

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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 Multi-Gas Analyzer	
Solicitation No. - N° de l'invitation 01586-130395/A	Date 2013-10-29
Client Reference No. - N° de référence du client 01586-130395	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-016-8717	
File No. - N° de dossier WPG-3-36185 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-09	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
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: Hall, Marlene	Buyer Id - Id de l'acheteur wpg016
Telephone No. - N° de téléphone (204) 984-6423 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD 5403-1 AVE S. P.O.BOX 3000 MAIN LETHBRIDGE Alberta T1J4B1 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 - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

REQUEST FOR PROPOSAL MULTI-GAS ANALYZER

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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 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

1.1 SACC Manual Clauses

B1000T 2007-11-30 Condition of Material

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 **Manitoba**.

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 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

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

- (a) Ability to perform the full scope of work as described in Annex A, Requirement;
- (b) Provision of pricing as detailed in Annex B, Basis of Payment.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2013-04-25), Evaluation of Price

2. Basis of Selection - Mandatory Technical Criteria

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.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. 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.

3.2 Supplemental General Conditions

4001 (2013-01-28) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

4003 (2010-08-16) Licensed Software, apply to and form part of the Contract.

4004 (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3C 2Z1

Telephone: 204-984-6423

Fax: 204-983-7796

E-mail address: marlene.hall@pwgsc-tpsgc.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 Project Authority

The Project Authority for the Contract is:

TBD

The Project Authority 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 Project Authority, however the Project 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

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

Email address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are excluded 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 (2008-05-12) Single Payment

6.3 **SACC Manual Clauses**

C2000C	2007-11-30	Taxes - Foreign-based Contractor
C2605C	2008-05-12	Canadian Customs Duties and Sales Tax - Foreign-based Contractor
C2002C	2010-01-11	Duties and Taxes - Foreign-based Contractor - State of California
D4003C	2007-11-30	FOB Point (California)

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.

Agriculture & Agri-Food Canada
Research Centre
P.O. Box 3000
Lethbridge, Alberta
T1J 4B1
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. **Certifications**

8.1 **Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. **Applicable Laws**

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

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) supplemental general conditions 4001 (2013-01-28) Hardware Purchase, Lease and Maintenance;
- (c) supplemental general conditions 4003 (2010-08-16) Licensed Software;
- (d) supplemental general conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (e) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (f) Annex A, Requirement;
- (g) Annex B, Basis of Payment;
- (h) the Contractor's bid dated _____ (*insert date of bid*).

11. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
 B1501C (2006-06-16) Electrical Equipment
 B7500C (2006-06-16) Excess Goods
 G1005C (2008-05-12) Insurance

Solicitation No. - N° de l'invitation

01586-130395/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg016

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

01586-130395

File No. - N° du dossier

WPG-3-36185

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

REQUIREMENT

Agriculture and Agri-Food Canada (AAFC), Research Centre, Lethbridge, AB requires the supply and delivery of two (2) field-ready, portable, lightweight, multi-gas analyzers capable of rapid yet sensitive greenhouse gas flux measurements from static chambers in the field (FTIR, PAS, CRDS or other type of detector). This unit will replace the collection of gas samples into evacuated exetainers from chambers in the field that are currently analyzed in the lab by gas chromatography. AAFC currently uses manual chambers, not autochambers with a multiplexer.

Delivery, FOB Destination:

**Agriculture & Agri-Food Canada
Research Centre
5403 - 1 Avenue South
Lethbridge, Alberta
Canada T1J 4B1
Attn: _____**

All the deliverables must be received on or before March 31, 2014. **The best delivery date Contractor can offer is _____ (ARO).**

MANDATORY MINIMUM PERFORMANCE SPECIFICATIONS:

	<p><u>Completion and submission of Mandatory Specification is required to be considered responsive and for your bid to be given further consideration.</u></p> <p>1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.</p> <p>2. Bidders must cross reference where in their technical bid, the technical specification is located.</p> <p>Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"</p> <p>Bidders are REQUESTED to provide MAKE and MODEL NUMBER offered:</p> <p>_____</p>		
<p>Note: All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.</p>			
Item		<p>Bidder Response: indicate how they meet the specifications addressed below/ cross-reference where this technical specification is indicated in their bid documentation</p>	<p>Compliant (Yes/No)</p>
1.	<p>Must simultaneously measure concentrations of carbon dioxide, methane and nitrous oxide, distinguishing differences at the parts per billion (ppb) level.</p>		
2.	<p>Must record ascending and descending gas concentrations over a short time period (5 minutes or less) so that gas flux measurements are calculated (either in real time or back in the laboratory).</p>		

3.	Must measure a minimum of the following concentration ranges: Ammonia gas - ambient to 100 ppm CO2 - ambient to 10% CH4 - sub-ambient to 1% N2O - ambient to 100 ppm		
4.	This instrument must either require a very low sample volume (15 mL or less), or cycle the gas through the analyzer and back to the chamber in a non-destructive manner.		
5.	Must have a detector stability requiring infrequent calibration (monthly at most), and eliminates interferences (water or otherwise).		
6.	Must be a self-contained unit which includes any necessary peripherals (such as internal sample pump and power source), as well as any software necessary for data collection, storage, calculation, handling and gas flux calculation.		
7.	The unit must not weigh more 15 kg, and not be cumbersome, allowing a single person to carry it (using handles, straps, or backpack) from one chamber to the next (usually within a few meters, but sometimes up to 150 metres away) between readings for several hours a day.		
8.	Portability and life of rechargeable battery/batteries must allow collection of flux measurements from a minimum of 36 chambers in 6 hours.		
9.	The unit must be capable of both 12V and 110V power input for more convenient non-battery operation when in the lab.		
10.	All required start-up consumables, operation and maintenance manuals, training, and initial certified calibration must be included.		
11	Confirm your commitment: (a) training, specific number of days (i.e. ½ day, 1 day, 2, days, etc.); (b) delivery of units on or before March 31, 2014; (c) start-up consumables (provide list included in with units). (d) warranty, minimum 1 year	(a) Yes/No: _____ # of day(s) _____ (b) Best delivery date offered is _____ (ARO). (c) Attach list. (d) Yes/No: _____ Provide details of warranty.	

ANNEX B
BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified below. Applicable taxes are extra and must be shown separately in any resulting invoice.

Prices below must be firm including all costs associated with providing the requirement in accordance with Annex A - Performance Specifications, including training, warranty, shipping costs and offloading charges, FOB destination, to Agriculture & Agri-Food Canada Research Centre in Lethbridge, Alberta, Canada.

Item	Description	Qty	Unit of Issue	Unit Price	Extended Price
1	Multi-Gas Analyzer in accordance with the mandatory minimum performance specifications detailed in Annex A - Requirement.	2	each	\$	\$
Applicable Taxes					\$
TOTAL					\$