



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 Zeta Meter	
Solicitation No. - N° de l'invitation 23240-140323/A	Date 2013-12-04
Client Reference No. - N° de référence du client 23240-140323	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-941-64062	
File No. - N° de dossier pv941.23240-140323	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 Eastern Standard Time EST	
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: Martins, Christina	Buyer Id - Id de l'acheteur pv941
Telephone No. - N° de téléphone (819) 956-6911 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CanmetMINING 555 Booth Street Ottawa, ON K1A 0G1	

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	CanmetMINING 555 Booth Street Ottawa, ON K1A 0G1	I - I	INVOICING-FACTURATION@NRKAN-RNCAN.GC.CA

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	ZETA METER One (1) ZETA METER in accordance with the Mandatory Technical Requirements listed in Annex "A." Shipping, installation, training, manuals and software upgrades included.	D - 1	I - 1	1	LOT	\$	XXXXXXXXXXXX	See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

List of Annexes:

Annex A Mandatory Technical Requirements

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The Requirement is detailed under the "Line Item Detail" and in accordance with Annex A - Mandatory Technical Requirements attached hereto.

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	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 or electronic mail to PWGSC will not be accepted.

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 (three (3) 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 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.

1.1 Section I: Technical Bid

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

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

1.1.1 Installation

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

State your best installation schedule. Installation will be carried out within _____ calendar days of delivery and be completed within _____ calendar days.

1.1.2 Training

On-site user training must be provided for up to two (2) 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. Provide complete details of training e.g. duration, scope, etc.,

1.1.3 Manuals

One (1) complete set of user documentation in English must be supplied with the Zeta Meter.

1.1.4 Software Upgrades

The Bidder must provide all software updates and new releases to the purchaser for a period of five (5) years following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

1.1.5 Service (BIDDER TO COMPLETE)

Purchase of the Zeta Meter must include: regional technical support; technical phone support; support via the internet; and support via a fax-back document system.

Response for service must be within 24 hours or less.

Also, provide the following with your bid:

- a) Location of available service facilities (after sales service and repair).

- b) Locations of available replacement parts from consumables to major components.

- c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

- d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

1.1.6 Product(s) Offered (BIDDER TO COMPLETE)

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: _____

Model/Part Number: _____

1.1.7 Point of Manufacture/Shipping (BIDDER TO COMPLETE)

The Bidder must state the point of manufacture/shipping of goods is to be performed:

Location: _____

Postal Code: _____

1.1.8 Delivery

Delivery is must be received on or before March 31, 2014.

1.1.9 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.4 Contractor Representatives under Part 6, Resulting Contract Clauses.

1.2 Section II: Financial Bid

1.2.1 The Bidder must quote a firm unit price all inclusive of supply, training, installation, software upgrades and manuals, DDP (Ottawa, Ontario) Incoterms 2000, for the goods identified in Line Item 1. The total amount of applicable taxes must be shown separately, if applicable. Freight charges to destination and all applicable Customs duties and taxes must be included.

1.2.2 Exchange Rate Fluctuation

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.

2. **ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):**

a) **For Items Defined by Specifications:**

The bidder is required to cross reference with the exact location in the supporting documentation the mandatory technical criteria contained herein to their supporting technical documentation.

b) **Provision of Supporting Technical Documentation:**

Supporting technical documentation for the stores offered shall 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)**

1.2 **Financial Evaluation**

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

a) prices will be evaluated in Canadian dollars, 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 a DDP Delivered Duty Paid (Ottawa, Ontario) Incoterms 2000 destination basis.

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 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 at Line Item 1 as per specifications detailed at Annex A - Mandatory Technical Requirements attached hereto.

2.1 **Installation**

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

2.2 **Training**

On-site user training must be provided for up to two (2) users.

2.3 Manuals

Manuals are considered part of the equipment. One complete set of user documentation in English must be supplied with the Zeta Meter.

2.4 Software Upgrades

The Bidder must provide all software updates and new releases to the purchaser for a period of five (5) years following the acceptance, at no additional cost.

