



**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**

<b>Title - Sujet</b> Material Mechanical Testing System	
<b>Solicitation No. - N° de l'invitation</b> 01E91-160370/A	<b>Date</b> 2015-11-27
<b>Client Reference No. - N° de référence du client</b> 01E91-160370	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-031-6976	
<b>File No. - N° de dossier</b> TOR-5-38124 (031)	<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 2016-01-11</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<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> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905) 615-2058 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD 93 Stone Road West Guelph Ontario N1G5C9 Canada	

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<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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tor031  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement - Bid**

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](#) (2015-09-03) 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 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 Criteria as described in Sections 1, 2, 3 and 4 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 Material Mechanical Testing System and must clearly address each specification with literature to demonstrate compliance with the Mandatory Requirements.

Make: \_\_\_\_\_

Model: \_\_\_\_\_

### 2. Mandatory Material Mechanical Testing System (MMS) Specifications

Item #	Mandatory Technical Specification	Location of information in bid (Page #/Section#)
2.1	The MMTS must include a dual column tabletop mechanical testing system with the frame capacity of 10 Kilonewton (KN) (~2250 Pound (lb), ~1000 Kilograms (Kg));	
2.2	The MMTS must be able to fit in a space with dimensions not greater than 100 cm deep, 100 cm wide;	
2.3	The MMTS must be able to measure tensile and compression properties of agriculture bio-based materials according to ASTM (American Society for Testing and Materials) standard with static load cell capacity of 5 KN;	
2.4	The MMTS must have an extensometer;	
2.5	The MMTS must have wedge grips with a minimum capacity of 5 KN;	
2.6	The MMTS must have 3 point bend test kit with a minimum capacity of 5 KN;	
2.7	The MMTS must have fixed compression plates with a minimum capacity of 10 KN;	
2.8	The MMTS must be able to do auto calibration;	
2.9	The MMTS must have security with different user levels;	

2.10	Position accuracy (must less or equal than): $\leq \pm 0.02$ millimeter (mm) or $\pm 0.06\%$ of displacement;	
2.11	Speed accuracy (must less or equal than): $\leq \pm 0.1\%$ of set speed;	
2.12	Load cell accuracy (must less or equal than): $\leq \pm 0.5\%$ of reading down to 0.1% (1/1000th) of the load cell capacity;	

### 3. Mandatory Software Requirements

Item #	Mandatory Software Requirements	Location of information in bid (Page #/Section#)
3.1	The operating system must be compatible with Windows 7 Professional, 64 bit; if not available 32 bit to ensure compatibility with local area network;	
3.2	The Contractor must provide all software updates and new releases to Agriculture & Agri-Food Canada for a period on one year following full acceptance;	
3.3	The software must be able to collect, process and report data for different experiment conditions;	
3.4	Data acquisition rate: 2000 Hz (or points/second) or greater;	
3.5	The software must have sign in capability for different user accounts.	

### 4. Mandatory Compliance Statement

Item #	Mandatory Requirements	Location of information in bid (Page #/Section#)
4.1	Bidders must provide a compliance statement indicating they will provide the deliverables at Section 3, Computer Requirements and Section 4, Other Technical Specifications of Annex A, Requirement. Failure to provide this compliance statement will render the bid non-compliant.	

#### 4.1.2 Financial Evaluation

- 4.1.2.1 Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;
- 4.1.2.2 The price used in the evaluation will be the Firm Lot Price for the Item 1, Firm Requirement listed at Annex B, Basis of Payment. Item 2, Optional Second Year Warranty Support will not be included in the financial evaluation.
- 4.1.2.3 *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

#### 4.2 Basis of Selection – Mandatory Technical Criteria

- 4.2.1 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 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) (<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.

## **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.

#### **6.2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Requirement of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **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](#) (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The Period of the Contract will be until March 31, 2017.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before March 31, 2016.

### **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

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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](mailto: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

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 firm lot prices, 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 [H1001C](#) (2008-05-12) Single Payment

## 6.6.4 Advanced Payment

For item 2, Optional Second Year Warranty Support at Annex B, Basis of Payment

Canada will pay the Contractor in advance for the Work if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada.

## 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 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 \_\_\_\_\_.

