

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

**Request For a Standing Offer**  
**Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Title - Sujet</b> Stabilized Whole Blood Product	
<b>Solicitation No. - N° de l'invitation</b> 6D063-133231/A	<b>Date</b> 2014-05-01
<b>Client Reference No. - N° de référence du client</b> 6D063-133231	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-207-8988
<b>File No. - N° de dossier</b> WPG-3-36324 (207)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-13</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parker, LaVona	<b>Buyer Id - Id de l'acheteur</b> wpg207
<b>Telephone No. - N° de téléphone</b> (204)984-2351 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC HEALTH AGENCY OF CANADA 745 LOGAN AVENUE WINNIPEG MANITOBA R3E 3L5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **TITLE**

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2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

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2. Submission of Offers
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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

## **2. Summary**

The Public Health Agency of Canada has a requirement for the supply of stabilized whole blood products for Quality Assessment and Standardization for Immunological measures relevant to HIV/AIDS. The sample orders will be placed three (3) times per year in approx June, October and February. The Standing Offer will be for a period of one (1) year with the option for Canada to extend for an additional three (3) year periods.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **3. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

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The 2006 ( 2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

## **2. Submission of Offers**

Offers 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 Request for Standing Offers.

## **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

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**Section II: Financial Offer (1 hard copy)****Section III: Certifications (1 hard copy)**

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**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 call-ups against the standing offer.

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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 call-ups against the standing offer.

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

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

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

a) The assayed whole blood quality control must contain stabilized red blood cells and white blood cells in a preservative medium.

b) It must be supplied in two-clinically-relevant levels of CD4 T cells. Clinically-relevant range levels are defined as being acceptable if they are between CD4 125-225 cells/uL and CD4 350-500 cells/uL.

c) The whole blood quality control product must meet the need of being suitable for the entire array of CD4 counting programs enrolled in QASI which have a large degree heterogeneity in methodology. These include BD FACSCalibur, BD FACSanto, BD FACScount, Coulter Epics XL-MCL, Coulter FC500, Guava®PCA, CyFlow® Counter, PIMA™.

- d) When stored between 2-10 C, both levels must offer an open vial stability of 9 thermal cycles and a 45-day closed-vial stability.
- e) It must be supplied in individual vials containing less than or equal to 750uL.
- f) It must be supplied in individual vials containing "Black & White" labels with: QASI session # and Sample ID.

## 1.2 Financial Evaluation

### 1.2.1 Refer to Annex B - Basis of Payment

## 2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

## 1. Certifications Required Precedent to Issuance of a Standing Offer

### 1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

## **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Equity - Certification, for each member of the Joint Venture.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

### **2. Security Requirement**

There is no security requirement applicable to this Standing Offer.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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**

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **3.2 Standing Offers Reporting**

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The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: June 1 to August 31;

2nd quarter: September 1 to November 30;

3rd quarter: December 1 to February 28;

4th quarter: March 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of award to May 31, 2015.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: LaVona Parker

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Solicitation No. - N° de l'invitation

6D063-133231/A

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

6D063-133231

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36324

Buyer ID - Id de l'acheteur

wpg207

CCC No./N° CCC - FMS No/ N° VME

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Address: 100-167 Lombard Avenue  
Winnipeg, MB R3C 2Z1

Telephone: 204-984-2351

Facsimile: 204-983-7796

E-mail address: lavona.parker@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## 5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: TBD \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Identified Users

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The Identified User authorized to make call-ups against the Standing Offer is: TBD.

## **7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer .

## **8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$TBD (Applicable Taxes included).

## **9. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-03-01), General Conditions-Goods (medium Complexity);
- e) Annex A Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_ .

## **11. Certifications**

## 11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010A (2014-03-01), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2014-03-01), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit 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.

#### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included, and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. 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.

#### 3.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

#### 4.4 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### 5. 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:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

## **7. SACC Manual Clauses**

A9068C Government Site Regulations (2010-01-11)

B7500C Excess Goods (2006-06-16)

**ANNEX "A"**

**REQUIREMENT**

## **1. Scope**

### **1.1. Title**

Stablized Whole Blood Product for Quality Assessment and Standardization for Immunological measures relevant to HIV/AIDS

### **1.2. Introduction**

QASI requires an assayed whole blood quality control product containing stabilized human red blood cells and white blood cells in a preservative medium. The assayed whole blood quality control product must be supplied in two clinically-relevant levels of CD4 cells.

### **1.3. Objectives of the Requirement**

Assayed whole blood quality control product in two clinically-relevant levels of CD4 cells will be purchased three times each year. The product will be shipped in 750uL custom-labelled vials to the National Laboratory for HIV Immunology Section located at the JC Wilt Infectious Diseases Centre.

### **1.4. Background and Specific Scope of the Requirement**

The Human Immunodeficiency Virus (HIV) remains a global health concern, with more than 34 million individuals currently infected and 2.5 million new infections every year (WHO Global AIDS Report, UNAIDS 2011). HIV leads to severe immunodeficiency, the Acquired ImmunoDeficiency Syndrome (AIDS). CD4 T cells are white blood cells that are critical for fighting infection, and a CD4 cell count is a strong indicator of the stage of a person's HIV infection, whether they have progressed to AIDS, and how well an infected individual is responding to antiretroviral therapy (ART).

