

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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 Partical Size Distribution Analyzer	
Solicitation No. - N° de l'invitation 01B46-150194/A	Date 2014-12-10
Client Reference No. - N° de référence du client 01B46-150194	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-031-6713	
File No. - N° de dossier TOR-4-37105 (031)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-20	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: Schmidt, Jeff	Buyer Id - Id de l'acheteur tor031
Telephone No. - N° de téléphone (905) 615-2058 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF AGRICULTURE AND AGRI-FOOD 2585 County Road 20 Harrow Ontario N0R 1G0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Delivery Required - Livraison exigée 2015-03-31	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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tor031

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01B46-150194

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PART 1 - GENERAL INFORMATION

1.1 Requirement

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

1.2 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

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 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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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 the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Bids that do not meet each and every Mandatory Technical Specifications will be considered non-compliant and will receive no further consideration.

1. General Mandatory Requirements

- 1.1 Bidders must provide make and model of the proposed Particle Size Distribution Analyzer System and must clearly address each specification with literature to demonstrate compliance with the Mandatory Requirements.

Make: _____
Model: _____

- 1.2 All interested Scientific Laboratory Equipment Suppliers must provide the Manufacturers Technical Literature on the new Particle Size Distribution Analyzer System. If a Bidder cannot demonstrate through the Manufacturers Technical Literature that their Particle Size Distribution Analyzer System specifications are equal to the criteria below, they must include a discussion point on how their proposed system can meet the required specification.
- 1.3 Bidder's must provide the details of the required hardware and software such as laboratory computer, computer operating software, monitor, keyboard, mouse or a completely integrated system.

2. Mandatory Technical Specifications

Item #	Mandatory Technical Specification	Location of information in bid (Page #/Section#)
2.1	The System must include autofocus to simplify the instrument operation and setup and to improve analysis repeatability	
2.2	The System must be equipped with a colour camera to ensure the ability of resolving different particle types such as soil, algae and other solids	
2.3	The System must be a dynamic, liquid, imaging particle analyzer that rapidly takes static images of individual particles as fluid flows	
2.4	Must have the capability to analyse up to 100,000 particles in five minutes	
2.5	Must have a particle size range of 1 micron up to 2,000 microns	
2.6	The System must not use sheath fluids	
2.7	The System must provide image recognition/pattern matching software that allows for the isolation of multiple sub-populations of	

	images (and associated data) within a larger population of images (and data)	
2.8	The System must have the ability to be manually modified (or generated) to allow for user specific interests in unique particle types that exhibit unique physical characteristics	
2.9	The System software must have the ability to automatically execute pattern matching functions during image acquisition and provide a particle count and percent by type	
2.10	The System must be able to accept multiple flow cells and objectives with a magnification range of (2 X to 20 X) to provide a wide range of particle size analyses measurements	
2.11	The System must have the ability to be upgraded with the capability to trigger imaging by laser light scatter of fluorescent emissions. This is required to analyze samples with very low particle concentration and to target particles that fluoresce	
2.12	Must include a syringe pump to allow sample sizes down to 50 µl	

4.1.2 Financial Evaluation

1. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;
2. The price used in the evaluation will be the Firm Lot Price at Annex B, Basis of Payment;
3. *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

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" list (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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Board of Directors

In accordance with Section 1.1, Integrity Provisions – Associated Information, Bidder's are required to provide a list of their Board of Directors before contract award. Bidder's are requested to provide this information in their bid.

Director Name - _____

Director Name - _____

Director Name - _____

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Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

5.1.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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

6.1.1 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) (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](#) (2014-11-27), General Conditions - Goods (Medium Complexity), 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeff Schmidt
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Dr, Suite 480C
Mississauga, ON L5B 2N5

Telephone: 905-615-2058
Facsimile: 905-615-2060
E-mail address: jeff.schmidt@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.

6.5.2 Project Authority

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The Project Authority for the Contract is:

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 - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 Annex B, Basis of Payment for a cost of \$ _____. 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 Single Payment

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

6.7 Invoicing Instructions

6.7.1 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.

Each invoice must be supported by:

- a copy of the invoices,
- contract Number

6.7.2 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.

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 _____.

