

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 COLORMETRIC TUBES	
Solicitation No. - N° de l'invitation 47060-146422/A	Date 2013-12-04
Client Reference No. - N° de référence du client 1000316422	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-924-64061	
File No. - N° de dossier pv924.47060-146422	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-15	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: Caron, Anne	Buyer Id - Id de l'acheteur pv924
Telephone No. - N° de téléphone (819) 956-3874 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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 Canada Border Services Agency (CBSA) has a requirement for the supply and delivery of Draeger colorimetric tubes on an as and when required basis in accordance with the requirement at Annex "A". The colorimetric tubes will be used with Draeger pumps to perform Fumigants and Toxic Industrial Chemical analyses of air from marine cargo containers.

Delivery various ports across Canada.

2.1 Option to extend

This requirement includes the option to extend the Contract for two (2) additional one (1) year extension periods.

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

B4024T (2006-08-15) - No Substitute Products
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 Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (2 hard copies and 2 soft copies on CD)
- Section II: Financial Bid (1 hard copy and 1 soft copy on CD)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (2 hard copies and 2 soft copies on CD)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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](#)

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(<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.

Bidders must include in their technical bid hard copies of all the literature, brochures and technical documentation that may be required to support their bid and facilitate evaluation.

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.

Section IV: Additional Information (*Bidder to fill in*)

1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of Requisition on Contract.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of Requisition on Contract.

The Bidder is not obligated to accept payment by credit card.

Acceptance of credit cards for payment will not be considered as an evaluation criterion.

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1.2 Contractor's Contact Information

Contact information of the person responsible for :

General enquiries

Delivery follow-up

Name: _____

Name: _____

Telephone No. _____

Telephone No. _____

Facsimile No. _____

Facsimile No. _____

E-mail address: _____

E-mail address: _____

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

Bidders must complete all sections of the bid solicitation in accordance with Part 3 Bid Preparation Instructions and submit the required number of signed copies indicating acceptance of all the terms and conditions herein.

Bidders submitting a bid must meet all technical criteria defined in the Statement of Requirements at Annex A.

1.2 Financial Evaluation

- 1. The price of the bid will be evaluated as follows:
 - a) bidders must submit firm prices for all items listed in Annex "B", Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b) bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- 2. Prices will be evaluated on a FOB Destination.
- 3. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

2. Basis of Selection

2.1 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 aggregate total price for all the different types of tubes being requested using the estimated maximum quantity per year for the contract period and option period will be recommended.

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](#)" 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 Canada Border Services Agency (CBSA) has a requirement for the supply and delivery of Draeger colorimetric tubes on an as and when required basis in accordance with the requirement at Annex "A". The colorimetric tubes will be used with Draeger pumps to perform Fumigants and Toxic Industrial Chemical analyses of air from marine cargo containers.

The Contractor will be responsible for shipping the required number of tubes in accordance with Annex A to designated locations in Canada.

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. Requisition on Contract (ROC)

- (a) **Purpose of ROC:** Goods to be provided under the Contract on an-and-when-requested basis will be ordered by Canada using a Requisition on Contract ("ROC").
- (b) **Process for Issuing a ROC:**
1. Authorized ROCs against this Contract will be made using a duly completed form identified in Annex C by methods such as facsimile and electronic mail.
 2. A ROC will be prepared by the Project Authority and sent to the Contractor.
 3. The ROC will be processed in accordance with and contain the information listed in Annex A. The ROC will also include the basis of payment as specified in the Contract
- (d) **Authority to Issue a ROC:** Any ROC with a value less than or equal to \$40,000.00 (including GST/HST) may be issued by the Project Authority. Any ROC with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Project Authority's authority to issue ROCs at any time.
- (e) **Contents of a ROC:** The ROC must contain the following information, if applicable:
- (i) a ROC number;
 - (ii) the details of any financial coding to be used;
 - (iii) quantity and description of goods being ordered;
 - (vi) the delivery date(s);
 - (viii) the specific delivery location;
 - (x) the firm unit price payable to the Contractor and
- (f) **Charges for Goods under a ROC:** The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure. 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 being incorporated into the Work.
- (g) **Delivery response time for Stocked items**
- Delivery ordered through a ROC is required within 5 calendar days from receipt of an approved ROC. Shipping is FOB Destination in accordance with Article 15 of this Contract. The Destination will be identified in the ROC.
- (h) **Delivery response time for Non Stocked Items**

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Delivery ordered through a ROC is required within 21 calendar days from receipt of an approved ROC. Shipping is FOB Destination, in accordance with Article 15 of this Contract. The Destination will be identified in the ROC.

