



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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet ATOMIC FORCE MICROSCOPE	
Solicitation No. - N° de l'invitation W0114-175347/A	Date 2016-10-25
Client Reference No. - N° de référence du client W0114-175347	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-508-7032	
File No. - N° de dossier KIN-6-46133 (508)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-06	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Weaver, Tammy	Buyer Id - Id de l'acheteur kin508
Telephone No. - N° de téléphone (613) 484-1809 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB KINGSTON, LSS SUP, R&I 5 SOMME AVE, BLDG C-36 KINGSTON Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), 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 (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: 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 _____. (*Insert the name of the province or territory*)

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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" 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

1. Bidder are required to provide descriptive literature showing how they meet the specifications in Annex "A".

4.1.2 Mandatory Financial Evaluation

1. Bidders must submit pricing in Canadian dollars only.
2. Bids will be evaluated by multiplying the number of units required by the unit price to arrive at a total evaluated price.
3. SACC Manual Clause A0220T (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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) 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.

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Buyer ID - Id de l'acheteur
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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) (<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.

6.3.2 Supplemental General Conditions

4003 (2010-08-16) Licensed Software, 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 31 March 2017.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Weaver
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence St., 2nd Floor
Kingston, Ontario
K7L 1X3

Telephone: 613-545-8059/613-484-1809

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Facsimile: 613-545-8067
E-mail address: Tammy.Weaver@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: (to be provided at contract award)

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: _____

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 price, as specified in Annex B for a cost of \$ _____ insert the amount at contract award). 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

H1000C (2008-05-12) Single Payment

6.6.4 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 supplemental general conditions 4003 (2010-08-16) Licensed Software;
- (c) the general conditions 2010A (*2016-04-04*), General Conditions - Goods (Medium Complexity),
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

6.11 Shipping Instructions - Free on Board Destination and Delivered Duty Paid

FOB Destination Royal Military College of Canada, Department of Physics, 15 Crerar Cres, Kingston, Ontario K7K 7B4, including all delivery charges and customs duties and Applicable Taxes.

ANNEX "A"

REQUIREMENT

1.0 SCOPE

1.1 Objective

Royal Military College of Canada (RMCC), Department of Physics has a requirement for an Atomic Force Microscope (AFM). This microscope will be used to take 3-dimensional images of material surfaces on the nano-scale in order to characterize the shape, depth and other features of optical nano-structures that are inscribed using lasers in our laboratory. These nano-structures are used for enhancing the efficiency of solar cells, biosensors, light emitting diodes, as well as other light communication and photonic technologies. Obtaining such detailed information on the sample surfaces would allow us to improve our laser nanofabrication techniques as well as expand our knowledge on the physics of the material surfaces.

1.2 Background

Atomic force microscopy (AFM) is a technique for analyzing the surface of a rigid material all the way down to the level of the atoms. It is a very high-resolution type of scanning probe microscopy with demonstrated resolution on the order of fractions of a nanometer. AFM uses a mechanical probe to magnify surface features up to 100,000,000 times and produces 3-dimensional images of the surface.

Unlike optical or electron microscopy, the AFM does not use lenses or beam irradiation. As a result, it is not subject to a limitation of space resolution due to diffraction limit and aberration, and it is not necessary to prepare a space for guiding the beam or to stain the sample.

The AFM currently used in our laboratory was purchased in 1996 from Pacific Fab. This company no longer exists, therefore service and replacement components for the instrument are not available. The system has had a number of critical failures, including hard drive crashes and motherboard failures. Provisional repairs only, are possible on an obsolete instrument. Although functional, we have observed that the measurement accuracy of the system has decreased significantly, compared to theoretical model simulations.

2.0 REQUIREMENTS

Royal Military College of Canada (RMCC), Department of Physics requires an Atomic Force Microscope that will satisfy the minimum requirements specified in Section 2.1.