In 1996, a without fee external quality assessment program, Quality Assessment and Standardization for Immunological measures relevant to HIV/AIDS (QASI) was launched to deal with HIV disease-related immune status monitoring in resource-poor countries world-wide. Over the past decade the National Laboratory for HIV Immunology (NLHI) has as formed close partnerships with the World Health Organization (WHO), Centers of Disease Control and Prevention (CDC), and the Clinton Foundation to facilitate global access to the program.

QASI's main objective is the quality assessment of T-cell subset enumeration. QASI focuses on improving the quality of laboratory practices by sending participants an external quality assurance (EQA) panel comprised of 2 stabilized whole blood products with a high and low CD4 T-cell count, 3 times per year for immunophenotyping by flow cytometry. The participants receive 2x 750uL of stabilized whole blood product per session.

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QASI requires an assayed whole blood quality control product which has a high degree of stability and of heterogeneity in methodology compatibility for their EQA panel. Use of this whole blood control provides quality control data for confirming the precision and accuracy of flow cytometer operation. Due to the geographical scope of the program where delivery generally requires >3 days, fresh blood is not an option for a quality control panel.

### 1.5. Specifications and Standards

Sample orders for between 2000-6000 vials will be placed in approximately June 2014, October 2014 and February 2015. Delivery of the samples is to be made within 8-12 weeks from the date the order is placed.

### 1.6. Technical, Operational and Organizational Environment

The Offeror will arrange to have their product shipped to the National Laboratory for HIV Immunology at the JC Wilt Infectious Diseases Research Institute.

### 1.7. Method and Source of Acceptance

Upon receipt the stabilized whole blood control products the performance and quality will be assessed by its performance on in-house cytometers including but not limited to BD FACSCalibur, BD FACSanto, BD FACScount, Coulter Epics XL-MCL, Coulter FC500, Guava®PCA, CyFlow® Counter, PIMA™.

### 1.8. Reporting Requirements

The Offeror must submit one (1) electronic copy and one (1) hard copy of a certificate of analysis for each of the three shipments.

### 1.9. Project Management Control Procedures

The individual identified in the proposal as the Project Authority or Technical Authority will: liaise with the Offeror when placing and receiving orders.

The individual identified in the proposal as the Project Authority or Technical Authority shall receive documentation in the form of a certificate of analysis.

### 1.10. Contractor's Obligations

" Unless otherwise specified, the Offeror must use its own equipment and software for the performance of this Statement of Work.

" Title to the equipment/furnishings charged against this Standing Offer shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.

" For each item of equipment/furnishings that is purchased, the Offeror is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

" The Offeror must label all equipment/furnishings as being the property of Canada.

" Notwithstanding the fact that the equipment/furnishings under this Standing Offer become vested in Canada, the equipment/furnishings must remain within the custody and control of the Offeror until such time as the Project Authority provides instructions for its delivery. During this period of time, the Offeror must take reasonable and proper care of the equipment/furnishings.

### **1.11. Location of Work, Work site and Delivery Point**

The product shall be delivered to the National Laboratory for HIV Immunology at the J.C. Wilt Infectious Diseases Centre, Winnipeg, MB

## **ANNEX "B" - Basis of Payment**

It is **MANDATORY** that offerors submit firm all inclusive prices for the period of the proposed Request for Standing Offer (RFSO) in the following Pricing Schedules. This section, when completed, will be considered as the offerors's Financial Offer.

Offerors must provide offers as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so may render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the offer, the unit pricing must prevail and the extended pricing shall be corrected in the evaluation.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include **ALL** costs associated with providing the service in accordance with the Requirement, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be paid in accordance with the following pricing.

The estimated usage are for evaluation purposes only.

Initial Period from date of issue to May 31, 2015					
Item	Description	Est Qty	Unit of Issue	Unit Price	Extended Price
1	Samples	8,500	each	\$	\$
2	Shipping (lot price)	3	each	\$	\$
Total					

Option Period from June 1, 2015 - May 31, 2016					
Item	Description	Est Qty	Unit of Issue	Unit Price	Extended Price
1	Samples	8,500	each	\$	\$
2	Shipping (lot price)	3	each	\$	\$
Total					

Option Period from June 1, 2016 - May 31, 2017					
Item	Description	Est Qty	Unit of Issue	Unit Price	Extended

Solicitation No. - N° de l'invitation

6D063-133231/A

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

6D063-133231

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36324

Buyer ID - Id de l'acheteur

wpg207

CCC No./N° CCC - FMS No/ N° VME

					Price
1	Samples	8,500	each	\$	\$
2	Shipping (lot price)	3	each	\$	\$
Total					

Option Period from June 1, 2017 - May 31, 2018					
Item	Description	Est Qty	Unit of Issue	Unit Price	Extended Price
1	Samples	8,500	each	\$	\$
2	Shipping (lot price)	3	each	\$	\$
Total					

**ANNEX C**  
**STANDING OFFER USAGE REPORT**

Return to:

Solicitation No. - N° de l'invitation

6D063-133231/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg207

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

6D063-133231

File No. - N° du dossier

WPG-3-36324

CCC No./N° CCC - FMS No/ N° VME

ATTN.: LaVona Parker  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Facsimile: (204) 984-2351  
 Telephone: (204) 984-6423  
 Email: lavona.parker1@pwgsc-tpsgc.gc.ca

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT  
 DEPARTMENTS AND AGENCIES**

SUPPLIER:  
 STANDING OFFER NO:  
 DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [   ]

PREPARED BY:  
 NAME:  
 TELEPHONE NO.:

SIGNATURE:

DATE: