

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**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 Centrifugeuse 20 000g	
Solicitation No. - N° de l'invitation 31241-138458/C	Date 2013-10-25
Client Reference No. - N° de référence du client 31241-13-8458	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-550-12462	
File No. - N° de dossier MTA-3-36073 (550)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-13	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
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: Guernon (mta550), Émile	Buyer Id - Id de l'acheteur mta550
Telephone No. - N° de téléphone (514) 496-3585 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CONSEIL NATIONAL DE RECHERCHES DU CANADA 6100 ROYALMOUNT AVE.(PORTE 6&7) VIA ENTRÉE RÉCEPTION MARCHANDISES MONTREAL Québec H4P2R2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

****** This Notice of Proposed Procurement cancels and supersedes previous request for proposal number 31241-138458/B, dated September 18, 2013 with a closing of October 7, 2013 at 02:00 PM ******

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PART 1 - GENERAL INFORMATION

1. Security requirement

There is no security requirement associated with the requirement of Annex «A».

2. Requirement

The Statement of Requirement is detailed in Annex «A» - Statement of Requirement that form part of the request for proposal and resulting contract.

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. 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.

1.1 Manual SACC 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) 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 Quebec.

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 (2 hard copies)

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 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 (Refer to mandatory specifications mentioned in Annex «A».

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the basis of payment (Refer to Annex «B» attached). The total amount of Applicable Taxes must be shown separately.

1.2 SACC Manual Clauses

C3011T Exchange Rate Fluctuation (11/01/2010)

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

It is mandatory to provide technical/ descriptive documents for the product that you are offering to allow the technical evaluation. Failure to comply will render your bid non responsive.

You have to demonstrate in your technical submission that your product is compliant with every characteristics mentioned in Annex «A» and complete chart in Annex «C».

1.1.1 Mandatory Technical Criteria

(Refer to attached Annex «C»)

- Submit with your submission technical/ descriptive documents for the product that you are offering.

1.2.1 Financial Evaluation

SACC Manual Clauses A0222T Evaluation of Price (11/01/2010),

2. Basis of Selection (Refer to attached Annex «C»)

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.

1 Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation (Refer to Annex «D» attached.)

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.

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

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Security Requirement

There is no security requirement associated with the requirement of Annex «A».

2. Statement of Requirement

The Contractor must provide the requirement in accordance with Annex «A» - Statement of Requirements that form part of the contract.

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 (To be completed by the bidder)

All the deliverables must be received on or before : **March 31, 2014.**

Bidder is required to indicate your best date of delivery after reception of a contract:

5. Authorities

5.1 Contracting Authorities

The Contracting Authority for the Contract is:

Émile Guernon
 Spécialiste en approvisionnements | Supply Specialist
 Direction générale des approvisionnements | Acquisitions Branch
 Bureau régional du Québec | Quebec Regional Office
 Travaux publics et Services gouvernementaux Canada | Public Works and Government
 Services Canada
 800 rue de la Gauchetière Ouest, Suite 7300, Montréal (Québec) Canada, H5A 1L6
 T: 514.496.3585 | F: 514.496.3822 |
 E-mail: emile.guernon@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 Contact at Customer Department (to be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

Customer Department: _____
 Name: _____
 Telephone Number: _____

5.3 Contractor Contacts (To be completed by the bidder)

Name and telephone number of the person responsible for :

General enquiries & 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 price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Single Payment

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

Canada will pay the Contractor upon completion and delivery of units 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.

7. Invoicing Instructions

7.1. 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.

7.2. 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.

8. Certifications

8.1 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 entire contract period. 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.

8.2 SACC Manual Clauses

A2000C	Foreign Nationals (Canadian Contractor)	16/06/06
A2001C	Foreign Nationals (Foreign Contractor)	16/06/06
B1501C	Electrical Equipment	16/06/06
C2000C	Taxes - Foreign-based Contractor	30/11/07
D0018C	Delivery, Inspection and Acceptance	30/11/07
G1005C	Insurance	12/05/08

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 _____.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex «A», Statement of Requirement;
- (d) Annex «B», Basis of payment;
- (e) the Contractor's bid dated _____, as amended _____.

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MTA-3-36073

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11. Insurance Requirements

The Contractor is responsible to decide if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.

ANNEX «A»

STATEMENT OF REQUIREMENT

(Refer to enclosed PDF documents)

ANNEX «B»

BASIS OF PAYMENT

(Refer to enclosed PDF documents)

ANNEX «C»

Technical Evaluation Mandatory Criteria

(Refer to enclosed PDF documents)

All mandatory technical specifications must be met. Canada request that bidders indicate that they meet each stated criterion, indicating the title of the attached supporting documentation, or the page of the attached brochure or catalogue that meets the criterion. Bidders will be rejected if they do not meet all mandatory requirements.