2.1 Minimum Requirements

Royal Military College of Canada (RMCC), Department of Physics requires an Atomic Force Microscope with the following minimum specifications:

System Features

- 1) Tip-scanning configuration
- 2) Vertical noise - minimum 0.05 nm

- 3) Single-axis vertical engage mechanism
- 4) Full software-control and automated engage mechanism
- 5) Nanolithography software that enables creation of lithographic patterns on sample surface interactively or from stored data

Sample Stage

- 6) Software-controlled, motorized XY stage
- 7) Sample size - minimum 150 mm diameter and minimum 15 mm thick
- 8) Vacuum to hold samples in place
- 9) XY travel range - minimum 150 x 150 mm, software-controlled travel
- 10) Capable of rotating about its centroid
- 11) Ability to program and execute automated steps and repeat measurements

System Optics

- 12) Top-view optics with motorized focus and digital zoom
- 13) Field of view must be software controlled zoom and cover a range between 200 µm and 1200 µm
- 14) Optical resolution - minimum 2 µm
- 15) Optics must have software-controlled white LED illumination
- 16) Objective - minimum 10X
- 17) Camera - minimum 5-Megapixel

System Scanner

- 18) XY range - minimum 90 μm
- 19) Z range - minimum 10 μm
- 20) Capable of scanning XY < 300 nm in closed loop operation and maintain positional accuracy of < 0.5 nm
- 21) Same set-up scanner must cover XY scans from 300 nm in closed loop to full range 90 μm
- 22) Capable of operating in open and closed loop in XY and Z
- 23) Closed loop XY noise - maximum 0.5 nm
- 24) Z sensor noise – maximum 0.2 nm
- 25) Capable of scanning atomic resolution images on atomic lattice structures
- 26) Position sensors mounted to actual scanner
- 27) Closed loop Z for force curves and lift mode

Required Imaging Modes

- 28) Contact and tapping modes in both air and liquids
- 29) Automatic optimization of critical imaging parameters including set point, gains, scan rate and Z limit
- 30) Does not require that the cantilever resonance be tuned for operation
- 31) Direct control over tip-sample imaging force
- 32) Automatic compensation for drift of deflection signal
- 33) Has conventional imaging rates of less than 10 minutes per image
- 34) Tapping-mode - closed loop feedback requiring scan size user input only

-
- 35) Capable of auto-tune and auto-phase-adjust, finding cantilever resonance and adjusting phase measurement with a single click
 - 36) A lift-mode technique where the sample's topography should be determined on a continuous first pass over a scan line. Other methods, which simply skim the tip some height above the sample without regard to topography are not acceptable
 - 37) Conductive AFM module or kit
 - 38) DC bias from mV to 10 V can be applied in the conductive AFM mode
 - 39) Magnetic Force Microscopy module or kit
 - 40) Piezoresponse microscopy module or kit
 - 41) The same microscope head must support all advanced modes without changing and removing the scan head
 - 42) Must offer dark lift mode for conductive AFM

Control Electronics Requirements

- 43) X, Y, Z scan control digital to analog converters
- 44) Minimum of USB 2.0 interface
- 45) Requires a completely automatic engage under software control into feedback on the sample surface, using the stepper motor and the Z-piezo incrementally to find the lowest possible imaging force with a minimum of false engages and a minimum of user interaction

Workstation Computer Requirements

- 46) Computer with Windows 7 O/S
- 47) Minimum of one 30-inch LCD computer monitor
- 48) Video capture capability for onscreen display of microscope camera
- 49) Video graphics board with dual monitor support

Data Acquisition Software Requirements

- 50) Real-Time software control with dynamic parameter update
- 51) Generalized multi-channel spectroscopy
- 52) Multimeter signal display
- 53) Auto-Tune sweep frequency in both directions
- 54) Phase adjustment
- 55) Display external signals as images or spectroscopy data

2.2 Additional Requirements

- 56) Cantilever holder for each imaging mode
- 57) Minimum supply of 20 probes for each imaging mode
- 58) Pneumatic vibration isolation table
- 59) Two-day on-site end-user training, to be attended by 12 end users.

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ANNEX "B"

Basis of Payment

Item	Description	Qty	Unit of Issue	Unit Price DPP
1	Atomic Force Microscope as outlined in Annex "A"	1	Ea	\$ _____
2	Training as outlined in Annex "A"	1	Lot	\$ _____
	Subtotal			\$ _____
	HST			\$ _____
	Total			\$ _____

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ANNEX “C” 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)