

**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**

<b>Title - Sujet</b> Steam Sterilizer	
<b>Solicitation No. - N° de l'invitation</b> 39903-150101/A	<b>Date</b> 2014-09-09
<b>Client Reference No. - N° de référence du client</b> 39903-150101	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-939-65689	
<b>File No. - N° de dossier</b> pv939.39903-150101	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-10-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Quinn, Laurie	<b>Buyer Id - Id de l'acheteur</b> pv939
<b>Telephone No. - N° de téléphone</b> (819) 956-3824 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3814
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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</b> <b>(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>

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	CFIA LETHBRIDGE LABORATORY TOWNSHIP ROAD 9-1 LETHBRIDGE , AB T1J 3Z4 Attn: Hans Hantke	I - 1	CFIA LETHBRIDGE LABORATORY TOWNSHIP ROAD 9-1 PO BOX 640 LETHBRIDGE , AB T1J 3Z4 Attn: Terri Cowley



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Steam Sterilizer as per mandatory specification detailed in Annex "A".	D-1	I-1	1	Each	\$	\$		See Herein	

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with this bid solicitation.

**2. Requirement**

The requirement is detailed under the "Line Item Detail".

**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.

**4. Trade Agreements**

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

**PART 2 - BIDDER INSTRUCTIONS****1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) 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            2014-06-26

**2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 4. Applicable Laws

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

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

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content;
- 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; and

- 3) use a numbering system that corresponds to the bid solicitation.

## **Section I: Technical Bid**

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

### **1.1.1 Delivery**

While delivery is requested as soon as possible, the best delivery that could be offered by the Bidder is \_\_\_\_\_.

### **1.1.2 Manuals**

A complete and current set of user documentation and technical reference manuals in English must be supplied.

Canada has the right to translate any of the technical manuals into the second of the two Official Languages and to make free use of that translation for Canada's purpose. This right shall include the right to make, or to have made, copies for Canada's purposes only and to ultimately destroy those copies and the Contractor shall have no right to the translation.

### **1.1.3 Training**

On-site user training must be provided at the start up time of the steam sterilizer for up to (3) users. All costs associated with the on-site training must be included in the price.

### **1.1.4 Contacts**

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

## **1.2 Section II: Financial Bid**

The bidder must quote a firm lot price all inclusive of supply, training and manuals, DDP (Lethbridge, Alberta), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Customs duties and taxes must be included.

### **1.2.1 Exchange Rate Fluctuation**

C3011T Exchange Rate Fluctuation

2013-11-06

## **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.

**Read:**            **Yes:**\_\_\_\_\_

### Factors for Evaluation

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

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

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

Technical brochures or technical data **MUST** be provided to verify compliancy to the technical mandatory specifications.

**Included:**        **Yes:**\_\_\_\_\_
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)
5.     The Bidder must provide proof of certification of CSA or ULC standard (photocopy of certificate will suffice)

### 1.1.1 Mandatory Technical Criteria

See Annex A.

## 1.2 Financial Evaluation

## Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP (Lethbridge, Alberta) Incoterms® 2000, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, 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. Basis of Selection

A0031T

Basis of Selection - Mandatory Technical Criteria Only

2010-08-16

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provision 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

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 associated with this bid solicitation.

### **2. Requirement**

The Contractor must provide the items detailed under the Line Item Detail.

#### **2.1 Manuals**

A complete and current set of user documentation and technical reference manuals in English must be supplied.

Canada has the right to translate any of the technical manuals into the second of the two Official Languages and to make free use of that translation for Canada's purpose. This right shall include the right to make, or to have made, copies for Canada's purposes only and to ultimately destroy those copies and the Contractor shall have no right to the translation.

#### **2.2 Training**

On-site user training must be provided at the start up time of the steam sterilizer for up to 3 users.

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

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

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010A 2014-06-26, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (to be filled in only at contract award).

