

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

Title - Sujet Autoclave	
Solicitation No. - N° de l'invitation 01580-140208/A	Date 2013-09-11
Client Reference No. - N° de référence du client AAFC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8642	
File No. - N° de dossier WPG-3-36147 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-22	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
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: Kozak, Tammy	Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD Saskatoon Research Centre 107 Science Place SASKATOON Saskatchewan S7N0X2 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 - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Delivery Required - Livraison exigée See Herein	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

REQUEST FOR PROPOSAL AUTOCLAVE

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1 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

B1000T (2007-11-30), Condition of Material

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 five (5) 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 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

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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.

5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on October 9, 2013 at 10:00 am. Bidders must communicate with the Contracting Authority no later than 4 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

NOTE: LOCATION AND ADDITIONAL DETAILS WILL BE PROVIDED WHEN REGISTERING.

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 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>). 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 Applicable Taxes must be shown separately, if applicable.

- 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

1.1.1 Mandatory Technical Criteria

- (a) Bidders must have the ability to provide the goods and services as described in Annex "A" . Bidders must complete the compliance matrix. Refer to Appendix A1.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), 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 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

Contracting Authority will have the right to ask for additional information to verify the Bidders' 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.

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 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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 associated with the requirement.

2. Statement of Work

The Contractor must provide the goods and perform the full scope of work as detailed in "Statement of Work" at Annex "A" and the Compliance Matrix.

2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" 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.

The Contracting Authority may exercise the option at any time before March 31, 2015 by sending a written notice to the Contractor.

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>)(<http://ccua-sacc.tpsgc-pwgscc.gc.ca/pub/acho-eng.jsp>) 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.

3.2 Supplemental General Conditions

4001 (2013-01-28), Hardware Purchase, Lease and Maintenance
4003 (2010-08-16), Licensed Software.
4004 (2013-04-25), Maintenance and Support Services for Licensed Software

4. Term of Contract

While delivery is requested by January 15th, 2014, the best delivery that could be offered is _____
_____. Delivery must be made complete by March 28, 2014.

4.1 Delivery for Optional Items

Delivery dates for additional items will be indicated in the written notice to the Contractor from the Contracting Authority pursuant to Sub article 2.1.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@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 Technical Authority

The Technical Authority for the Contract is:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical Authority named above 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

Name: _____
Title: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm LOT Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex B for a cost of \$ ___ TO BE DETERMINED 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

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

6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payment

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

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

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

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

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 ___ TO BE DETERMINED AT CONTRACT AWARD_____.

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 supplement general conditions 4001 (2013-01-28), Hardware Purchase, Lease and Maintenance
- (c) the supplement general conditions 4003 (2010-08-16), Licensed Software.
- (d) the supplement general conditions 4004 (2013-04-25), Maintenance and Support Services for Licensed Software
- (e) 2010A General Conditions (2013-04-25) - Goods (Medium Complexity);
- (f) Annex A, Statement of Work;
- (g) Annex B, Basis of Payment;
- (h) the Contractor's bid dated _____

11. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12), Insurance

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ANNEX "A"

STATEMENT OF WORK

COMPLIANCE MATRIX: AUTOCLAVE

Bidders MUST indicate if they MEET or DO NOT MEET each item below.

Bidders are REQUESTED supporting documentation to demonstrate compliance with the specifications below.

Bidders are REQUESTED to provide the MODEL NUMBER offered: _____

Item	Description	MEETS		BIDDERS COMMENTS
		Yes	No	IF APPLICABLE
Agriculture & Agri-Food Canada, Saskatchewan Research Centre requires the supply and installation of an Autoclave. The goods and services must be received before March 28, 2014. The unit to be provided must meet ALL THE FOLLOWING MANDATORY TECHNICAL CRITERIA:				
1.	Research Good Laboratory Practice new gravity steam sterilizer for dry & liquid laboratory materials.			
2.	Temperature range must be between 100°C to 132°C ±2°C			
3.	Sterilizer must be supported on steel rust protected stand, stainless steel enclosed with removable access panels for servicing.			
4.	Outside dimensions: maximum 42" deep x maximum of 75" high x a maximum of 30" wide (1066mm x 1905mm x 762mm).			
5.	Piped, valved and trapped to receive building steam source at 50-80 psig.			
6.	Pressure vessel chamber must be a minimum 20" High x 20" Wide x 38" Deep (508 x 508 x 965mm) with 2 removable shelves, heavy-duty open wire type. Internal dimensions cannot be smaller than this to meet our operational requirements.			
7.	Pressure vessel (inner and outer shell or jacket) and door must be manufactured of stainless steel minimum with a 15 year warranty with exterior jacket must be thermally insulated.			
8.	Pressure vessel door must be either a vertical sliding or left-side hinged door.			
9.	Pressure vessel safety features must include: i) Lock-out switch to prevent starting a cycle if door is not closed and locked			

