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

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

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

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

**6. Payment**

**6.1 Basis of Payment- Firm Lot Price**

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 "B" Basis of Payment, for a cost of \$\_\_\_\_\_ (insert the amount at contract award). 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

**6.4 SACC Manual Clauses**

C2000C (2007-11-30) Taxes- Foreign-based Contractor

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## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified 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 Alberta.

## 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 (2013-03-21), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 11. SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment  
B7500C (2006-06-16) Excess Goods  
A9068C (2010-01-11) Government Site Regulations  
G1005C (2008-05-12) Insurance

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CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX "A" REQUIREMENT**

The National Research Council (NRC) has a requirement for the supply, delivery, and installation of one (1) UV-Vis-NIR Spectrophotometer to their location in Edmonton, AB.

The instrument must be delivered, fully assembled, installed and tested by the Contractor(s) to ensure proper operation. The Contractor(s) must provide on-site training on the instrument's operation and routine maintenance for a maximum of six persons for each instrument. Training is to be conducted at the NRC Edmonton site.

The UV-Vis-NIR Spectrophotometer must come with a minimum one year warranty covering all parts, labour and software updates/upgrades.

Delivery, installation, and training must be completed no later than August 15, 2013.

## Mandatory Performance Specification

### Bidder Instructions:

Bidders **must** address each performance specification, in the worksheet provided, whether the product offered is in compliance with the specification (Yes) or is not in compliance (No) and provide supporting documentation for each item. Bidders are requested to identify on their supporting documentation where the information can be found and, if applicable, N/A if documentation is not available.

To ensure compliance is clear, the bidder is requested to utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration. If upon delivery and acceptance, the product is found to not meet the Mandatory Performance Specifications, the product will be returned at the supplier's expense and the contract will be terminated for default.

The system must include/be equipped with the following items:

### I UV-Vis-NIR Spectrophotometer system

The UV-Vis-NIR spectrophotometer system **must** meet the following specification:

Line Item	Requirement	Compliance		Details
		Yes	No	
1	Wavelength: 175 - 3300 nm.			
2	Resolution: 0.10 nm or less for UV-Vis range, 0.50 nm or less for NIR range.			
3	Photometric range: up to 6 absorbance units for the entire wavelength range (175-3300nm).			
4	Band Pass: 0.10 to 5 nm in UV/Vis range, 0.50 nm to 20 nm in NIR range with 0.10 nm increments and be controlled from the computer software.			
5	Sample volume: 50 µL to 3 mL.			
6	Cell holder: cell holder with stirrer and temperature controlled.			
7	Light Source: Deuterium and Tungsten-halogen.			
8	Detectors: triple detectors, PMT for UV-Vis range, Peltier-cooled InGaAs and PbS detectors for NIR wavelength range.			
9	Temperature controller unit: be able to provide temperature in the range			

	of 5 °C to 95 C° or larger range and programmable through software.			
10	Grating: 1200 lines/mm or more for UV/Vis blazed and 320 line/mm or more for NIR blazed.			
11	Wavelength accuracy: $\pm 0.10$ nm for UV-Vis, and $\pm 0.50$ nm for NIR range.			
12	Wavelength reproducibility: $\pm 0.10$ nm or less for the entire wavelength (175-3300nm).			
13	Time course measurement: be able to set time interval from seconds to hours, able to collect up to 1000 spectra or more.			
14	Integrating sphere: a 150 mm diameter sphere and other necessary parts, able to measure diffuse reflectance and specular reflectance in the wavelength range 200-2500 nm.			
15	Power supply: AC 90-240 V, 50/60Hz.			
16	The operation software compatible with a supplied window operating system.			

## II Software

Line Item	Requirement	Compliance		Details
		Yes	No	
1	The software must be capable of performing the following operations: Collect data, analyze data and report results. Export results in text files.			

**III Installation, Training, and Warranty**

Line Item	Requirement	Compliance		Details
		Yes	No	
1	System must be installed and configured in its entirety by the vendor.			
2	Training for the UV-Vis-NIR spectrophotometer, its accessories and the software system will be provided. The vendor will be required to train up to six people on site.			
3	System must come with a minimum one year warranty covering all parts, labour and software updates/upgrades.			

**IV Computer System**

Line Item	Requirement	Compliance		Details
		Yes	No	
1	Windows based system (software support Windows XP or Windows 7 or Windows 8).			
2	Minimum 21" monitor. Must be LCD.			
3	Minimum clock speed is 3.0 Ghz for the processor.			
4	At least 4GB RAM.			
5	500 GB Hard drive or more.			
6	16xDVD burner or higher, six or more USB ports with at least two having USB 3.0.			
7	Network card.			
8	Video card must have at least 512 MB onboard memory.			

**Make and Model of UV-Vis-NIR Spectrophotometer system being offered:** \_\_\_\_\_.

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

To supply and install one (1) new UV-VIS-NIR Spectrophotometer to the National Research Council, Edmonton, Alberta in accordance with the specifications detailed in Annex A.

- Prices are inclusive of all delivery and off-loading charges:
  - (FOB Destination: NRC,11421 Saskatchewan Drive, Edmonton, Alberta, T6G 2M9).
- Prices do not include GST, however GST will be added as a separate item on the invoice.
- The price of the bid will be evaluated in Canadian dollars.

Description	QTY	Firm Unit Price
1. Supply of one (1) UV-VIS-NIR Spectrophotometer •All specifications outlined in ANNEX A REQUIREMENTS met.	1	\$ _____
2. Delivery (FOB)	1	\$ _____
3. Installation and Training in accordance with ANNEX A REQUIREMENTS	1	\$ _____
4. Total Bid Price:		\$ _____