

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Sask.  
S7K 0E1  
Bid Fax: (306) 975-5397**

## **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> TOC and TN Combustion Analyzer	
<b>Solicitation No. - N° de l'invitation</b> 01581-160511/A	<b>Date</b> 2015-09-23
<b>Client Reference No. - N° de référence du client</b> 01581-160511	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-190-4819	
<b>File No. - N° de dossier</b> STN-5-38032 (190)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-03</b>	<b>Time Zone Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mack, Wayne	<b>Buyer Id - Id de l'acheteur</b> stn190
<b>Telephone No. - N° de téléphone</b> (306) 241-6435 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Agriculture and Agri-Food Canada PO Box 1030, #1 Airport Road Swift Current, SK S9H 3X2	

**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/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<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 (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>

Solicitation No. - N° de l'invitation

01581-160511/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn190

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

01581-160511

File No. - N° du dossier

STN-5-38032

CCC No./N° CCC - FMS No/ N° VME

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 REQUIREMENT .....	4
1.2 DEBRIEFINGS .....	4
1.3 TRADE AGREEMENTS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS.....	5
2.3 ENQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 REQUIREMENT .....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT .....	9
6.5 AUTHORITIES .....	9
6.6 PAYMENT .....	10
6.7 INVOICING INSTRUCTIONS .....	11
6.8 CERTIFICATIONS .....	11
6.9 APPLICABLE LAWS.....	11
6.10 PRIORITY OF DOCUMENTS .....	11
6.11 SACC MANUAL CLAUSES .....	11
<b>ANNEX "A" - REQUIREMENT .....</b>	<b>12</b>
<b>ANNEX "B" – BASIS OF PAYMENT.....</b>	<b>14</b>

## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed under Article 6.2 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.

### 1.3 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

### 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

#### 3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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

Delete: 60 days

Insert: 180 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 fifteen (15) 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 Saskatchewan.

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>). 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.

**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.

**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**

To be considered responsive, a bid must meet all the specifications in Annex "A" and the following mandatory requirements. Failure to meet the specifications in Annex "A" and the following mandatory requirements will render your submission non-responsive and it will be given no further consideration.

**The following must be submitted: with bid or within seven (7) days upon request:**

1. The Compliance Index as detailed in Annex A.
2. Descriptive and/or technical literature for products offered

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0222T (2014-06-26), Evaluation of Price

The price for each line item will be added together to arrive at the Evaluated Price, as follows:

(Price for item #1 in the Basis of Payment x 1) + (Price for item #2 in the Basis of Payment x 1) =  
Evaluated Price

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

*SACC Manual* Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 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](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**

**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>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

2010A (2015-09-03), 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 1, 2016.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Wayne Mack  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Directorate  
110 - 101 , 22nd Street East  
Saskatoon, SK S7K 0E1

Telephone: (306) 241-6435  
Facsimile: (306) 975-5397

E-mail address: wayne.mack@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.

Solicitation No. - N° de l'invitation  
01581-160511/A  
Client Ref. No. - N° de réf. du client  
01581-160511

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-5-38032

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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## 6.5.2 Project Authority

The Project Authority for the Contract is: TBD

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: \_\_\_\_\_

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 firm unit prices, as specified in Annex B for a cost of \$TBD. 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

### 6.6.4 SACC Manual Clauses

SACC *Manual* clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

## **6.7 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.

## **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 additional 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 additional 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 Saskatchewan.

## **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 (2015-09-03), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## **6.11 SACC Manual Clauses**

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

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

## ANNEX "A" - REQUIREMENT

To supply and install a Total Organic Carbon (TOC) and Total Nitrogen (TN) Combustion Analyzer in accordance with the specifications detailed in the Request for Proposal document, for Agriculture and Agri-Food Canada, Swift Current, SK.. **It is mandatory that delivery, installation and training are completed by March 1, 2016.**

This is an analyzer that conducts analysis of Total Organic Carbon (TOC) and Total Nitrogen (TN) (nutrients) concentrations found in our run-off snowmelt samples. This machine analyzes various types of liquids and solids and then is able to give a result to determine the nutrient concentration of total organic carbon (TOC) and total nitrogen (TN) that is in the sample and for Agriculture and Agri-food Canada purposes, what nutrients concentrations are being lost during snowmelt .

