

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

Title - Sujet Chambre A atmosphere controlee		
Solicitation No. - N° de l'invitation 01B30-140108/A	Date 2013-10-22	
Client Reference No. - N° de référence du client 01B30-140108		
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-915-63750		
File No. - N° de dossier pv915.01B30-140108	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-02		Time Zone Fuseau horaire Eastern Standard Time EST
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: Gosselin, Monique		Buyer Id - Id de l'acheteur pv915
Telephone No. - N° de téléphone (819) 956-3803 ()	FAX No. - N° de FAX () -	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Agriculture et agroalimentaire Canada CDRA - St-Hyacinthe 3800 boulevard Casavent Ouest St-Hyacinthe (Québec) J2S 8E3		

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	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	ENVIRONMENTAL CHAMBER IN ACCORDANCE WITH THE MANDATORY SPECIFICATIONS DETAILED IN ANNEX A.	Total		2	Each	\$XXXXXXXXXXXX		

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation..

2. Requirement

The requirement is detailed under the "Line Item Detail".

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

B1000T Condition of Material 2007-11-30

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 the province of Ontario, Canada.

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) copies)
Section II: Financial Bid (one (1) copy)
Section III: Certifications (one (1) 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.

1.1 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 Start-up

On-site start-up must be provided and be carried out by a qualified service technician.

State your best start-up schedule. Start-up will be carried out within _____ calendar days of delivery and be completed within _____ calendar days.

1.1.2 Training

On-site user training must be provided for up to four (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 start-up. Provide complete details of training e.g. duration, scope, etc.,

1.1.3 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 (_____)

1.1.4 Point of Manufacture/Shipping

The Bidder must state the point of manufacture/shipping of goods:

Location: _____

Postal Code: _____

1.1.5 Delivery

While delivery must be no later than 31st March 2014, the best delivery that could be offered by the Bidder is _____.

1.1.6 Contacts

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

1.2 Section II: Financial Bid

The bidder must quote a firm lot price all inclusive of supply, start-up, training and manuals, DDP (St-Hyacinthe, Quebec), the total amount of applicable taxes must be shown separately. Freight charges to destination and all applicable Customs duties and Excise taxes must be included.

1.2.1 Exchange Rate Fluctuation

C3011T Exchange Rate Fluctuation

2010-01-11

1.3 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

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

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 must 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. Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - (see Part 5).

1.1.1 Mandatory Technical Criteria

See Annex A - Mandatory specifications for an environmental chamber

1.2 Financial Evaluation

The lowest evaluated price will be established using the following criteria:

- a) prices will be evaluated in Canadian Funds including excise taxes, Canadian Customs Duty (if applicable) and applicable taxes excluded. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.

- b) prices will be evaluated on a DDP St-Hyacinthe, Quebec

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies 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 Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

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](http://www.hrsdc.gc.ca/eng/labour/index.shtml)" 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

2.1 Requirement

The Contractor must provide the items detailed under the Line Item Detail.

2.3 Start-up

On-site start-up must be provided and be carried out by a qualified service technician.

2.4 Manuals

One complete set of user documentation in English and French must be supplied with the instrument.

2.5 Training

On-site user training must be provided for up to four (4) users.

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 _____ (to be filled in only at contract award).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Monique Gosselin
Public Works and Government Services Canada
Acquisitions Branch
Commercial Consumer Products Directorate
11 Laurier Street, 6A2, Phase III
Place du Portage, Gatineau, Quebec, K1A 0S5
Telephone: (819) 956-3803
Facsimile: (819) 956-3814
E-mail address: monique.gosselin@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 filled in only at contract award)

The Technical Authority for the Contract is:

Name: _____
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 (fill in)

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 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 the contract for a cost of \$ _____ **(to be filled in only 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

C2000C	Taxes - Foreign-Based Contractor	2007-11-30
H1000C	Single Payment	2008-05-12

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 the province of Ontario, Canada.

10. Priority of Documents

If there is a discrepancy between the wordings 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) 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Mandatory specifications for an environmental chamber;
- (d) the Contractor's bid dated (to be filled in at contract award).

11. SACC Manual clause

B1501C	Electrical Equipment	2006-06-16
A9068C	Government Site Regulations	2010-01-11
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16

12. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) (St-Hyacinthe, Quebec) Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

ANNEX A

MANDATORY SPECIFICATIONS FOR AN ENVIRONMENTAL CHAMBER

The unit will control the temperature and relative humidity.

Vendors must cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

1.0 SPECIFICATIONS

- 1.1** The environmental chamber must be freestanding room with fully or partially glazed door (minimum of 50% of window area) with height adjustable shelves;

Reference in Contractors Proposal: _____

- 1.2** The environmental chamber interior size must be as a minimum 32" width x 27" depth x 65" height;

Reference in Contractors Proposal: _____

- 1.3** The environmental chamber volume must be as a minimum 33 cubic feet;

2.0 MATERIALS

- 2.1** The environmental chamber exterior must be made of steel which is painted to resist rust formation;

Reference in Contractors Proposal: _____

- 2.2** The environmental chamber interior must be stainless steel 304 or higher;

Reference in Contractors Proposal: _____

- 2.3** The environmental chamber tablets must be 304 stainless steel, finished by electropolishing;

Reference in Contractors Proposal: _____

3.0 TEMPERATURE CONTROL

- 3.1** The environmental chamber temperature range must be from 5°C to 70°C;

Reference in Contractors Proposal: _____

3.2 The environmental chamber must have a temperature control accuracy of $\pm 0.1^{\circ}\text{C}$;

Reference in Contractors Proposal: _____

3.3 The environmental chamber temperature uniformity must be $\pm 0.3^{\circ}\text{C}$;

Reference in Contractors Proposal: _____

3.4 The environmental chamber must have a digital display with a display accuracy of 0.1°C ;

Reference in Contractors Proposal: _____

3.5 The environmental chamber must allow the user to set alarms high and low temperatures;

Reference in Contractors Proposal: _____

3.6 The environmental chamber must have audible and visual alarms;

Reference in Contractors Proposal: _____

3.7 The environmental chamber language controller must be in French and English;

Reference in Contractors Proposal: _____

4.0 RELATIVE HUMIDITY CONTROL

4.1 The environmental chamber relative humidity control unit must have a range of 20 to 98%;

Reference in Contractors Proposal: _____

4.2 The environmental chamber control accuracy must be $\pm 2\%$;

Reference in Contractors Proposal: _____

4.3 The environmental chamber must have the ability to humidify and dehumidify;

Reference in Contractors Proposal: _____

4.4 The environmental chamber sensor type must be capacitive or other technology: either technology however must provide active microprocessor control with digital display and self-diagnosis of humidification/dehumidification control over the range of 20 to 95% RH;

Reference in Contractors Proposal: _____

4.5 The environmental chamber must have a digital display with an accuracy of 0.5%;

Reference in Contractors Proposal: _____

5.0 SHELVING

5.1 The environmental chamber must have a minimum of 6 shelves and a maximum of 8 shelves;

Reference in Contractors Proposal: _____

5.2 The environmental chamber shelves must be perforated stainless steel;

Reference in Contractors Proposal: _____

5.3 The minimum shelves dimensions must be 29" width x 24" depth;

Reference in Contractors Proposal: _____

5.4 The minimum weight tolerance for each shelf must be 30kg;

Reference in Contractors Proposal: _____

6.0 ELECTRICITY

6.1 The environmental chamber must operate on 208/230V, 60Hz.

Reference in Contractors Proposal: _____