

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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 Gas Chromatograph | |
| Solicitation No. - N° de l'invitation 01633-140421/A | Date 2013-12-04 |
| Client Reference No. - N° de référence du client AAFC | |
| GETS Reference No. - N° de référence de SEAG PW-\$EDM-066-10032 | |
| File No. - N° de dossier EDM-3-36275 (066) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-14 | Time Zone Fuseau horaire Mountain Standard Time MST |
| 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: Lee, Mony | Buyer Id - Id de l'acheteur edm066 |
| Telephone No. - N° de téléphone (780) 497-3535 () | FAX No. - N° de FAX (780) 497-3510 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD Brandon Research Centre 2701 Grand Valley Road BRANDON Manitoba R7A5Y3 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
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

| | |
|--|--|
| 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 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.

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 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.

3.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

4. Applicable Laws

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

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 | (1 hard copy) |
| 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 (2013-11-06), 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

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- 1.1.1 Ability to meet the Requirement and the Minimum Performance Specifications as described in Annex A.

1.2 Financial Evaluation

The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- a) The firm lot price provided in line items 1 and 2 will be multiplied by the quantity.

The aggregated costs for the above items will be added together to obtain a total evaluated bid price.

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

2. Basis of Selection

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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 must be received on or before March 31, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mony Lee
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, Telus Plaza North, 10025 Jasper Avenue, Edmonton, AB T5J 1S6

Telephone: 780-497-3535
Facsimile: 780-497-3510
E-mail address: mony.lee@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:

(will be released at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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 (To be completed by the contractor and submitted at time of bid.)

Name: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail 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 a firm lot price as specified in Annex B for a cost of \$ _____ (*insert the amount 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

6.3 Multiple Payment

SACC *Manual* clause H1001C (2008-05-12) Multiple Payment

6.4 SACC Manual Clauses *(If applicable)*

C2000C (2007-11-30), Taxes - Foreign-based Contractor
 C2002C (2010-01-11), Duties and Taxes - Foreign-based Contractor - State of California
 C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor
 C2608C (2012-07-16), Canadian Customs Documentation
 C5201C (2008-05-12), Prepaid Transportation Costs

7. Invoicing Instructions

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.

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 Alberta.

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 _____ *(insert date of bid)*

11. SACC Manual Clauses

A9068C (2010-01-11), Règlements concernant les emplacements du gouvernement
 B1501C (2006-06-16) Electrical Equipment
 B7500C (2006-06-16) Excess Goods
 G1005C (2008-05-12) Insurance

ANNEX A

REQUIREMENT

For the supply, delivery, off-loading, installation, and training of one (1) Gas Chromatograph to Agriculture and Agri-Food Canada, Brandon, MB as per the minimum performance specification.

The gas chromatograph will be used for automated carbon dioxide, methane, and nitrous oxide concentration determination of headspace gas samples from 12mL exetainer (soda glass, flat bottomed) vials.

Delivery of the Gas Chromatograph must be received on or before March 31, 2014. Installation and training will be performed within a time frame mutually agreed to by the Contractor and the Technical Authority.

Minimum Performance Specifications

1. Bidders must address each Minimum Performance Specification listed below, whether the product offered "Meets" or "Does not Meet" and should provide supporting documentation for each item. Bidders should identify on their supporting documentation where the information can be found and, if applicable, "N/A" if documentation is not available.
2. Bidders are requested to cross reference by item number on their supporting document where it clearly shows the specification meets or exceeds each minimum specification.

| | Specifications | Meets | Does not meet | Reference |
|--|--|-------|---------------|-----------|
| 1. Information | | | | |
| 1.1 | Automated carbon dioxide, methane, and nitrous oxide concentration determination of headspace gas samples from 12 mL Exetainer (soda glass, flat bottomed) vials | | | |
| 2. Analytical Method | | | | |
| 2.1 | Sample size: carbon dioxide, methane, and nitrous oxide concentration determination of 0.5 to 5 mL of headspace gas samples | | | |
| 2.2 | Analysis time 5 minute/sample or less | | | |
| 3. Instrumentation specifications | | | | |
| 3.1 | Minimum detection limits: Carbon dioxide 10 ppm to 10 % | | | |
| 3.2 | Minimum detection limits: Methane 0.1 ppm to 1 % | | | |
| 3.3 | Minimum detection limits: Nitrous oxide 50 ppb to 100 ppm | | | |

| | | | | |
|------------------------------------|---|--|--|--|
| 3.4 | 120 or 220/240 V, 50/60 Hz, 15 or 20 amp | | | |
| 3.5 | Repeatability: Relative Standard Deviation 3 % (with autosampler injections) | | | |
| 4. Operating Specifications | | | | |
| 4.1 | Detection Method – Carbon dioxide: Thermal Conductivity Detector or Flame Ionization Detector with methanizer | | | |
| 4.2 | Detection Method – Methane: Flame Ionization Detector | | | |
| 4.3 | Detection Method – Nitrous oxide: Electron Capture Detector | | | |
| 4.4 | Gases required: hydrogen, air, helium, and methane in argon (P10 or P5) | | | |
| 4.5 | Software for system control and data acquisition compatible with Microsoft Windows 7, with Ethernet or USB interface and cables required to interface with computer | | | |
| 5. Autosampler | | | | |
| 5.1 | Automated, multi-position sampler, capable of sequential sampling of 12 mL Exetainer (flat bottomed, soda glass) vials from custom trays | | | |
| 6. Other | | | | |
| 6.1 | Onsite installation and training | | | |

Make and Model Number of Product(s) Offered: _____

No Published Specifications

The bidder certifies that no published specification exists for any items identified above as "N/A" and that the product offered meets the minimum performance specifications request.

Bids which do not meet all of the Minimum Performance Specifications listed above will be deemed non-compliant and given no further consideration.

If upon delivery and acceptance, the product is found not to meet the Minimum Performance Specifications, the product will be returned at the Suppliers expense and the Contract terminated for default.

ANNEX B**BASIS OF PAYMENT****Instruction to Bidders:**

- Bidder is requested to complete the below table and submit completed table with their bid.
- Firm Lot Price are FOB Destination, Brandon, MB
- Firm Lot Price do not include GST/HST. GST/HST will be added as a separate line item to any invoice issued as a result of a Contract.
- All Firm Lot Price is in Canadian Dollars.

Delivery location:

AFFC Brandon Research Centre
2701 Grand Valley Road
Brandon, MB R7A 5Y3

| Description | QTY | Firm Lot Price |
|--|-----|----------------|
| 1. Gas Chromatograph as per Annex "A", Requirement Inclusive of supply, delivery and offloading at Brandon, MB | 1 | \$_____ / lot |
| 2. Installation and training at Brandon, Manitoba | 1 | \$_____ / lot |
| TOTAL EVALUATED BID PRICE | | \$_____ |