

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11 rue, Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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

E-mail/Courriel : mark.walton@tpsgc-pwgsc.gc.ca

Title - Sujet GRINDER/POLISHER	
Solicitation No. - N° de l'invitation W8486-149629/A	Date 2013-07-30
Client Reference No. - N° de référence du client W8486-149629	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-903-63197	
File No. - N° de dossier pv903.W8486-149629	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-09	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Walton, Mark	Buyer Id - Id de l'acheteur pv903
Telephone No. - N° de téléphone (819) 956-3813 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE QETE MAIN WAREHOUSE 819-997-1706 RAMP # 8, ROOM C-1113 45 SACRE COEUR BLVD. GATINEAU Quebec J8X 1C6 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

Scientific, Medical and Photographic Division / Division de l'équipement scientifique, des produits photographiques et pharmaceutiques
11 Laurier St./ 11 rue, Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

Delivery Required - Livraison exigée 2013-09-13	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	GRINDER / POLISHER, IN ACCORDANCE WITH THE MANDATORY SPECIFICATIONS AT ANNEX "A"	W8486	W8486	1	Each	\$	XXXXXXXXXXXX	2013-09-13	

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PART 1 - GENERAL INFORMATION

- 1. Security Requirement:** There is no security requirement associated with this bid solicitation.
- 2. Requirement:** The Contractor must provide the items detailed under the "Line Item Detail", and further detailed under the "Mandatory Technical Evaluation Criteria" at Annex "A".
- 3. Debriefings**
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 (2013-06-01) 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: ninety (90) days

1.1 SACC Manual Clauses

SACC Reference	Title	Date
B1000T	Condition of Material	2007-11-30
B3000T	Equivalent Products	2006-06-16

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 **ten (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 **Ontario**.

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 (2) hard copies
- Section II: Financial Bid - One (1) hard copy
- Section III: Certifications - At least one (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>). 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

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

1.1.1 Installation

On-site installation must be provided and shall be carried out by a qualified service technician.

State your best installation schedule. Installation will be carried out within _____ calendar days of delivery and be completed within _____ calendar days.

1.1.2 Manuals

One complete set of user documentation in either English or French must be supplied with each system.

1.1.3 Training

On-site user training must be provided for up to up to 4 users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within _____ calendar days of installation. Provide complete details of training e.g. duration, scope, etc.,

1.1.4 Service

Purchase of the system must include: regional technical support; technical phone support; support via the Internet; and support via a fax-back document system.

Response for service shall be within 24 hours or less.

Also, provide the following with your bid:

a) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.

b) Locations of available replacement parts from consumables to major components.

c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

1.1.5 Product(s) Offered

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: _____

Model/Part Number: _____

Literature attached: Yes (____) No (____)

1.1.6 Point of Manufacture/Shipping

The Bidder must state the point of manufacture/shipping of goods or where service is to be performed:

Location: _____

Postal Code: _____

1.1.7 Delivery

While delivery is requested by **September 13, 2013**, the best delivery that could be offered by the Bidder is _____.

1.1.8 Software Upgrades (If applicable)

The contractor shall provide all software updates and new releases to the purchaser for a period of _____ year(s) following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

1.1.9 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.3 Contractor Representatives under Part 6, Resulting Contract Clauses.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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**Factors for Evaluation**

1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
 - a) **For Items Defined by Specifications:** The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.

b) Provision of Supporting Technical Documentation: Supporting technical documentation for the stores offered shall be provided with the bid at time of bid closing. Technical brochures or technical data **MUST** be provided to verify compliancy to the technical mandatory specifications.

3. **COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)**

4. **FOR CANADIAN SUPPLIERS ONLY:** Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY)

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- Technical Compliance
- Compliance with Pricing Basis
- Proposal complete and signed
- Employment Equity

1.2 Financial Evaluation

- *SACC Manual* Clause A0222T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 *SACC Manual* Clauses

SACC Reference	Title	Date
A0069T	Basis of Selection	2007-05-25

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement: There is no security requirement applicable to this Contract.

2. Requirement: The Contractor must provide the items detailed under the "Line Item Detail", and further detailed under the "Mandatory Technical Evaluation Criteria" at Annex "A".

2.1 Service

- a) Location of available service facilities (after sales service and repair). Service facilities closest to the destination.
- b) Locations of available replacement parts from consumables to major components.
- c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
- d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

2.2 Installation

On-site installation must be provided and shall be carried out by a qualified service technician. Installation will be carried out within _____ calendar days of delivery and be completed within _____ calendar days.

2.3 Manuals

Manuals are considered a part of the equipment. One (1) operator and one (1) service manual (paper or CD-ROM format), in English or French, must be sent together with the equipment.

2.4 Training

On-site user training must be provided for up to 4 users. On-site training will be completed within _____ calendar days of installation.

2.5 Software Upgrades *(If applicable)*

The contractor shall provide all software updates and new releases to the purchaser for a period of _____ year(s) following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

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 (2013-04-25), 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 (*date to be inserted at contract award*).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mark Walton

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Commercial Consumer Products Directorate

Scientific, Medical, and Photographic Division "PV"

6A2, Phase III, Place du Portage,

11 Laurier Street,
 Gatineau, Quebec, K1A 0S5
 Telephone: 819-956-3813
 Facsimile: 819-956-3814
 E-mail address: mark.walton@tpsgc-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 Technical Authority: To be identified at contract award

The Technical 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 Technical Authority, however the Technical 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

The telephone number of the person responsible for:

General enquiries

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

Delivery Follow-up

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s), as specified in the contract, for a cost of \$ (*amount to be inserted at contract award*). Customs duties are included, and Applicable Taxes are extra.

