

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
800 Burrard Street, 2nd Floor
800, rue Burrard, 2e étage
Vancouver, B. C.
V6Z 0B9
Bid Fax: (604) 775-7526

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 Autoanalyzer		
Solicitation No. - N° de l'invitation F1688-130022/A	Date 2013-10-23	
Client Reference No. - N° de référence du client F1688-130022		
GETS Reference No. - N° de référence de SEAG PW-\$XSB-005-7110		
File No. - N° de dossier XSB-3-36171 (005)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-03		Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Armstrong, Wendy		Buyer Id - Id de l'acheteur xsb005
Telephone No. - N° de téléphone (604) 775-7691 ()		FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS Cultus Lake Laboratory 4222 COLUMBIA VALLEY HWY CULTUS LAKE British Columbia V2R5B6 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 - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 0B9

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

- 1.1. Security Requirement
- 1.2. Requirement
- 1.3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1. Security Requirement
- 6.2. Requirement
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Payment
- 6.7. Invoicing Instructions
- 6.8. Certifications
- 6.9. Applicable Laws
- 6.10. Priority of Documents

PART 1 - GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with this bid solicitation.

1.2. Requirement

The Department of Fisheries and Oceans (DFO) has a requirement for the supply of quantity two (2) Seal Analytical Automated Segmented Flow Autoanalyzer AA3 Systems including:

- One (1) high resolution digital dual-channel colorimeter with 10 mm flowcell
- One (1) high resolution digital single-channel colorimeter with 10 mm flowcell
- One (1) 660-nm AA3 colorimeter filter assembly
- One (1) 880-nm AA3 colorimeter filter assembly
- Two (2) MT-19 multitest cartridges and manifolds
- Two (2) XY-2 random access 129 Model samplers (for tubes up to 100 mm)
- Two (2) High precision multispeed pumps with air valves and accessory kits (120v)
- Two (2) computers and monitors with AA3 software
- Two (2) AA3 consumables kits

The Seal Analytical AA3 segmented flow autoanalyzers will be integrated into existing Seal Analytical AA3 and AA2 laboratory systems. Compatibility is required for maintaining instrument-specific methodologies, for between-system exchanges of autoanalyzer components and for sharing of existing inventories of consumables.

The Cultus Lake analytical research laboratory currently uses four AA3 and AA2 autoanalyzers for measuring different chemical constituents in BC freshwaters, lake sediments and fish. The individual analytical methods used by the lab are customized for specific research projects and sample matrices based on the Seal Analytical AA2/AA3 platforms and are not off-the-shelf standard methods. The AA systems are computer-controlled modular systems consisting of a computer and controlling software, an autosampler, a multi-flow peristaltic pump, one or more customized chemistry manifolds, and one or two colorimeters in parallel. These individual components are moved among AA systems depending on the type and number of simultaneous analyses required for each specific sample and to develop new methods of sample analyses. There is accumulated large inventory of colorimeter wavelength filters, custom-made flowcells, flow-rated pump tubes, special glass ports and connectors, valves, mixing and delay coils, UV-digestors and thermal controllers that allow us to develop and apply new methods as research needs dictate.

Note: All equipment must be new, in that it must not be refurbished equipment.

Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a) designates the brand name, model and/or part number of the substitute product;
 - b) states that the substitute product is fully interchangeable with the item specified;
 - c) provides complete specifications and descriptive literature for each substitute product;

- d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
- a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

1.3. 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

2.1. 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.

2.2. 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.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

3.1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (_1_ hard copy)

Section II: Certifications (_1_ hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**4.1. 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.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation 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.

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.

5.1. Mandatory Certifications Required Precedent to Contract Award

5.1.1 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 (***OR insert 2004, as applicable***). The related documentation therein required will assist Canada in confirming that the certifications are true.

5.1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

6.1. Security Requirement

There is no security requirement applicable to this Contract.

6.2. Requirement

The Department of Fisheries and Oceans (DFO) has a requirement for the supply of quantity two (2) Seal Analytical Automated Segmented Flow Autoanalyzer AA3 Systems including:

One (1) high resolution digital dual-channel colorimeter with 10 mm flowcell
 One (1) high resolution digital single-channel colorimeter with 10 mm flowcell
 One (1) 660-nm AA3 colorimeter filter assembly
 One (1) 880-nm AA3 colorimeter filter assembly
 Two (2) MT-19 multitest cartridges and manifolds
 Two (2) XY-2 random access 129 Model samplers (for tubes up to 100 mm)
 Two (2) High precision multispeed pumps with air valves and accessory kits (120v)
 Two (2) computers and monitors with AA3 software
 Two (2) AA3 consumables kits

6.3. 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.

6.3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before January 31, 2014.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Wendy Armstrong , Supply Specialist
 Public Works and Government Services Canada
 2nd Floor - 800 Burrard St.
 Vancouver, B.C. V6Z 2V8
 Tel: (604) 775-7691
 Fax: (604) 775-7526
 E-Mail: wendy.armstrong@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.

6.5.3 Contractor's Representative

Name: _____
 Title: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

6.6 Payment**6.6.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment as below:

Seal Analytical Automated Segmented Flow Autoanalyzer AA3 Systems including:

One (1) high resolution digital dual-channel colorimeter with 10 mm flowcell
 One (1) high resolution digital single-channel colorimeter with 10 mm flowcell
 One (1) 660-nm AA3 colorimeter filter assembly
 One (1) 880-nm AA3 colorimeter filter assembly
 Two (2) MT-19 multitest cartridges and manifolds
 Two (2) XY-2 random access 129 Model samplers (for tubes up to 100 mm)
 Two (2) High precision multispeed pumps with air valves and accessory kits (120v)
 Two (2) computers and monitors with AA3 software
 Two (2) AA3 consumables kits

Price to include shipping to Cultus Lake Lab

Description	Quantity	Unit of Issue	Unit Price	Total Price
AA3 system	2	System	\$_____	\$_____

6.6.2 Limitation of Expenditure

- 7.6.2.1 1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be inserted at time of award)_____. 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.

6.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

6.8. 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.11 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) 2010A (2013-04-25), General Conditions - Goods (Medium Complexity,
- (c) Annex A, Statement of Work
- (d) Annex B - Basis of Payment
- (e) the Contractor's bid dated _____

Solicitation No. - N° de l'invitation

F1688-130022/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

xsb005

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

F1688-130022

File No. - N° du dossier

XSB-3-36171

CCC No./N° CCC - FMS No/ N° VME

NOTE TO BIDDERS: Please use the mailing label below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax #: 604-775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

BID RECEIVING

**Public Works and Government Services Canada
2nd Fl., 800 Burrard St.
Vancouver, BC V6Z 0B9**

Solicitation No.: _____

Closing Date: 1400 PT, _____