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;
- (b) the general conditions 2010A (2014-11-27), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

6.11 Insurance

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

ANNEX A

REQUIREMENT

Particle Size Distribution Analyzer System

1. Background

The Greenhouse and Processing Crops Research Centre (GPCRC), Agriculture and Agri-Food Canada, Harrow, ON., requires the supply, delivery, installation, calibration, commissioning and on-site training of a Particle Size Distribution Analyzer System to carry out analyses of particle size distribution for field samples of water discharge from surface runoff and tile drainage systems. The instrument must be a fully automated laboratory bench top system upon setup.

2. Mandatory Technical Specifications

The Particle Size Distribution Analyzer must meet the following—Mandatory Technical Specifications in order to meet current and future requirements of the Soil Fertility and Root Ecology Research Program at the Agriculture and Agri-Food Canada, Greenhouse and Processing Crops Research Centre, Harrow, ON.

- 2.1 The System must include autofocus to simplify the instrument operation and setup and to improve analysis repeatability;
- 2.2 The System must be equipped with a colour camera to ensure the ability of resolving different particle types such as soil, algae and other solids;
- 2.3 The System must be a dynamic, liquid, imaging particle analyzer that rapidly takes static images of individual particles as fluid flows;
- 2.4 Must have the capability to analyse up to 100,000 particles in five minutes;
- 2.5 Must have a particle size range of 1 micron up to 2,000 microns;
- 2.6 The System must not use sheath fluids;
- 2.7 The System must provide image recognition/pattern matching software that allows for the isolation of multiple sub-populations of images (and associated data) within a larger population of images (and data);
- 2.8 The System must have the ability to be manually modified (or generated) to allow for user specific interests in unique particle types that exhibit unique physical characteristics;
- 2.9 The System software must have the ability to automatically execute pattern matching functions during image acquisition and provide a particle count and percent by type;
- 2.10 The System must be able to accept multiple flow cells and objectives with a magnification range of (2 X to 20 X) to provide a wide range of particle size analyses measurements;
- 2.11 The System must have the ability to be upgraded with the capability to trigger imaging by laser light scatter of fluorescent emissions. This is required to analyze samples with very low particle concentration and to target particles that fluoresce;
- 2.12 Must include a syringe pump to allow sample sizes down to 50 µl.

3. Laboratory Services provided by Agriculture and Agri-Food Canada

- 3.1 Agriculture and Agri-Food Canada will provide all necessary building services within the laboratory for the System. This includes services such as electrical power supply, water, vacuum or other required services.

4. Laboratory Computer and Operating Software

- 4.1 The supplier must provide a complete CPU system, running Windows 7 with an intel i-5 processor and 500GB HDD, keyboard, mouse, 24" flat panel colour monitor and Particle Distribution Analyzer System software;
- 4.2 The Supplier must provide all necessary software, installation, setup and licensing documentation for the System.

5. Commissioning

- 5.1 The Supplier must be responsible for all calibration, testing and complete commissioning of the new equipment and equipment operating software following the manufacturers/factory specifications. Agriculture and Agri-Food Canada, Technical Authority, must provide approval to the supplier prior to full acceptance.

6. Laboratory Technician Training – On Site

- 6.1 The Supplier must provide 2 days of On-Site Training for laboratory staff by a Factory Trained and/or Certified Technician.

7. Additional System Requirements

- 7.1 The supplier must provide owner's manual and replacement parts list including parts identification numbers;
- 7.2 The supplier must provide their Service Department Contact Information in case of equipment malfunction or operational questions or technical support during and outside of Warranty Period.

8. Delivery and Receiving

- 8.1 The System must be delivered to the following address:

Agriculture and Agri-Food Canada
Greenhouse and Processing Crops Research Centre (GPCRC)
2585 County Road 20
Harrow, ON N0R 1G0

- 8.2 The Contractor will be responsible for the delivery, unpacking and ensuring the System is delivered without damage and all necessary components arrived with the shipment.

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ANNEX B

BASIS OF PAYMENT

Firm lot pricing in Canadian funds including Canadian customs duties, excise taxes, F.O.B. destination and any delivery. Applicable Taxes are extra, if applicable.

1. Firm Requirement

Firm Lot Price

For the supply, delivery, installation, calibration, commissioning and on-site training of one (1) Particle Size Distribution Analyzer System in accordance with Annex A, Requirement.

\$ _____

Make: _____

Model: _____