5. Term of Contract

5.1 Period of the Contract

The period for issuing a Requisition on Contract against the Contract is for a period of one year from the date of contract award.

5.2 Option to Extend the Contract

If the Contract is authorized for use beyond the initial period, the Contractor offers to extend its bid for up to two (2) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Contract.

The Contractor will be advised of the decision to authorize the use of the Contract for an extended period by the Contracting Authority ten (10) days before the expiry date of the Contract. A contract amendment will be issued by the Contracting Authority.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Anne Caron

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

Telephone: (819) 956-3874

Facsimile: (819) 956-3814

E-mail address: anne.caron@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.

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6.2 Technical Authority

The Technical Authority for the Contract is: *(will be inserted at contract)*

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.

6.3 Contractor's Representative *(will be filled in at contract)*

7. Identified Users

The Identified User authorized to make ROC's against the Contract is: The Canada Border Services Agency's (CBSA) Detection Program Unit (DPU).

8. Payment

8.1 Basis of Payment - Firm Price - Individual Requisition on Contracts

In consideration of the Contractor satisfactorily completing all of its obligations under the Requisition on Contract (ROC), the Contractor will be paid the firm prices in accordance with the Basis of Payment in Annex B, as specified in the Contract. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

8.2 Payment by Credit Card

The following credit cards are accepted: *(will be filled in at contract)*

8.3 Limitation of Expenditure - Cumulative Total of all Requisition on Contracts

1. Canada's total liability to the Contractor under the Contract for all authorized Requisition on Contracts (ROCs), inclusive of any revisions, must not exceed the sum of \$ *(will be filled in at contract)* Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8.4 Minimum Limitation of Expenditure

1. "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means \$100,000.00.
2. Canada's obligation under the Contract is to request goods in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to supply the goods described in the Contract. Canada's maximum liability for goods supplied under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request goods in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the goods requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

9. Periodic Usage Report - Contract with Requisition on Contract (ROC)

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Requisition on Contracts issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized work must be kept for each contract with a Requisition on Contract process. This record must contain:

For each authorized ROC:

- (i) the authorized ROC number or ROC revision number(s);
- (ii) a title or a brief description of each authorized ROC;
- (iii) the total estimated cost specified in the authorized ROC of each work, GST or HST extra;
- (iv) the start and completion date for each authorized ROC; and
- (v) the active status of each authorized ROC, as applicable.

For all authorized ROC:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized ROCs; and

(ii) the total amount, GST or HST extra, expended to date against all authorized ROCs.

10. 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. *(will be inserted in at contract)*
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

11. Certifications

11.1 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.

12. Applicable Laws

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

13. 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, Requirement
- (d) Annex B, Basis of Payment;
- (e) Annex C, Requisition on Contract (ROC) Sample;
- (f) Annex D, Periodic Usage Report;
- (g) the Contractor's bid dated *(will be inserted in at contract)*

14. SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12) Insurance
SACC Manual clause B7500C (2006-06-16), Excess Goods

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15. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:
FOB Destination including all delivery charges and customs duties and taxes.
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.
3. The Contractor must have the ability to respond to occasional emergency deliveries at short notice.

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ANNEX "A"

REQUIREMENT

CBSA's Detection Program Unit requires the following Dräger colorimetric tubes:

Type	Description	Number	Unit of Issue	Contract		Option year 1		Option year 2	
				Expected minimum quantity of boxes*	Est. Maximum quantity of boxes**	Est. Minimum quantity of boxes**	Est. Maximum quantity of boxes**	Est. Minimum quantity of boxes**	Est. Maximum quantity of boxes**
1	Benezene tubes 0.5/c	CR-8101841	Box (5 tubes)	200	600	75	150	150	300
2	Sulfuryl Fluoride tubes 1/a	DR-8103471	Box (5 tubes)	200	600	75	150	150	300
3	Methyl Bromide tubes 0.5 - 30	DR-8101671	Box (10 tubes)	200	600	75	150	150	300
4	Toluene tubes 5/b	DR-1801661	Box (10 tubes)	200	600	75	150	150	300
5	Phosphine tubes 0.1/a	DR-CH31101	Box (10 tubes)	200	600	75	150	150	300
6	Formaldehyde tubes 0.2/a	DR-6733081	Box (10 tubes)	75	600	75	150	150	300

* Expected minimum quantity of boxes - the expected minimums noted above are given in good faith but in no way commits CBSA to purchase the exact amount of specified boxes per category. CBSA does commit to the Minimum Limitation of Expenditure specified in clause 8.4 of Part 6 of the solicitation.

** Estimated quantities - the estimated quantities noted above are given in good faith but in no way commits CBSA to have to purchase of all of the amount.