### **SPECIFICATIONS:**

Total Organic Carbon (TOC) and Total Nitrogen (TN) Analyzer must come complete with the following:

1. Instrument must measure the following: Total Organic Carbon (TOC), Total Inorganic Carbon (TIC), and Total Carbon (TC) as the gas form CO<sub>2</sub> using an infrared detector. Machine must measure TOC directly or by the difference of TIC/TC for liquids and solids
2. Machine must have a minimum and maximum detection limit range for TOC and TN
3. Machine must analyze nitrogen (TN) for liquids and solids
4. Machine must run TOC/TN analysis simultaneously
5. Machine must self-calibrate using a single standard solution varying the injection size
6. Instrument must analyze both liquid and solid samples
7. Equipment must operate by high temperature combustion or high temperature catalytic oxidation
8. Measurement method must include Non-Dispersive Infrared Detector (NDIR) for Carbon; Chemiluminescence or Electrochemical for Nitrogen samples
9. Must operate with a sample injection volume ranging from 0.01ml-5ml or better for liquids
10. Auto sampler must have a capacity for at least 50 samples or upgrade to a larger sampling tray for both liquids and solids
11. Gas requirements: high purity synthetic air or oxygen carrier gas
12. Instrument control and data collection must be performed by a standard personal computer operating Microsoft Windows
13. Operating software must include automatic calculations for sample results
14. All machine functions must be digitally monitored for remote diagnostics via the internet
15. Must include manuals in the English language for all equipment and related computer hardware and software
16. Must provide on-site equipment installation and training for two Agriculture Canada employees
17. Must provide telephone and/or email support and troubleshooting of equipment for the life of the machine
18. Must export data files to Microsoft Excel
19. Electrical capacity of instrument must operate with 110 voltage

### **Compliance Index:**

Attach a separate appendix to your offer indicating Whether and How your product meets or exceeds each point in the Specifications for total organic carbon (TOC) and total nitrogen (TN) analyzer detailed in Annex "A", items 1 to 19 inclusive. Please provide complete specifications and descriptive and/or technical literature to illustrate your statements.

Bidders should address each item of the Specifications on a point by point basis.

### **For example:**

1. Instrument must measure the following: Total Organic Carbon (TOC), Total Inorganic Carbon (TIC), and Total Carbon (TC) as the gas form using an infrared detector. Machine must measure TOC directly or by the difference of TIC/TC for liquids and solids

**Bidder response:** "Compliant. Our instrument measures Total Organic Carbon (TOC), Total Carbon (TC) and Total Nitrogen (TN) in gas form using an infrared detector. It also measures TOC directly. Please refer to our brochure or technical literature pages xxx to support our claim."

and so on, throughout the complete Specification.

Comments should be made on all points under the Specifications in Annex "A", items items 1 to 19 inclusive, e.g. "compliant" or "non-compliant" followed by as much detail as possible. It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification. Reference the page number and highlight the specification in your technical literature that supports your compliance. If there is no technical literature to support a specification, you should indicate so.

Canada is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Bidders should note that failure to be able to demonstrate any capability to which they claim compliance may result in their proposal being considered non-responsive. Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.

Solicitation No. - N° de l'invitation  
01581-160511/A  
Client Ref. No. - N° de réf. du client  
01581-160511

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-5-38032

Buyer ID - Id de l'acheteur  
STN190  
CCC No./N° CCC - FMS No./N° VME

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### **ANNEX "B" – BASIS OF PAYMENT**

(All prices are GST extra, FOB Destination)

1) One (1) each – Total Organic Carbon and Total Nitrogen Analyzer in accordance with the Specifications detailed in Annex A

\$ \_\_\_\_\_/each

**Product(s) Offered:** \_\_\_\_\_

2) Installation

\$ \_\_\_\_\_/lot

It is mandatory that delivery, installation and training are completed by March 1, 2016.