	<p>ii) Mechanical steam pressure lock to prevent an operator from opening door if pressure exists in chamber</p> <p>iii) Non-electrical visual chamber pressure gauge as back-up to control display read out.</p>			
10.	Microprocessor controlled system for research laboratory with gravity & liquid cycles preprogrammed and with operator adjustable exposure time, temperature and liquid cool down rate.			
11.	Control system shielded to prevent exposure of electronics to steam and heat			
12.	Method of supervisory access to prevent cycle tampering will be via a security access code that allows individuals who have received proper training to use the equipment.			
13.	Alpha numeric printout (either onscreen or paper) of cycle status and adherence to performance.			
14.	Audible and visual safety alarms for abnormal cycle conditions.			
15.	In the event of power or microprocessor failure, chamber must return safely to atmospheric pressure and have a manual method of opening door if required.			
16.	Electrical: 110/120V, 50/60Hz, single phase.			
17.	ISO 9001 certified manufacturer and sterilizer compliance with all applicable federal and provincial manufacturing codes (ASME Boiler & Pressure Codes; UL & CSA, etc.)			
18.	Installation, startup, stated specification performance check and operator training of a minimum 6 people by qualified personnel. Unit set to 121°C, with 0.75psi/minute cool down rate for liquids.			
19.	Identify location of qualified service representatives and parts that can be available on-site within 2 days after service call.			
20.	One (1) year on-site warranty from date of acceptance of equipment covering parts, labour, travel and accommodations and all related expenses.			
21.	Contractor must provide two copies in hardcopy English of the operating and maintenance manuals, plumbing and wiring diagrams.			
22.	Must include additional safety and operational cost saving features:			

<p>i) Easy to read digital display (approx. 7-10mm text height).</p> <p>ii) Must include complete messages, not codes, so operator may better respond to emergencies</p> <p>iii) Alarms: steam supply failure (chamber flooding); steam table deviation (\pm 5psi quality control/assurance proper sterilization); under or over temperature (informs of dangerously inadequate or excessive sterilization conditions).</p> <p>iv) Steam purge & exhaust condensate cooling to floor drain to minimize room steam.</p> <p>v) Utility startup/shutdown timer to reduce energy cost and increase equipment life.</p>			
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ANNEX "B"

BASIS OF PAYMENT

When completed the Tables below will be considered as the Bidder's Financial Bid.

Bidders must complete the Basis of Payment in accordance with the following:

1. Provide pricing for all Contract Items and the Optional Additional Units.
2. PRICING must be firm lot pricing, all inclusive for the period of the Contract. Rates MUST include ALL costs (freight and offloading) associated with providing the goods and services in accordance with the Statement of Work at Annex A.
3. GST, if applicable, is to be shown as a separate item on any resulting invoice.

CONTRACT PRICING				
Firm Lot pricing, GST extra - IN CANADIAN FUNDS				
Item .	Description	Est'd Qnt	Unit of Issue	Unit Price
1	For the supply and delivery of an Autoclave to in accordance with Annex A - Statement of Work. <u>Lot Price Includes:</u> All Freight, delivery, offloading charges, installation and training and travel in accordance with Annex A - Statement of work.	1	LOT	\$

* Prices are FOB destination:

**AGRICULTURE & AGRI-FOOD CANADA
SASKATOON RESEARCH CENTRE
107 SCIENCE PLAZA
SASKATOON, SK
S7N 0K2**

OPTIONAL UNIT PRICING FOR PERIOD ENDING MARCH 31, 2015				
Firm Lot pricing, GST extra				
Item .	Description	Est'd Qnt	Unit of Issue	Unit Price
2	For the supply and delivery of an Autoclave to in accordance with Annex A - Statement of Work. <u>Lot Price Includes:</u> All Freight, delivery, offloading charges, installation and training and travel in accordance with Annex A - Statement of work.	1	LOT	\$
3	TOTAL for evaluation (Line 1 + Line 2)			\$