

**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 Intraocular Pressure Machines	
Solicitation No. - N° de l'invitation 45045-130103/A	Date 2013-11-28
Client Reference No. - N° de référence du client 000002031	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-939-64009	
File No. - N° de dossier pv939.45045-130103	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Quinn, Laurie	Buyer Id - Id de l'acheteur pv939
Telephone No. - N° de téléphone (819) 956-3824 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA RECEIVING AT JEAN TALON BLDG LOADING DOCK PARKDALE AVE (B1W21) OTTAWA Ontario K1A0T6 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

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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 at Annex "A".

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 (<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 (2012-11-19) 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.

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, Canada.

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 (two (2) hard copies)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (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 (<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

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

1.1.1 Delivery

All deliveries must be completed on or before March 31, 2014.

1.2 Installation

On-site installation must be provided and shall be carried out by a qualified service technician.

Installation schedule as follows:

Machine 1 - December, 2014

Machine 2 & 3 - December, 2015

The Technical Authority named herein will contact the Contractor to set up installation time and date.

The 72 month warranty on each unit will only commence at the time the unit is installed.

1.1.3 Manuals

One complete set of user documentation in English and/or French must be supplied with each machine (electronic copies preferable).

1.1.4 Training

On-site user training must be provided for up to six (6) users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within _____ calendar days of installation of the first machine. Provide complete details of training e.g. duration, scope, etc.,

1.1.5 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.3 Contractor Representatives under Part 6, Resulting Contract Clauses.

1.2 Section II: Financial Bid

The bidder must quote firm unit prices all inclusive of supply, installation, training, and manuals, DDP (Ottawa, Ontario) Incoterms 2000, Applicable Taxes extra. Freight charges to destination and all applicable Customs duties and taxes must be included.

A firm unit price must be filled in for the optional requirement. If the bidder fails to quote a firm unit price for the optional requirement, the bidder will be considered non-compliant and no further consideration will be given.

1.2.1 SACC Manual Clauses

C3011T

Exchange Rate Fluctuation

2010-01-11

1.3 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

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. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

Factors for Evaluation

- 1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
- 2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
 - a) For Items Defined by Specifications:

The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.
 - b) Provision of Supporting Technical Documentation:

Supporting technical documentation for the stores offered must be provided with the bid at time of bid closing.

Technical brochures or technical data MUST be provided to verify compliancy to the technical mandatory specifications.
- 3. COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)
- 4. FOR CANADIAN SUPPLIERS ONLY: Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY if applicable)

1.1.1 Mandatory Technical Criteria

See Annex B.

1.2 Financial Evaluation

The lowest evaluated price will be established using the following criteria:

a) prices will be evaluated in Canadian Funds, Applicable Taxes excluded, Canadian customs duties and excise taxes included. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.

b) prices will be evaluated on DDP Destination Incoterms 2000.

c) for bid evaluation purposes only, the Evaluated Price will be determined by adding the cost for the firm quantity total of the intraocular pressure machines with the cost for the optional requirement for the table and calibrations.

2. Basis of Selection

A0031T Basis of Selection - Mandatory Technical Criteria Only

2010-08-16

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

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. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.1 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" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

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

2.1 Optional Requirement

The Contractor grants to Canada the irrevocable option to purchase a supporting table and calibrations under the same terms and conditions and at the price stated in the contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the supporting table option within one (1) year after contract award by sending a written notice to the Contractor.

The Contracting Authority may exercise the calibration option at any time up to December 31, 2020 by sending a written notice to the Contractor.

2.2 Manuals

One complete set of user documentation in English and/or French must be supplied with each machine (electronic copies preferable).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<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.

Section 9 of 2010A (2013-04-25) General Conditions - Goods or Services, is amended by replacing the period of twelve (12) months by seventy-two (72) months.

All other provisions of the warranty section remain in effect.

4. Term of Contract**4.1 Delivery Date**

All the deliverables must be received by March 31, 2014.

5. Authorities**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Laurie Quinn
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Commercial Consumer Products Directorate
11 Laurier Street, 6A2, Phase III
Place du Portage, Gatineau, Quebec, K1A 0S5

Telephone: 819-956-3824
Facsimile: 819-956-3814
E-mail address: laurie.quinn@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:(filled in at contract award)

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 (bidder to complete)

The telephone number of the person responsible for:

General enquiries

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

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 lot price, as specified in Annex "A", for a cost of \$ _____ (to be filled in only at contract award). Customs duties are included and Applicable Taxes 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

H1000C

Single Payment

2008-05-12

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 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 the province of Ontario, Canada.

