

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 CALIBRATION OF RADIATION DETECTION	
Solicitation No. - N° de l'invitation 47064-147077/A	Date 2013-10-23
Client Reference No. - N° de référence du client 1000317077	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-924-63753	
File No. - N° de dossier pv924.47064-147077	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-04	
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: Caron, Anne	Buyer Id - Id de l'acheteur pv924
Telephone No. - N° de téléphone (819) 956-3874 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA BORDER SERVICES AGENCY 79 BENTLEY AVE SCIENCE AND ENGINEERING OTTAWA Ontario K2E 6T7 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 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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Requirements
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Requirements
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Licensing/Certification
12. Replacement Parts
13. Shipping Instructions

List of Annexes:

- | | |
|---------|---------------------------|
| Annex A | Statement of Requirements |
| Annex B | Pricing |

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Requirements

The Canadian Border Services Agency (CBSA) - Science and Engineering Directorate has a requirement for the annual calibration of their existing radiation detection instrumentation units (GR-135, Radeye Personal Radiation Detector, FH 40G, 451B or 451P) to ensure the units alarm to specifications. The requirement also includes repairs of the radiation detection instrumentation units, if required, on an "as and when required basis".

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

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.

Solicitation No. - N° de l'invitation
47064-147077/A

Amd. No. - N° de la modif.
pv924

Buyer ID - Id de l'acheteur
pv924

Client Ref. No. - N° de réf. du client
1000317077

File No. - N° du dossier
pv92447064-147077

CCC No./N° CCC - FMS No/ N° VME

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 (3 hard copies and 3 soft copies on CD or DVD)
Section II: Financial Bid (1 hard copies and 1 soft copy on on CD or DVD)
Section III: Certifications (1 hard copy)
Section IV: Additional Information (3 hard copies and 3 soft copies on CD or DVD)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

Solicitation No. - N° de l'invitation
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pv924

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pv924

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

Bidders must submit firm prices /rates for all items listed at Annex "B". Failure to do so will render a bidder non-compliant and no further consideration will be given to bid.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information (*Bidder to complete*)

1.1 Contractor's Representative

The telephone number of the person responsible for:

General Enquiries Name: _____
Telephone No.: _____
Facsimile No.: _____
eMail address: _____

Delivery & Follow-Up Name: _____
Telephone No.: _____
Facsimile No.: _____
eMail address: _____

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. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

1.2 Financial Evaluation

1. The price of the bid will be evaluated as follows:
 - a) bidders must submit firm prices in the spaces provided at Annex "B", Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b) bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
2. Prices will be evaluated on a FOB Destination. Freight charges to destination and all applicable Custom duties and Excise taxes must be included in the price.
3. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.
4. Prices will be evaluated based on total aggregated bid price (includes all pricing detailed in Annex "B").

2. Basis of Selection

2.1 Mandatory Technical Criteria

A0031T (2010-08-16), Mandatory Technical Criteria

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.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 applicable to this Contract.

2. Statement of Requirements

The Contractor must perform the work in accordance to Annex "A" "Statement of Requirements"

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

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the contract shall be for one year from date of contract award.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Anne Caron

Public Works and Government Services Canada
Acquisitions Branch

Commercial Consumer Products Directorate
11 Laurier Street, 6A2, Phase III
Place du Portage, Hull, Quebec, K1A 0S5

Telephone: (819) 956-3874

Facsimile: (819) 956-3814

E-mail address: anne.caron@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

The Technical Authority for the Contract is: *(will be inserted at contract)*

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

The telephone number of the person responsible for: *(will be inserted at contract)*

Solicitation No. - N° de l'invitation
47064-147077/A

Amd. No. - N° de la modif.
pv924

Buyer ID - Id de l'acheteur
pv924

Client Ref. No. - N° de réf. du client
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File No. - N° du dossier
pv92447064-147077

CCC No./N° CCC - FMS No/ N° VME

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid the firm prices detailed at Annex "B", FOB Destination, Goods and Services Tax or Harmonize Sales Tax 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 Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (*will be inserted at contract*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Multiple Payments

SACC *Manual* clause H1001C (2008-05-12) Multiple Payments

6.4 SACC Manual Clauses

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

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.

Each invoice must be supported by:

- a. For calibrations: see Annex "A";

- b. For repairs: see Annex "A";
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the following address for certification and payment. (*will be inserted at contract*)
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. one (1) copy must be forwarded to the consignee.

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 2010C (2013-06-27)
- (c) Annex A, Statement of Requirements;
- (d) Annex B Pricing;
- (e) the Contractor's bid dated (*insert date of bid*)

11. Licensing / Certification

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor shall provide a copy of any such permit, license, or certificate to Canada.

12. Replacement Parts

Replacement parts and subassemblies provided by the Contractor must be of new or like-new quality and equivalent in function to original equipment parts. Replaced parts shall become the property of the Contractor with the exception of any media or electronic component which contains Canada's confidential information. This information is to be erased in conjunction with, and with the permission of Canada. All Contractor-supplied parts and associated labour will carry a minimum ninety-day (90) warranty.

13. Shipping Instructions

1. Canada Border Service Agency (CBSA) will be responsible for shipping the units to the Bidder for calibration or repair, including custom clearance and any duty or excise taxes if applicable.
2. The Bidder will be responsible for shipping the unit back to CBSA and the shipment shall be consigned to the destination specified herein and delivered:

FOB Destination. 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.