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ANNEX «D»

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Appendix «A»

Requirements

1. Objectives

The National Research Council of Canada (NRC) wishes to acquire a **hollow-bowl centrifuge**.

NRC's pilot plant helps companies working in the biotech field to develop, optimize and scale up microbial fermentation and product purification processes.

The centrifuge sought by NRC will be used to recover cells, products or to remove cellular debris from lysates.

The scope of the **work** includes supply and delivery. **All of the work must be completed on or before March 31, 2014.**

2. Constraints

The centrifugal system must be capable of operating using one or more of the services available at the installation site. The services available are:

- 600 Volts / 3 phases / 60 Hz
- 120 Volts / 60 Hz
- 208 Volts / 1 phase / 60 Hz
- 208 Volts / 3 phases / 60 Hz
- Chilled water ($\approx 1^{\circ}\text{C}$)
- Tap water
- Plant steam (2.5 bars max.)
- Air (100 psi max.)

3. Mandatory technical specifications

3.1. Type of centrifuge

The centrifuge must be of the hollow bowl type.

3.2. Bowl capacity

The bowl must be of a minimum capacity of 1 L.

3.3. Relative centrifugal force

The relative centrifugal force must be at minimum 20,000 g.

3.4. Feed pump

It must be possible to power the centrifuge using a peristaltic or standard lobe pump. If a particular feeding pump is required, it must be included in the offer submitted.

3.5. Cleaning

It must be possible to disassemble the centrifuge to clean it using commercially available alkaline or acid solutions, or be equipped with a clean-in-place system.

3.6. Connections

All connections for product inlet and outlet must be of the sanitary Tri-Clamp type.

3.7. Materials

The metal parts in contact with the product must be pharmaceutical-grade 316L stainless steel or titanium alloy compatible with pharmaceutical applications.

The elastomers in contact with the product must be pharmaceutical-grade EPDM or other pharmaceutical-grade material.

3.8. Control

The control panel required to operate the centrifuge must be included. The panel must meet the NEMA 4 or IP65 standard.

The control panel must be equipped with a button for stopping and starting the centrifuge.

The control panel must display the rotation speed (rpm) and/or relative centrifugal force (g RCF).

3.9. Warranty

The centrifuge must have a warranty of at least one year from the date of its installation, covering all parts, labour and travel costs.

3.10. Prototype

The centrifuge must not be a prototype.

3.11. Parts

The supplier must guarantee the regular delivery of spare parts within five (5) business days of the date of the technician's order.

3.12. Service

The supplier must have qualified technical personnel capable of providing on-site service, and must guarantee that service calls will be responded to within five (5) business days following a request for service by NRC. Service must be performed during normal business hours (9 a.m. to 5 p.m.) from Monday to Friday, except for statutory holidays.

4. Deliverables (to be delivered on or before March 31, 2014) (Mandatory)

4.1. The following documentation (in French and/or English):

- A copy of the centrifuge's wiring diagram
- A copy of the documentation regarding the centrifuge's operation, cleaning and maintenance
- A spare parts list
- As applicable, a copy of the calibration certificates
- A copy of the manufacturer's technical documentation.

The documentation may be provided in paper or electronic format.

4.2. Tools

One tool kit required to operate and maintain the centrifuge.

4.3. Spare parts

A minimum of one (1) set of spare parts required for the device's operation and periodic maintenance.

5. Delivery

The centrifuge shall be delivered to 6100 Royalmount Avenue, Montreal, Quebec, H4P 2R2.

APPENDIX «B»

BASIS OF PAYMENT

	Qty	Unit Price	Total Price
A) Hollow-bowl centrifuge including delivery As described at Appendix «A».			
Requirement:	01	\$ _____	\$ _____

All Applicable Taxes are extra

Appendix «C»

SELECTION METHOD AND EVALUATION CRITERIA

1.0 Selection method

1.1 To be deemed responsive, a submission must meet all the mandatory requirements set out in the request for submissions;

1.2 Proposals that do not meet the mandatory requirements (Appendix A, 2.0 to 3.12) will be automatically rejected without further consideration.

2.0 Financial evaluation

The lowest acceptable bid will be recommended for the contract award.

3.0 Mandatory evaluation criteria

The equipment required must be fully consistent with the descriptions and specifications set out in Appendix A – Requirement – Point 3 – *Technical specifications*. The descriptions and specifications are hereinafter designated by their numbers, from 3.1 to 3.12.

APPENDIX «C» (cont.)

Mandatory technical specifications	2. to 3.8: Specify the location in the bid documentation or data sheets where the mandatory specifications are met. 3.9 to 3.12: Specify if “yes” or “no” the requirements are met.
2	
3.1	
3.2	
3.3	
3.4	
3.5	
3.6	
3.7	
3.8	
3.9	YES: NO:
3.10	YES: NO:
3.11	YES: NO:
3.12	YES: NO: