



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

Title - Sujet Modular Field Laboratory - Saskatoon	
Solicitation No. - N° de l'invitation K8F11-170250/A	Date 2016-09-06
Client Reference No. - N° de référence du client K8F11-170250	
GETS Reference No. - N° de référence de SEAG PW-\$STN-190-4912	
File No. - N° de dossier STN-6-39035 (190)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-17	Time Zone Fuseau horaire Central Standard Time CST
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: Mack, Wayne	Buyer Id - Id de l'acheteur stn190
Telephone No. - N° de téléphone (306) 241-6435 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Environment Canada Water Science and Technology 11 Innovation Blvd Saskatoon, SK S7N 3H5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Delivery Required - Livraison exigée See Herein	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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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 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 (2016-04-04) 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: 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 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 (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 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications and additional information 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 two (2) business 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

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) = **Evaluated Price**

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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 the 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 (2016-04-04), 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, 2017.

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.

6.5.2 Project Authority 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

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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 and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

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 (2016-04-04), 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 (2016-01-28) Insurance - No Specific Requirement

ANNEX "A" - REQUIREMENT

To supply one (1) field laboratory trailer with tandem axle in accordance with the Specifications detailed in Annex "A" – Requirement and Annex "C" – WQMS Modular Field Laboratory Schematics, for Environment Canada, Fresh Water Quality Monitoring Surveillance, Saskatoon, SK. Delivery is mandatory by March 31, 2017.

SPECIFICATIONS:

Compliance Index:

Line	Description	Meets or Exceeds	Does Not meet	Reference
	<u>Field Laboratory Trailer</u>			
1	Minimum 28' maximum 32' field laboratory trailer. Minimum 8 feet wide, max 8'6" feet wide			
2	Full perimeter steel or aluminum frame			
3	All steel or aluminum tube construction			
4	Dual Torsion Axles and electric brakes			
5	Two camper style doors (one at front passenger side and one at rear passenger side). Install appropriate insulated door to maintain 22C in the winter and reduce need for more BTU.			
6	Generator for providing 240V power. The generator must be stored on a glide trail and tucked into the rear of the trailer.			
7	Central air conditioning and furnace for four season use and size of trailer			
8	Minimum tire size ST225/80R15 w/steel wheels and two (2) full size spare tires.			
	<u>Chassis</u>			
9	Ball coupler - appropriate size for size of trailer			
10	Safety Chains at trailer tongue			
11	Minimum 3000 lbs tongue jack			

Line	Description	Meets or Exceeds	Does Not Meet	Reference
12	Built in levelling jacks or ultra-scissor jacks for long-term parking			
13	7-pin RV wiring harness			
14	Emergency electronic trailer brake			
15	Stairs with rust-proof grip for entry and exit			
16	Minimum of the three (3) - four feet wide each (minimum) sliding windows with screens. Double-glazed (minimum).			
	<u>Electrical</u>			
17	Minimum 50 AMP load center			
18	2 – 12V marine batteries under cabinets			
19	Minimum two (2) – Minimum 12V cut-off switch (12V plugs) above bench			
20	Minimum 25' and minimum 50A Motorbase shore cord			
21	240 V Electrical service with dedicated indoor and outdoor Circuits			
22	AM/FM CD stereo. Two (2) weatherproof speakers to be located under awning area and minimum two inside the trailer			
	<u>Interior</u>			
23	Vinyl walls and ceiling in a light colour to reflect light			
24	Install appropriate R-value insulation to maintain 22C when the temperature is between -40C to +30C.			
25	Minimum ¾" aluminum faced plywood subfloor			
26	Minimum Four (4) – Minimum 48" LED light fixtures inside			
27	Minimum Nine (9) - 120 V interior outlets (1-freezer, 1-fridge, 1 fumehood, 1 for future appliance); other 5 on counter tops/workstation tops. Minimum 2 – 120V outdoor outlets on awning side of trailer.			
28	Floor space allowance (34"x34") to house minimum 18 ft3 fridge/freezer.			

