

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**

## **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 WITH GENERATOR		
<b>Solicitation No. - N° de l'invitation</b> KW405-143221/A		<b>Date</b> 2014-12-02
<b>Client Reference No. - N° de référence du client</b> KW405-143221		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-130-6290		
<b>File No. - N° de dossier</b> CAL-4-37062 (130)	<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 2015-01-13</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gong, Jenny		<b>Buyer Id - Id de l'acheteur</b> cal130
<b>Telephone No. - N° de téléphone</b> (403) 292-5768 ( )		<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Environment Canada 11 Innovation Blvd. Saskatoon, Saskatchewan, S7N 3H5		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<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>

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**English document of Solicitation# KW405-143221/A is attached in 13 pages.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement associated with this bid solicitation.

### **1.2 Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses

### **1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 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.

### **2.3 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **2.4 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (one hard copy)  
Section II: Financial Bid (one hard copy)  
Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

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

Bidders must submit their financial bid in accordance with Annex "B" - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 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.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidder must respond to each item in sufficient detail indicated specifications in Annex "A" – Requirement, and submit Annex "C" – Cross Reference Data with bid.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination Incoterms 2000, Canadian customs duties and excise taxes included.

#### **4.1.3 SACC Manual Clause**

A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and 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 the 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.

### **5.1 Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.1.1 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 Provisions will assist Canada in confirming that the certifications are true.

### 5.1.2 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.

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

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

There is no security requirement applicable to this Contract.

### 6.2 Requirement

The Contractor must provide the items detailed under the Requirement at Annex "A".

### 6.3 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.

#### 6.3.1 General Conditions

[2010A](#) (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

4004 (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before March 31, 2015.

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jenny Gong  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
1650, 635-8th Avenue, SW,  
Calgary, AB, T2P 3M3

Telephone: 403-292-5768  
Facsimile: 403-292-5786  
E-mail address: jenny.gong@pwgsc-tpsgc.gc.ca

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is: (TBD)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **6.5.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6.6 Payment**



#### **6.6.1 Basis of Payment**

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.6.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

#### **6.6.3 Method of Payment**

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

#### **6.6.4 SACC Manual Clauses**

C2000C (2007-11-30), Taxes – Foreign-based Contractor

#### **6.7 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

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.

#### **6.8 Certifications**

##### **6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

#### **6.9 Applicable Laws**

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

#### **6.10 Priority of Documents**

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

(a) the Articles of Agreement;

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- (b) the supplemental general conditions 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2014-09-25), General Conditions -Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

#### **6.11 SACC Manual Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
A9068C (2010-01-01), Government Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods  
G1005C (2008-05-12), Insurance

#### **6.12 Shipping Instructions – Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Watershed Hydrology Research Division, National Hydrology Research Centre, 11 Innovation Blvd, Saskatoon, Saskatchewan, Canada, S7K 3H5 Incoterms 2000 for shipments from a commercial contractor.

## **ANNEX "A"**

### **REQUIREMENT**

Purchase of Autoclave-Sterilizer

#### **1. SYSTEM REQUIREMENTS**

Environment Canada, Watershed Hydrology Research Division (WHERD), Saskatoon, Saskatchewan, Canada has a requirement for the supply, delivery, installation and on-site training of one (1) large capacity, vacuum/gravity, microcomputer-controlled steam sterilizer with electric steam generator.

#### **2. BACKGROUND INFORMATION**

Requirement is made to replace existing large capacity, vacuum/gravity, and microcomputer-controlled steam sterilizer with electric steam generator.

#### **3. INSTRUCTIONS TO CONTRACTOR**

- 3.1 The Contractor must meet all mandatory and technical specifications.
- 3.2 It is incumbent upon the Contractor to recommend a specific hardware configuration for a COMPLETE system that is GUARANTEED suitable for the purposes specified.
- 3.3 The Contractor must provide descriptive literature and specification sheets.
- 3.4 The Contractor must deliver, install system and provide on-site training at the destination.
- 3.5 Any technological upgrades that are released after the system is ordered but before DELIVERY and ACCEPTANCE, must be included at no charge.
- 3.6 The cost(s) of any item(s) omitted from the quote(s) that are required to meet system requirements and specifications as described herein, are to be the sole responsibility of the Contractor.