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Laurie Quinn

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

Telephone: 819-956-3824  
Facsimile: 819-956-3814  
E-mail address: laurie.quinn@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Technical Authority**

The Technical Authority for the Contract is:(filled in at contract award)

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative (bidder to complete)**

The telephone number of the person responsible for:

**General enquiries**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Delivery Follow-up**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the contract, for a cost of \$\_\_\_\_\_ (to be filled in only at contract award). Customs duties are included and Applicable Taxes extra.

the  
their  
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 incorporation into the Work.

## 6.2 Single Payment

H1000C

Single Payment

2008-05-12

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 Compliance

bid  
related  
in its bid is  
to the default  
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 documentation or if it is determined that any certification made by the Contractor untrue, whether made knowingly or unknowingly, Canada has the right, pursuant provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

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

## 10. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2014-06-26) General Conditions - Goods (Medium Complexity);

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- (c) Annex A, Mandatory Specifications;
- (d) the Contractor's bid dated (to be filled in at contract award) .

## 11. SACC Manual clause

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

## 12. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:  
  
Delivered Duty Paid (DDP) Lethbridge, Alberta Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

## ANNEX A Mandatory Specifications

Vendors must cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

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

### CHAMBER CHARACTERISTICS

1.1 The chamber sizes must be 20"x20"x38" (WxHxD) +/- 2 inches;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.2 The chamber material must be stainless steel;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.3 The chamber cycle types must have a minimum of nine (9) programmable cycles;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.4 Four (4) of the nine (9) programmable cycles must be the following: Pre-vac, gravity, liquid and media.

**Reference in Contractors Proposal:** \_\_\_\_\_

1.5 The chamber must be capable of running 134 degrees Celcius and 121 degrees Celcius cycles;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.6 The chamber must have a load probe to monitor load temperature;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.7 The chamber must have a loading cart;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.8 The chamber must be capable of at least 20 inches vacuum;

**Reference in Contractors Proposal:** \_\_\_\_\_

### CONTROLLER

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1.9 Must use a microprocessor as the operational controller;

**Reference in Contractors Proposal:** \_\_\_\_\_

DATA MANAGEMENT

1.10 Recorder: Must have a built-in printer.

**Reference in Contractors Proposal:** \_\_\_\_\_

1.11 Data Type: Must be able to indicate date, time, temperature, and pressure;

**Reference in Contractors Proposal:** \_\_\_\_\_

DESCRIPTION OF DOORS

1.12 Must have one (1) vertical sliding door;

**Reference in Contractors Proposal:** \_\_\_\_\_

INSTALLATION TYPE

1.13 Must be cabinet enclosed;

**Reference in Contractors Proposal:** \_\_\_\_\_

SAFETY CYCLES

1.14 The Vacuum Leak Detection Cycle must be able to test the vacuum integrity of the sterilizer;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.15 The Air Leak Detection Cycle must be able to perform a Bowie-Dick test that can detect air leaks and must be able to evaluate the ability of the air removal system;

**Reference in Contractors Proposal:** \_\_\_\_\_

ALARMS - Must have the following capabilities

1.16 Sterilization Cycle: Must have audio and visual alarm during the sterilization cycle;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.17 Abort Cycle: Must have an abort cycle when the control of the process is interrupted by abnormal situations;

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**Reference in Contractors Proposal:** \_\_\_\_\_

1.18 Chamber Door: Must sense the complete seal of the chamber, activating the alarm when the seal is interrupted;

**Reference in Contractors Proposal:** \_\_\_\_\_

ELECTRICAL POWER

1.19 Must be a Mono-phase (120 VAC) 60 Hz;

**Reference in Contractors Proposal:** \_\_\_\_\_

STEAM SOURCE

1.20 Must be able to use building steam as main steam source;

**Reference in Contractors Proposal:** \_\_\_\_\_

1.21 Building Pressure: Must be able to accept the building pressure of 50 to 80 psig;

**Reference in Contractors Proposal:** \_\_\_\_\_

QUALITY ASSURANCE

1.22 Manufacturer and bidder must be ISO 9000 compliant (copy of certification is required);

**Reference in Contractors Proposal:** \_\_\_\_\_