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 SACC Manual Clauses

- SACC Manual clause H1000C (2008-05-12) Single Payment

7. Invoicing Instructions

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

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 **Ontario**.

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 (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Requirement, including the "Mandatory Technical Evaluation Criteria" at Annex "A",
- (d) the Contractor's bid dated _____

11. SACC Manual Clauses

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A9062C	Canadian Forces Site Regulations	2011-05-16

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Buyer ID - Id de l'acheteur

pv903

CCC No./N° CCC - FMS No/ N° VME

SACC	Title	Date
Reference B1501C	Electrical Equipment	2006-06-16

12. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) Gatineau, Quebec, Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A" - REQUIREMENT

Automated Metallographic Specimen Polisher

1.0 BACKGROUND

The Quality Engineering Test Establishment (QETE) needs to replace its current Automated Metallographic Specimen Polisher to improve and streamline the existing metallographic specimen preparation capability. The current version at QETE is over 30 years old and does not meet the needs of the various personnel who would use this piece of equipment. The system needs to be able to handle individual specimens of various types of materials as well as be capable of preparing multiple specimens. Pre-programmed routines or the ability to store programmed routines as well as manual operation is required. This polisher is to be used in conjunction with QETEs metallographic specimen preparation equipment (mounting presses, etching station, metallographic microscopes, etc). 1.5 and 2 inch pucks are currently prepared. This machine will be an integral part of the material characterisation lab and will be used extensively material related projects, failure investigations, aircraft accident investigation, etc.

2.0 SCOPE

QETE material projects encompass a wide variety of problems that need to be solved. This requires equipment that has maximum flexibility. Because of this variety of requirements ease of use in adjusting the machine settings for the next project is paramount to ensure accurate results. Multiple users with varying requirements needs to be stressed. Ease of use is essential, otherwise efficiencies are lost in relearning the how to manipulate the machine when a new material with unique polishing requirements is encountered. Access to a library of proven polishing techniques for common steels, as well as brass, aluminum, titanium, copper and magnesium alloys with the machine is required. Ease of replacing grinding/polishing medium, as well as ease of cleaning between the polishing steps will also be considered.

3.0 REQUIREMENTS

The required Automated Metallographic Specimen Polisher acquisition must include the following minimum criteria. Any deviations to these criteria/specifications are not acceptable unless approved as equivalent capabilities by QETE technical authority.

3.1 General required criteria

- See table

4.0 DELIVERABLES

The contracted company must provide each of the following products and services:

- 4.1 Deliver and demonstrate functionality of the Automated Metallographic Specimen Polisher by meeting all criteria requirements listed in this document;

4.2 All accessories, options and consumables must be provided to ensure that all the requirements listed in this document are met;

4.3 The supplier is responsible for all shipping, duty and transportation costs to have the unit delivered to QETE;

4.4 The supplier must provide installation and one day training, on site for 3 or 4 users; and

4.5 Supplier must warranty the Automated Metallographic Specimen Polisher, parts and labour for 2 years.

MANDATORY TECHNICAL EVALUATION CRITERIA
Automated Metallographic Specimen Polisher

NOTE: BIDDERS MUST INDICATE CLEARLY WHERE THEIR BID OR ANY ATTACHMENT THERETO STATES THAT THE ITEM(S) OFFERED MEET(S) EACH OF THE FOLLOWING MANDATORY SPECIFICATIONS. FAILURE TO DO SO, OR NON-COMPLIANCE WITH ANY OF THEM, WILL RENDER YOUR BID NON-RESPONSIVE.

CRITERIA	REFERENCE Page/Paragraph
1. At least 300 mm or 12 platen size	
2. Force is to be applied centrally as well as be able to apply force to each individual specimen	
3. Fixtures to accommodate 1.5 and 2 inch pucks for both centrally applied force and single force.	
4. Fixtures for unconventional specimens must also be available. At least one must be provided.	
5. Specimen loading fixture	
6. Power head can be manipulated so the option is available to polish by hand	
7. Ability to store and use a combination of at least 50 pre-programmed and user programmable polishing routines	
8. Enough platens to grind and polish ferrous and non ferrous materials (aluminum, titanium, magnesium, copper and brass) without having to change grinding/polishing medium or acceptable magnetic disc system.	
9. Enough consumables to grind and polish 200 metallographic specimens. (A combination of ferrous alloys, aluminum alloys, titanium alloys, magnesium alloys, copper alloys and brass materials)	
10. Access to a library of proven polishing techniques for use on the equipment being supplied	
11. Microprocessor controlled, but also have to ability to use the machine manually	

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CRITERIA	REFERENCE Page/Paragraph
12. Compatible automatic (micro processor controlled) fluid dispensing system with self cleaning cycle	
13. Controllable Z-axis (vertical) material removal capability	
14. Replaceable bowl liner	
15. Ultrasonic cleaner large enough to accommodate specimen holders	
16. Cabinet to house fixtures, platens and other accessories	
17. Must be compatible with CSA electrical safety standards	
18. On-Site Installation and Basic Training for up to 4 users	