Line	Description	Meets or Exceeds	Does Not Meet	Reference
29	Floor space allowance (34"x34") to house minimum 20cu ft deep freezer (upright).			
30	2 heavy-duty exhaust fans (110V AC minimum 100CFM)			
31	Pressured water supply with double basin stainless steel sink with Minimum 180 gallon fresh water storage and Minimum 200 gallon waste holding tank			
32	Minimum Four (4) - 4 feet each (Minimum) double door overhead cabinets with lockable latch and lips on shelves			
33	Minimum Four (4) - 4 feet each (Minimum) double door floor cabinets with lockable latch and lips of shelves; counter tops must have stainless steel raised edge to prevent liquids from spilling onto floor [refer to Figure 1 below as an example			
34	Minimum Two (2) – minimum 3 to maximum 4 foot wide computer desks composed of Aluminum or SS with shelving above on wall (aluminum). 120V power should be within 2 feet of desk			
35	Minimum Two (2) Smoke and minimum two (2) carbon monoxide detectors. Can be combination units. One set in the mud room, one set in the main part of the lab trailer			
36	Partitioned, Minimum six (6) feet mud room at rear with entry from rear door. Another door inside leading to the rest of the laboratory.			
	<u>Exterior</u>			
37	Minimum Sixteen (16) feet electric operated awning on passenger side			
38	Minimum Four (4) LED working lights on the passenger side, two (2) on the driver side and two (2) on the rear. Two-way switches to be located next to the doors			

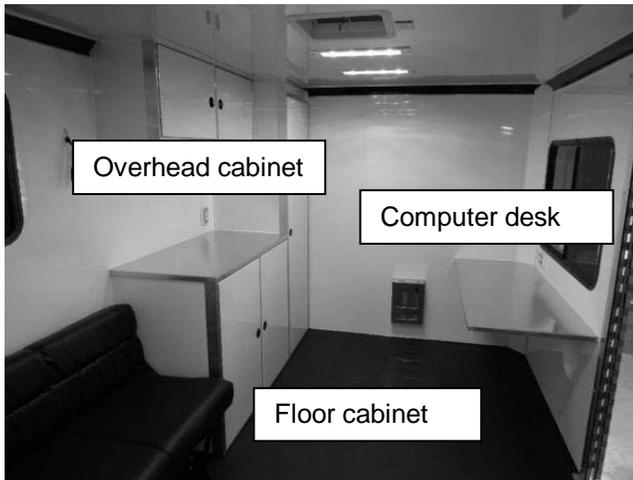


Figure 1. Example Picture showing cabinet on floor and on wall and computer desk.

Compliance Index:

Indicate whether and how your product meets or exceeds each point in the Specifications for field laboratory trailer detailed in Annex "A", items 1 to 38 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.

Comments should be made on all points under the Specifications in Annex "A", items 1 to 38 inclusive, e.g. "meets" or "does not meet" 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.

To ensure compliance is clear, the Bidder should utilize a numbering system that corresponds to the numbering system in the Compliance Index. 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 and/or by highlighting or underlining the appropriate technical reference.

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

K8F11-170250/A

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

K8F11-170250

Amd. No. - N° de la modif.

File No. - N° du dossier
STN-6-39035

Buyer ID - Id de l'acheteur

STN190

CCC No./N° CCC - FMS No./N° VME

ANNEX "B" – BASIS OF PAYMENT
(All prices are GST extra, FOB Destination)

1) One (1) each – Field laboratory trailer with tandem axle in accordance with the Specifications detailed in Annex "A" – Requirement and Annex "C" – WQMS Modular Field Laboratory Schematics.

\$ _____/each

Product(s) Offered: _____

Best Delivery Date - Bid

Delivery is mandatory by March 31, 2017, the best delivery that could be offered is _____.

Solicitation No. - N° de l'invitation

K8F11-170250/A

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

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Amd. No. - N° de la modif.

File No. - N° du dossier
STN-6-39035

Buyer ID - Id de l'acheteur

STN190

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" – MODULAR FIELD LABORATORY SCHEMATICS

-See PDF attached

ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

Modular Field Laboratory Configuration for Environment Canada