10. Priority of Documents

If there is a discrepancy between the wordings 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, Requirement;
- (d) Annex B, Mandatory Specifications;
- (d) the Contractor's bid dated (to be filled in at contract award) .

11. SACC Manual clause

B1501C	Electrical Equipment	2006-06-16
A9062C	Site Regulations	2010-01-11
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16

12. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Ottawa, Ontario Incoterms 2000 for shipments from a commercial contractor.
2. 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.

ANNEX "A" REQUIREMENT

The Department of Health Canada has a requirement for three (3) Intraocular Pressure (IOP) Machines in accordance with the Mandatory Specifications at Annex "B".

Description	Firm Qty	Firm unit price
Intraocular Pressure (IOP) Machines including installation, training, manuals, extended warranty, consumables for 15,000 respondents, and as per Mandatory Specifications detailed at Annex "B".	3	\$ _____

Optional Requirement

Description	Firm Qty	Firm unit price
Supporting table for the three (3) machines as per Mandatory Specifications detailed at Annex "B".	1	\$ _____

Description	Firm unit price/unit
Calibration for IOP machines during 2015	\$ _____
Calibration for IOP machines during 2016	\$ _____
Calibration for IOP machines during 2017	\$ _____
Calibration for IOP machines during 2018	\$ _____
Calibration for IOP machines during 2019	\$ _____
Calibration for IOP machines during 2020	\$ _____

For bidding purposes

Calibration costs will be based only on the technicians on-site time to calibrate the machine.

Since these units will be mobile they may be located in other cities across Canada. If this is the case, the calibration bid price may be adjusted to reflect possible travel required by the Contractor.

If the Contractor has dealers within the city which the unit is located no changes to the price will apply. However should the Contractor require travel, the price will be adjusted to reflect the increased travel costs. Travel and living expenses must be in accordance with the Treasury Board Guideline www.tbs-sct.gc.ca/directive/travel-voyage/index-eng.php and will be reimbursed at cost with no allowance for profit.

ANNEX B

Mandatory Specifications

Bidders must ensure that technical literature/brochures, etc. verifying compliance with each area of the criteria stated below is submitted with their proposal at time of bid closing. Failure to provide the technical literature or failure to verify compliance with any area of the criteria will render your proposal non-responsive and no further consideration will be given.

- 1.1 The intraocular pressure machine must have a height no greater than 55 cm, width no greater than 30 cm and depth no greater than 40 cm.

Reference in Contractors Proposal: _____

- 1.2 The intraocular pressure machine and software must have the ability to measure and derive IOPg (Goldman correlated IOP, IOPcc (Corneal compensated IOP) and Score (Measurement reliability);

Reference in Contractors Proposal: _____

- 1.3 The intraocular pressure machine must be a non contact (air puff) method of measurement;

Reference in Contractors Proposal: _____

- 1.4 The intraocular pressure machine must not require the use of an anesthesia;

Reference in Contractors Proposal: _____

- 1.5 The intraocular pressure machine must be table mountable;

Reference in Contractors Proposal: _____

- 1.6 The intraocular pressure machine must be height adjustable;

Reference in Contractors Proposal: _____

- 1.7 The intraocular pressure machine must come equipped with a chinrest;

Reference in Contractors Proposal: _____

- 1.8 The intraocular pressure machine must be able to align and adjust automatically;

Reference in Contractors Proposal: _____

- 1.9 The intraocular pressure machine must be able to take automatic measurements;

Reference in Contractors Proposal: _____

- 1.10 The intraocular pressure machine must have a non operating temperature range of -30 to +30°C;

Reference in Contractors Proposal: _____

- 1.11 The Bidder must provide proof of medical device license by Health Canada (photocopy of certificate will suffice)

Reference in Contractors Proposal: _____

Supporting Table

- 1.1 Must be able to support and house 3 vision machines (e.g. FDT, IOP, Retinal Camera);

Reference in Contractors Proposal: _____

- 1.2 Maximum physical dimension of: 185cm width, 80cm depth, height adjustable (wheel chair accessible) from 73cm to 84cm;

Reference in Contractors Proposal: _____

- 1.3 Must not weigh more than 30kg;

Reference in Contractors Proposal: _____

- 1.4 Must be capable of supporting a minimum of 70 kg.

Reference in Contractors Proposal: _____