#### **4. MANDATORY TECHNICAL SPECIFICATIONS**

- 4.1 The system must be Canadian Standard Association (CSA) approved.
- 4.2 The system must be a vacuum/gravity, microcomputer-controlled steam sterilizer with an integral electric steam generator.
- 4.3 The system must be able to achieve and maintain conditions suitable for production of sterile liquid and dry materials (Steam autoclave, 121 C (250F), 15 psi).
- 4.4 The system must have a large volume chamber and shelving to allow use of large trays with a chamber opening of approx >20 X 20 inches.

- 
- 4.5 On-site training is required. (Operator).
  - 4.6 Instrument repairs and service must be provided locally (Saskatchewan), and all repairs must be done on-site.
  - 4.7 Pressure vessel warranty minimum 15 years.
  - 4.8 A minimum of one year Parts AND Labor warranty is required. The warranty will begin on the date of acceptance of the system by the Scientific Authority. The date of acceptance will be determined (after installation) by the Contractor demonstrating that the system meets all the user's requirements.
  - 4.9 System's operating hardware, software must be provided.
  - 4.10 System will have selectable pre-programmed cycles including gravity, vacuum, liquid cycles and a vacuum leak test cycle.
  - 4.11 Programming of cycles should be protected by administrator privileges.
  - 4.12 Provide evidence that the system achieves minimum temperatures and pressure for sterilization of large volumes i.e., liquid/dry with chamber full.
  - 4.13 System includes printer that documents cycle information.
  - 4.14 Remote control panel mounting.
  - 4.15 Provide details of the proposed system's operations and controls.

## 5. DESTINATION

Watershed Hydrology Research Division,  
National Hydrology Research Centre,  
11 Innovation Blvd  
Saskatoon, SK. S7K 3H5  
Attn: John R. Lawrence

## ANNEX "B"

### BASIS OF PAYMENT

\* Applicable taxes are to be excluded from the prices quoted herein \*

\* Applicable taxes will be added as a separate item on the invoice, if applicable \*

\*Price is PST exempt, the PST exempt number is 0342337

#### 1. Price Table - DDP Destination Incoterms 2000

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Supply steam sterilizer with generator in accordance with Annex "A" – requirement	1 each	\$	\$
2	Shipping fee to the destination	Lump sum	-----	\$
3	Installation Fee	Lump sum	-----	\$
4	On-Site Training Fee	Lump sum	-----	\$
TOTAL PRICE IN CAD DOLLAR ( DDP DESTINATION INCOTERMS 2000)				\$

Name of Manufacturer: \_\_\_\_\_

Model/Part Number: \_\_\_\_\_

## ANNEX "C"

### CROSS REFERENCE DATA

Bidders are requested to respond to each item in sufficient detail indicated in the specifications, and provide cross-reference below to identify the page(s) where each mandatory technical specification can be demonstrated in their technical documentation provided with bid. Canada reserves the right to verify any and all information relating to requirements in accordance with Annex "A".

**Name of Manufacturer:** \_\_\_\_\_

**Model/Part Number:** \_\_\_\_\_

ITEM	DESCRIPTION	MET	NOT MET	CROSS REFERENCE PAGE #
<b>MANDATORY TECHNICAL SPECIFICATIONS</b>				
1.1	The system must be Canadian Standard Association (CSA) approved.			
1.2	The system must be a vacuum/gravity, microcomputer-controlled steam sterilizer with an integral electric steam generator.			
1.3	The system must be able to achieve and maintain conditions suitable for production of sterile liquid and dry materials (steam autoclave, 121 c (250f), 15 psi).			
1.4	The system must have a large volume chamber and shelving to allow use of large trays with a chamber opening of approx >20 x 20 inches.			
1.5	On-site training is required. (Operator).			
1.6	Instrument repairs and service must be provided locally (Saskatchewan), and all repairs must be done on-site.			
1.7	Pressure vessel warranty minimum 15 years			
1.8	A minimum of one year parts and labor warranty is required. The warranty will begin on the date of acceptance of the system by the scientific authority.			

<b>1.9</b>	System's operating hardware, software must be provided.			
<b>1.10</b>	System will have selectable pre-programmed cycles including gravity, vacuum, liquid cycles and a vacuum leak test cycle.			
<b>1.11</b>	Programming of cycles should be protected by administrator privileges.			
<b>1.12</b>	Provide evidence that the system achieves minimum temperatures and pressure for sterilization of large volumes i.e., liquid/dry with chamber full.			
<b>1.13</b>	System includes printer that documents cycle information.			
<b>1.14</b>	Remote control panel mounting.			
<b>1.15</b>	Provide details of the proposed system's operations and controls			