



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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> Flow Cytometer	
<b>Solicitation No. - N° de l'invitation</b> 31970-156625/A	<b>Date</b> 2015-12-21
<b>Client Reference No. - N° de référence du client</b> 31970-156625	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-100-10658	
<b>File No. - N° de dossier</b> EDM-5-38262 (100)	<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 2016-02-01</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> Fisher, Andrew	<b>Buyer Id - Id de l'acheteur</b> edm100
<b>Telephone No. - N° de téléphone</b> (780) 901-4270 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> NATIONAL RESEARCH COUNCIL CANADA 11421 SASKATCHEWAN DRIVE EDMONTON Alberta T6G2M9 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  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Annex A - Requirement.

### **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), the Agreement on Internal Trade (AIT), Canada-Columbia Free Trade Agreement (CCFTA), and Canada-Peru Free Trade Agreement (CPFTA).

## **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.

### **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.

**Bids transmitted by facsimile to PWGSC will be accepted.**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 (1 hard copy)  
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.

#### 3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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### **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**

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration:

Ability to meet the Requirement and the Minimum Specifications as described in Annex A.

#### **4.1.2 Financial Evaluation**

*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 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.

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### 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

### 6.1 Security Requirements

There is no security requirement applicable to this Contract.

### 6.2 Requirement

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

### 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 31, 2016.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Drew Fisher  
Public Works and Government Services Canada  
Acquisitions Branch  
Western Region  
5th Floor ATB Place North Tower  
10025 Jasper Avenue  
Edmonton, Alberta T5J 1S6  
Telephone: (780) 901-4270  
Facsimile: (780) 497-3510  
E-mail address: [andrew.fisher2@pwgsc-tpsgc.gc.ca](mailto:andrew.fisher2@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-TBD

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: \_\_\_\_\_  
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 prices as specified in Annex "B"- Basis of Payment. 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 SACC Manual clause H1000C (2008-05-12), Single Payment**

#### **6.6.3 SACC Manual Clauses**

SACC Manual clause 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.

### **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 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;

Solicitation No. - N° de l'invitation  
31970-156625/001/EDM  
Client Ref. No. - N° de réf. du client  
31970-156625

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38262

Buyer ID - Id de l'acheteur  
EDM100  
CCC No./N° CCC - FMS No./N° VME

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- (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 SACC Manual Clauses**

A9068C (2010-01-11), Government Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods  
G1005C (2008-05-12), Insurance

**ANNEX A**

**REQUIREMENT**

National Research Council Canada (NRCan), Edmonton, Alberta, has a requirement for the supply, delivery, offloading and set up of one (1) Flow Cytometer.

Delivery is mandatory to be no later than March 31, 2016.

Please indicate below:

**Meet Delivery Requirement** \_\_\_\_\_

Or

**Unable to Meet Delivery Requirement** \_\_\_\_\_

**Minimum Performance Specifications**

To be considered responsive Bidders must clearly indicate compliance or noncompliance with each article below by inserting "Yes" or "No" under the "Comply" Column.

To demonstrate compliance, Bidders should also include and appropriately cross reference published technical information that confirms compliance with each mandatory criterion specified herein (unless stipulated as "not applicable for this item").

If published technical documentation does not exist for a specific requirement, then a written narrative explaining how the product offered meets the specification should be included with the Proposal. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

To ensure compliance is clear, the bidder should utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a Tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

**GENERAL**

	<b>Specifications</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Reference</b>
1	Must have at least two air-cooled lasers: Blue laser (488 nm) and a red laser (633-640 nm), which allow for at least 20 mW laser output per laser.			
2	Must have optical filters to detect the following fluorophores: FITC, PE, PI, PerCP (or PerCP-Cy5.5), PE-Cy7, APC, and APC-Cy7.			

3	Must include a PC computer (and power conditioner and power supply if necessary) with USB ports and Windows 7 or later, monitor, and colour printer. The PC computer must also come pre-installed with acquisition software required.			
4	Must have an autosampler to accommodate 96-well plates			
5	Must be accompanied by integrated fluidics (and compressor if necessary) that allows for automated start-up, cleaning cycles and shutdown.			
6	Must have a minimum of a one year manufacturer's warranty.			

**OPTICS**

	<b>Specifications</b>	Meets	Does Not Meet	Reference
1	The lasers must allow for spatial separation in any configuration and should not require manual operator alignment.			
2	The FSC resolution should be 1.0 µm or less and the SSC resolution must be 0.5 µm or less.			

**FLUIDICS SYSTEM**

	<b>Specifications</b>	Meets	Does Not Meet	Reference
1	The fluidics system must have minimal carryover between samples (equal to or less than 1%).			
2	There must be minimal sample dead volume of equal to or less than 50 µL (using 5 mL/12 mm x 75 mm tubes).			
3	The sample flow rate must be adjustable and have at least three settings (low, medium, and high). The minimum flow rate must be equal to or less than 20 µL/min and the maximum flow rate must be greater than 50 µL/min.			
4	Must be configured to allow for direct injection into the flow cell.			

**ACQUISITION SOFTWARE**

	<b>Specifications</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Reference</b>
1	The acquisition software must be able to determine different parameters (height, width, and area) in addition to being able to record these values relative to time.			
2	Must export data in digital format (as FCS files) which must be compatible with FlowJo analysis software.			
3	Must be able to perform automated compensation between channels (during or post-acquisition).			

**INSTALLATION AND TRAINING**

	<b>Specifications</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Reference</b>
1	An authorized company installation specialist must install the system and certify it is operating properly.			
2	Must provide at minimum, a one day on-site (at NRC-NINT) training session for approximately 4 participants covering description, utilization, and operation of the instrument so as to minimize negligent operation by users.			
3	The company must provide the reagents necessary to ensure the proper initial set-up and operation of the instrument (solutions and standardization beads).			

Make and Model Number of Product(s) Offered: \_\_\_\_\_

Bids which do not meet all of the Minimum Specifications listed above will be deemed non-compliant and given no further consideration.

If your literature/specification is not enclosed with your tender at solicitation closing, your literature/specification must be received within ten (10) working days of request by the Contracting Authority.

If upon delivery and acceptance, the product is found not to meet the Minimum Performance Specifications, the product will be returned at the Suppliers expense and the Contract terminated for default.

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## ANNEX B

### BASIS OF PAYMENT

-The Firm Unit Prices include all delivery, off-loading, installation, training and warranty charges to National Research Council Canada, 11421 Saskatchewan Drive, Edmonton, AB, T6G 2M9.

- Firm Lot Price does not include GST, however GST will be added as a separate line item to any invoice issued as a result of a Contract.

- The Firm Lot Price for the Installation and Testing include all costs for labour, materials, equipment, tools, travel/meals/lodging, and supervision necessary to provide the work.

- All prices are in Canadian dollars.

Item	Description	Qty.	Firm Unit Price	Extended Price
1	Supply, install, and delivery of the Flow Cytometer in compliance with the Minimum Performance Specifications and the requirement outlined in Annex A;	1 Lot	\$_____/lot	\$_____
2	Following the complete on-site installation, testing of the System and training as outlined in Annex A;	1 Lot	\$_____/lot	\$_____
<b>Total Assessed Bid Price:</b>				\$_____