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

#### **6.11 Insurance**

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

## **ANNEX A**

### **REQUIREMENT**

#### **Material Mechanical Testing System**

The Department of Agriculture & Agri-Food Canada (AAFC), Guelph Food Research Centre (GFRC), requires the supply, delivery, installation, calibration and training of one (1) Material Mechanical Testing System (MMTS): Dual Column Tabletop Mechanical Testing System. It will be used to determine the mechanical properties in newly developed agriculture bio-based products for food and non-food (e.g. packaging material) applications. It will also be used for better understanding the structural and properties of agricultural and food-based materials.

#### **1. Mandatory Material Mechanical Testing System Specifications**

- 1.1 The MMTS must include a dual column tabletop mechanical testing system with the frame capacity of 10 Kilonewton (KN) (~2250 Pound (lb), ~1000 Kilograms (Kg));
- 1.2 The MMTS must be able to fit in a space with dimensions not greater than 100 cm deep, 100 cm wide;
- 1.3 The MMTS must be able to measure tensile and compression properties of agriculture bio-based materials according to ASTM (American Society for Testing and Materials) standard with static load cell capacity of 5 KN;
- 1.4 The MMTS must have an extensometer;
- 1.5 The MMTS must have wedge grips with a minimum capacity of 5 KN;
- 1.6 The MMTS must have 3 point bend test kit with a minimum capacity of 5 KN;
- 1.7 The MMTS must have fixed compression plates with a minimum capacity of 10 KN;
- 1.8 The MMTS must be able to do auto calibration;
- 1.9 The MMTS must have security with different user levels;
- 1.10 Position accuracy (must less or equal than):  $\leq \pm 0.02$  millimeter (mm) or  $\pm 0.06\%$  of displacement;
- 1.11 Speed accuracy (must less or equal than):  $\leq \pm 0.1\%$  of set speed;
- 1.12 Load cell accuracy (must less or equal than):  $\leq \pm 0.5\%$  of reading down to 0.1% (1/1000th) of the load cell capacity;

#### **2. Mandatory Software Requirements:**

- 2.1 The operating system must be compatible with Windows 7 Professional, 64 bit; if not available 32 bit to ensure compatibility with local area network;

- 
- 2.2 The Contractor must provide all software updates and new releases to AAFC for a period on one year following full acceptance;
  - 2.3 The software must be able to collect, process and report data for different experiment conditions.
  - 2.4 Data acquisition rate: 2000 Hz (or points/second) or greater;
  - 2.5 The software must have sign in capability for different user accounts.

### **3. Computer Requirements:**

- 3.1 The system must have the minimum specifications and features:
  - i. CPU intel core i7-3770 with 8 Meg cache, 3.0 GHZ
  - ii. 8 gig memory (2 modules)
  - iii. 250 gig 72000 RPM hard drive 3.5"
  - iv. Integrated network card
  - v. 1 gig memory for video
  - vi. Minimum of 4 USB ports
  - vii. DVD +/-RW drive
- 3.2 The monitor must include the following minimum specifications and features:
  - i. 22" – 24" monitor
  - ii. Speaker: built in speaker
  - iii. Port: minimum one USB port
  - iv. Resolution: 1920 x 1200
  - v. Connectivity: VGA and DVI

### **4. Other Technical Specifications:**

- 4.1 The Contractor must provide 'site preparation' documents at the award of the contract;
- 4.2 The Contractor must ensure that the equipment is CSA approved or ULC approved, prior to delivery;
- 4.3 The Contractor must provide SOP - Standard Operating Procedures;
- 4.4 The Contractor must provide installation including all labour and travel;
- 4.5 The Contractor must provide on-site operator training on the use and maintenance of the NIR system for a minimum of five (5) AAFC staff members;
- 4.6 Must include a warranty for parts and materials, and all relevant calibrations for a period of at least one year after installation.

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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 the supply, delivery, installation, calibration and training of one (1) Material Mechanical Testing System (MMTS): Dual Column Tabletop Mechanical Testing System in accordance with Annex A, Requirement.

\$ \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

#### 2. Optional Second Year Warranty Support

For optional second year warranty support services in accordance with Annex A, Requirement.

\$ \_\_\_\_\_

Solicitation No. - N° de l'invitation  
01E91-160370/A  
Client Ref. No. - N° de réf. du client  
01E91-160370

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-5-38124

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX C

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Section 01, Integrity Provisions – Bid of the 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, Bidder's are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 02, 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.