2.5 Service

Purchase of the Zeta Meter must include: regional technical support; technical phone support; support via the internet; and support via a fax-back document system. Response for service must be within 24 hours or less.

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

Delivery must be received on or before March 31, 2014.

4.2 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 is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christina Martins
 Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Commercial and Consumer Products Directorate
 Place du Portage III, 6A2
 11 Laurier St. Gatineau, Quebec
 K1A 0S5
 Telephone: (819) 956-6911
 Facsimile: (819) 956-3814
 Christina.Martins@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 (TO BE COMPLETED AT TIME OF CONTRACT AWARD)

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 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 Procurement Authority (TO BE COMPLETED AT TIME OF CONTRACT AWARD)

The Procurement Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone : _____
 Facsimile: _____
 E-mail address: _____

The Procurement 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.

5.4 Contractor's Representative (BIDDER TO COMPLETE)

General Enquiries

Delivery Follow-up

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

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

6. Payment

6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price of \$(**amount to be inserted at contract award**) for Line Item 1, DDP Delivered Duty Paid (Ottawa, Ontario) Incoterms 2000. Customs duties are included and Applicable Taxes extra, if applicable.

6.2 Limitation of Price

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.

6.3 SACC Manual Clauses

H1000C Single Payment

08/05/12

7. Invoicing Instructions

- a) 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.

FOR PROMPT PAYMENTS, ENSURE THE CONTRACT NO./P.O. NUMBER APPEARS ON ALL DOCUMENTATION.

- b) 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. The Contract serial number: 23240-140323 must appear on all invoices.
 - (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 Ontario, Canada.

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) 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Mandatory Technical Requirements;
- (d) the Contractor's bid dated _____ (**insert date of bid**)

11. SACC Manual Clauses

B1501C	Electrical Equipment	2006/06/16
A9068C	Government Site Regulations	2010/01/11
A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16
A2001C	Foreign Nationals (Foreign Contractor)	2006/06/16

**ANNEX A
MANDATORY TECHNICAL REQUIREMENTS
ZETA METER**

The Zeta Meter **must** meet all of the following criteria:

1. Zeta potential measurement must be based on electrophoretic mobility.

Bidders Proposal: _____

2. Automatic tracking in image processing must be present.

Bidders Proposal: _____

3. The instrument must be capable of visual and manual measurement of individual particles.

Bidders Proposal: _____

4. The instrument must come complete with direct Video Imaging including camera, LCD display, cable and titrator/sample recirculator.

Bidders Proposal: _____

5. Zeta Potential range: -200 mV to +200 mV or better

Bidders Proposal: _____

6. Mobility range: -18 to +18 cm²/V.s or better

Bidders Proposal: _____

7. Particle size range: minimum of 0.5 to 100 microns

Bidders Proposal: _____

8. The instrument must be capable of measuring both zeta potential and size distribution from the same sample holder and the same sample.

Bidders Proposal: _____

9. pH range: 3 - 13 or better

Bidders Proposal: _____

10. The instrument must be capable of selecting and measuring multiple colloid zeta potentials in mixed-particle samples

Bidders Proposal: _____

11. Solids concentration range: From at least 10 mg/L to 30% by weight

Bidders Proposal: _____

12. Operating temperature range: At least 10 °C to 60 °C

Bidders Proposal: _____

13. The instrument must be capable of automatic temperature corrections to the zeta potential values and should have the facility to control temperature

Bidders Proposal: _____

14. Particle suspension media: Water and organic solvents

Bidders Proposal: _____

15. Automatic determination of applied voltage

Bidders Proposal: _____

16. Power Supply 110 V AC/60 Hz/ Single Phase

Bidders Proposal: _____

17. The software has to provide analysis and graphing of measured or calculated values such as: histogram, frequency, peak, mean / response to pH changes, mobility, isoelectric point etc.

Bidders Proposal: _____

18. The software should allow inputting of information on experimental conditions and should allow saving and exporting of files.

Bidders Proposal: _____