ANNEX B - BASIS OF PAYMENT *(Bidder to fill in)*

Bidders must quote a firm unit price for each type of colorimetric tube (identified below), FOB Destination, freight charges and Canadian Customs Duty included. The total amount of Goods and Services Tax or Harmonized Sales Tax will be extra if applicable.

Requirement:

Type	Description	Number	Unit of Issue	Firm unit price per box
1	Benezene tubes 0.5/c	CR-8101841	Box (5 tubes)	
2	Sulfuryl Fluoride tubes 1/a	DR-8103471	Box (5 tubes)	
3	Methyl Bromide tubes 0.5-30	DR-8101671	Box (10 tubes)	
4	Toluene tubes 5/b	DR-1801661	Box (10 tubes)	
5	Phosphine tubes 0.1/a	DR-CH31101	Box (10 tubes)	
6	Formaldehyde tubes 0.2/a	DR-6733081	Box (10 tubes)	

Option Period 1:

Type	Description	Number	Unit of Issue	Firm unit price per box
1	Benezene tubes 0.5/c	CR-8101841	Box (5 tubes)	
2	Sulfuryl Fluoride tubes 1/a	DR-8103471	Box (5 tubes)	
3	Methyl Bromide tubes 0.5 - 30	DR-8101671	Box (10 tubes)	
4	Toluene tubes 5/b	DR-1801661	Box (10 tubes)	
5	Phosphine tubes 0.1/a	DR-CH31101	Box (10 tubes)	
6	Formaldehyde tubes 0.2/a	DR-6733081	Box (10 tubes)	

Option period 2:

Type	Description	Number	Unit of Issue	Firm unit price per box
1	Benezene tubes 0.5/c	CR-8101841	Box (5 tubes)	
2	Sulfuryl Fluoride tubes 1/a	DR-8103471	Box (5 tubes)	
3	Methyl Bromide tubes 0.5 - 30	DR-8101671	Box (10 tubes)	
4	Toluene tubes 5/b	DR-1801661	Box (10 tubes)	
5	Phosphine tubes 0.1/a	DR-CH31101	Box (10 tubes)	
6	Formaldehyde tubes 0.2/a	DR-6733081	Box (10 tubes)	

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Amd. No. - N° de la modif.

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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ANNEX "C" - REQUISITION ON CONTRACT

(Note: Will be applicable during the contract period)

REQUISITION ON CONTRACT (ROC) SAMPLE	
1. CONDITIONS	
ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT REFERENCE NUMBERS:	
CONTRACT NUMBER :	ROC NUMBER :
TO: Contractor: Address:	DELIVERY DATE: BALANCE LEFT ON CONTRACT PRIOR TO THIS ROC (GST/HST included): VALUE OF THIS REQUISITION ON CONTRACT (ROC) (GST/HST included): BALANCE REMAINING ON THE CONTRACT (GST/HST included):

2. REQUIREMENT				
2.1 FOR THE SUPPLY OF EQUIPMENT, : The Contractor shall be paid firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination) Incoterms 2000, with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.				
Item #	Item Description	Quantity	Firm Unit Price (as per Contract)	Total
				\$
				\$
				\$
				\$
Total cost of items				\$
Rush Shipping cost				\$
GST/HST				\$
Total cost including GST/HST				\$
DELIVERY DESTINATION(S) Delivery Duty Paid (destination) Incoterms 2000:				
The Contractor shall not charge Canada for any costs exceeding this total price.				
3. APPROVALS				
Project/Technical Authority:		Administrative Authority (Procurement):		Contracting Authority at PWGSC (For any ROC over \$40,000):
Name:		Name:		Name:
Signature:		Signature:		Signature:
Date:		Date:		Date:

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CCC No./N° CCC - FMS No/ N° VME

ANNEX D

PERIODIC USAGE REPORT

Instructions for submission of Requisition on Contracts usage data. The Contractor must e-mail the information identified below in an electronic spreadsheet in the format below, to the Contracting Authority identified herein.

The report must include as a minimum the following:

- The contract number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The start date and end date for the contract;
- Item description;
- Quantity ordered, Unit price;
- Value of individual ROCs; and
- The total spend per reporting period by CFIA.

Contract	(Insert Contract #)	Start Date of Contract (DD/MM/YYYY)	End Date of Contract (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)
ROC Number	Item Description	Firm Unit Price, Quantity Ordered	Date of Delivery / Value of Order (not including GST/HST, if applicable)

Department	Total Number of all ROCs during reporting period	Total Number of all ROCs to date.	Total Dollar Value (\$) of all ROCs during reporting period.	Total Dollar Value (\$\$) of all ROCs to date