3. For calibration or basic repair services, all delivery charges for the unit being shipped back to CBSA, including administration costs and risk of transport and customs clearance, including the payment of customs duties and taxes shall be included in the price quoted for calibration and/or hourly rate at Annex "B" Basis of payment.
4. For any repairs that require the Bidder to facilitate with the Original Equipment Manufacturer (OEM), delivery charges to and from the OEM are to be added as a separate line item on the invoice and billed at actual cost. A copy of the waybill to support the delivery charges must be made available if requested.

ANNEX "A"

STATEMENT OF REQUIREMENTS

- A1.** The Canadian Border Services Agency (CBSA) – Science and Engineering Directorate has a requirement for the annual calibration of their existing radiation detection instrumentations units, to ensure the units alarm to specifications. The requirement also includes repairs of the radiation detection instrumentation units, if required, on an “as and when required basis”.

Expected Quantities per Year	Manufacturer	Model
30	SAIC	GR-135
600	Thermo Scientific	Radeye Personal Radiation Detector
18	Thermo Scientific	FH 40G
26	Flute and/or Inovision	451B or 451P

A2. Calibration

Upon receipt of the above radiation detection instrumentation units, the Bidder must complete the calibration and ship the unit back to Canada Border Services Agency (CBSA) within five working days.

The Bidder must perform a full system calibration to the units sent for calibration to ensure the units alarm to the unit's specification.

All calibration performed by the bidder must be supported by a signed and detailed certificate of calibration.

A3. Repairs

The Bidder must be able to provide basic repair services to the radiation detection units that would not be an infringement of proprietary rights of the Original Equipment Manufacturer.

Once the Bidder is able to determine the exact cause of the radiation detection instrumentation failure; the Bidder must provide CBSA with an estimate to repair the unit to specification within five working days. The estimate must include all costs associated with the repair, including parts, labour and shipping charges. The Bidder must receive approval from CBSA to proceed before any work is started.

Once the Bidder has received approval to proceed with the repairs from CBSA, The Bidder must complete the repairs and ship back the instrument to CBSA within ten working days.

If the Bidder is unable to perform the repairs, the Bidder must facilitate the repairs through the Original Equipment Manufacturer. (OEM) The Bidder must inform CBSA that they are unable to make the repairs and request approval to facilitate with the OEM. The Bidder must provide CBSA a complete estimate includes all costs associated with the repairs from the OEM, including parts, labour and shipping charges to and from the OEM and back to CBSA, and a time estimate of when the work would be completed before the OEM proceeds with the work. The Bidder must receive approval from CBSA before any repairs of the unit is started.

All repairs performed or facilitated by the Bidder must be supported by a signed and detailed report provided within ten days of the service date. The report must include a description of the repair, a list of the parts used, the number of hours applied towards the repair, and all shipping cost associated with the return of the unit to CBSA.

A4. Mandatory Requirement:: *(Bidders must submit all requested information with their bid submission. Failure to submit any of the requested information will result in the Bid being deemed non-compliant.)*

A4.1. Experience

The Bidder must have a minimum of 5 years experience in providing services similar to that requested within this RFP. Bidder must provide the following information:

- Number of years experience in providing similar services.
- Three references to which the Bidder has performed similar services for. References must include:
 - company name
 - address
 - contact person and phone number

A4.2. Certification

The Bidder must be certified by the Canadian Nuclear Safety Commission for Calibrating of the following radiation detection units (GR-135, Radeye Personal Radiation Detector, FH 40G and 451B or 451P).

ANNEX "B" – PRICING (*Bidder to complete*)

1. PRICING FOR CALIBRATION AND REPAIRS

This requirement is for the annual calibration of their existing radiation detection instrumentations, to ensure the units alarm to specifications. The requirement also includes repair of the radiation detection instrumentation units, if required, on an “as and when required basis”.

Expected Quantities per Year	Manufacturer	Model	Price for Calibration Services (each)	Hourly rate for basic repairs
30	SAIC	GR-135		
600	Thermo Scientific	Radeye Personal Radiation Detector		
18	Thermo Scientific	FH 40G		
26	Flute and/or Inovision	451B or 451P		

2. PRICING BASIS FOR OPTIONAL REQUIREMENTS

Additional up to two years of calibration and repairs services. If Bidder is unable or unwilling to offer additional services, he will be deemed non-compliant.

Option Year 1

Expected Quantities per Year	Manufacturer	Model	Price for Calibration Services (each)	Hourly rate for basic repairs
30	SAIC	GR-135		
600	Thermo Scientific	Radeye Personal Radiation Detector		
18	Thermo Scientific	FH 40G		
26	Flute and/or Inovision	451B or 451P		

Option Year 2

Expected Quantities per Year	Manufacturer	Model	Price for Calibration Services (each)	Hourly rate for basic repairs
30	SAIC	GR-135		
600	Thermo Scientific	Radeye Personal Radiation Detector		
18	Thermo Scientific	FH 40G		
26	Flute and/or Inovision	451B or 451P		

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File No. - N° du dossier

pv92447064-147077

CCC No./N° CCC - FMS No/ N° VME

NOTE: It has been estimated for evaluation purposes only, that CBSA will require approximately 60 hours of Repair Services annually.

NOTE: Quantity, Level of Services and/or Estimated Expenditure

The quantity of goods, level of services and/or estimated expenditure specified above is only an approximation of requirements given in good faith. The making of a Contract shall not constitute an agreement by Canada or any Identified User to order any or all of the said goods or services.