

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

<b>Title - Sujet</b> Auto Vacuum Infiltration Processor	
<b>Solicitation No. - N° de l'invitation</b> KW405-130503/A	<b>Date</b> 2013-10-28
<b>Client Reference No. - N° de référence du client</b> KW405-130503	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-201-6401	
<b>File No. - N° de dossier</b> TOR-3-36074 (201)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ramnarine, Vashti	<b>Buyer Id - Id de l'acheteur</b> tor201
<b>Telephone No. - N° de téléphone</b> (905) 615-2419 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT Administration NWRI 867 Lakeshore Rd Burlington Ontario L7R4A6 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Delivery Required - Livraison exigée</b> 2014-03-31	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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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 Article 2. Requirement, of the resulting contract clauses.

### **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.

### **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.

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 copies)
- 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 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.

##### 1.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2010-01-11) Exchange Rate Fluctuation

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Evaluation Criteria

Item #	Mandatory Criteria
	<b>The bidder must provide documentation demonstrating that their proposed Automated Vacuum Infiltration/tissue Processor meet the following minimum technical specifications:</b>
1	must process a minimum, 250 samples at a time
2	must store a minimum of 30 tissue processing and/or cleaning cycle programs
3	must have processing time in 1 minute increments for each station
4	must heat reagents up to 60 degrees Celsius; must heat the paraffin reservoir to a minimum of 63 degrees
5	must have a continuous mixing/agitation function; samples must be immersed when this function is active
6	must have a variable capacity (ie. lower volumes of solutions pumped into the processor for small sample runs and higher volumes for larger sample runs)
7	must hold a minimum of 10 reagent reservoirs
8	must hold a minimum of 2 cleaning reservoirs
9	must have 2, 10L internal bulk reservoirs
10	must have external drain and fill ports for warm water rinses
11	must have a colour LCD touch screen
12	must have an audible error or alarm system
13	must be password protected with two levels of users (ie. basic user and supervisor/administrator mode)
14	must be operable in a space no larger than 65 cm wide, 70 cm deep
15	must pump air through tubing after the pump-out cycle
16	must use a fume condenser and carbon filter for fume management
17	must have automatic paraffin degassing
18	must include at least: one set of activated carbon filters; one set of baskets; one basket transport tray; two external solution exchange hoses; one exchange hose clip, and one paraffin scraper
19	must include training in regular maintenance of the system and operation of the software.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

The Bidder must complete and submit with its bid, Annex B, Basis of Payment in Canadian Funds. Pricing must be provided for all Firm Requirements.

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment.

The price used in the evaluation will be the Total Evaluated Cost which is calculated as follows:

Total Evaluated Cost is the sum of the Firm Unit Price.

### 1.2.2 SACC Manual Clause

*SACC Manual Clause A0220T (2013-04-25) Evaluation of Price.*

## 2. Basis of Selection - Mandatory Technical Criteria

- 2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

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.hrsdc.gc.ca/eng/labour/index.shtml>) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#).

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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**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

**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, installation and training must be received on or before 31 March, 2014.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Vashti Ramnarine  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Dr., Ste. 480  
Mississauga, ON, L5B 2N5  
Telephone: (905) 615-2419  
Facsimile: (905) 615-2060  
E-mail address: [vashti.ramnarine@pwgsc.gc.ca](mailto:vashti.ramnarine@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 completed by Canada at contract award).**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative** (*To be completed by the Bidder.*)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment - Firm Unit Price (s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s), as specified in Annex B for a cost 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 Limitation of Price**

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

**6.6 Single Payments**

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

**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 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 \_\_\_\_\_.

## 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, Requirement
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## 11. Electrical Equipment

SACC Manual Clauses B1501C (2006-06-16) Electrical Equipment

## 12. Insurance Requirements

The Contractor is responsible for deciding 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 is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## **ANNEX A REQUIREMENT**

The Contractor must supply, deliver, provide training, and install one (1) Automated Vacuum Infiltration/tissue Processor.

The Automated Vacuum Infiltration/tissue Processor must meet the following specifications.

- must process a minimum, 250 samples at a time
- must store a minimum of 30 tissue processing and/or cleaning cycle programs
- must have processing time in 1 minute increments for each station
- must heat reagents up to 60 degrees Celsius; must heat the paraffin reservoir to a minimum of 63 degrees
- must have a continuous mixing/agitation function; samples must be immersed when this function is active
- must have a variable capacity (ie. lower volumes of solutions pumped into the processor for small sample runs and higher volumes for larger sample runs)
- must hold a minimum of 10 reagent reservoirs
- must hold a minimum of 2 cleaning reservoirs
- must have 2, 10L internal bulk reservoirs
- must have external drain and fill ports for warm water rinses
- must have a colour LCD touch screen
- must have an audible error or alarm system
- must be password protected with two levels of users (ie. basic user and supervisor/administrator mode)
- must be operable in a space no larger than 65 cm wide, 70 cm deep
- must pump air through tubing after the pump-out cycle
- must use a fume condenser and carbon filter for fume management
- must have automatic paraffin degassing
- must include at least: one set of activated carbon filters; one set of baskets; one basket transport tray; two external solution exchange hoses; one exchange hose clip, and one paraffin scraper
- must include training in regular maintenance of the system and operation of the software.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and F.O.B destination, including all delivery charges to destination specified. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be show separately, if applicable.

Item #	Description	Quantity	Firm Unit Price
1	Automated Vacuum Infiltration/Tissue Processor As per Annex A  Make: _____  Model: _____	1	\$
2	Training	1	\$
3	Installation	1	
4	Delivery	1	\$

**Total Evaluated Cost \$** \_\_\_\_\_