



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

**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 Petrographic Microscopes	
Solicitation No. - N° de l'invitation 23420-170947/A	Date 2016-12-19
Client Reference No. - N° de référence du client 23420-17-0947	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-220-10007	
File No. - N° de dossier HAL-6-77187 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-30	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Dunphy, Nancy	Buyer Id - Id de l'acheteur hal220
Telephone No. - N° de téléphone (902) 496-5481 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATURAL RESOURCES SEE HEREIN DARTMOUTH NOVA SCOTIA B2Y4A2 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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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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TITLE: Petrographic Microscope with Imaging System

PART 1 - GENERAL INFORMATION

1.1. Statement of Work

Public Services and Procurement Canada on behalf of Natural Resources Canada has a requirement for two (2) Petrographic Microscopes with Imaging System. See Annex A herein.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3. Trade Agreements

This requirement is subject to the Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA).

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) (<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: sixty (60) days
Insert: ninety (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.

Due to the nature of the bid solicitation, bids transmitted by electronic mail to PWGSC will not be accepted.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (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 [Nova Scotia](#).

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats->

procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Mandatory Technical Evaluation

See Annex C

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 (SEE Annex C) to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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 Required Precedent to Contract Award

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. 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.

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 Requirement

There is no security requirement applicable to this Contract.

6.2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated _____.

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.

6.3.2 Supplemental General Conditions

4004 (2014-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

6.4. Term of Contract

6.4.1 Delivery

All the deliverables must be received at FOB destination, as indicated in Annex A by **March 31, 2017**, (within _____ weeks following contract award)

While delivery is requested by March 31, 2017, the best delivery that could be offered is _____.

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Dunphy
Title: Contract Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3M9
Telephone: (902) 496-5481
Facsimile: (902) 496-5016
E-mail address: nancy.dunphy@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.

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6.5.2 Project Authority

The Project Authority for the Contract is: **(To be named upon award of contract)**

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 (Bidder to fill in)

Name: _____
Title: _____
Organization: _____
Procurement Business Number: _____
Address: _____

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 in Annex B for a cost of \$ ___TBD___ (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 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

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:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8. Certifications

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 Nova Scotia.

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) **2010A (2016-04-04)**, General Conditions - Goods (Medium Complexity);
- (c) **4004 (2013-04-25)**, Supplemental General Conditions- Maintenance and Support Services for Licensed Software
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (*insert date of bid*) .

6.11. SACC Manual Clauses

G1005C

Insurance

2016-01-28

ANNEX "A"

STATEMENT OF WORK

Title: Petrographic Microscope with Imaging System

Summary

The Geological Survey of Canada (Atlantic) as part of Natural Resources Canada conducts scientific research on geological materials relating to marine resources and environmental geoscience. Scientists require the capacity to view thin sections from rock samples under transmitted and reflected light while making photographic documentation of their observations.

Objective

To supply a trinocular petrographic microscope for standard and polished thin section analyses that includes an imaging system, imaging software, and set-up and training by the vendor.

Instrument Specifications

Physical Specifications

1. The instrument must be an upright microscope.
2. The instrument must have a trinocular head with 2 eyepieces and a camera tube for permanent camera integration.
3. The instrument must be able to allow the operator to view slides simultaneous through the oculars and on a computer screen.
4. The instrument must be able to produce both transmitted and reflected light.
5. The instrument must have variable light intensity (illumination diaphragm) and ability to focus the light (aperture diaphragm).
6. The instrument must provide conoscopic illumination to allow for conoscopy studies.
7. The instrument must have a minimum field number of 22.
8. The instrument must include a power supply/transformer.
9. The instrument must have both coarse and fine focus adjustment.
10. The instrument must include 10x ocular lenses with cross hairs.
11. The instrument must have an objective turret (nosepiece) that will accept at least 5 objectives.
12. The instrument must include strain-free objectives with magnifications of: 2.5x, 4x, 10x, 20x, 40x, and 100x.
13. The instrument must have a rotating stage with a 360° scale and 0.1° vernier.
14. The rotating stage must also provide a 45° rotation "click" and must have the ability to be fixed into position.

15. The instrument must include a mechanical stage for discreet x-y movement and provide the ability to track coordinates on the thin sections.
16. The mechanical stage must fit 27 mm x 46 mm to 50 mm x 75 mm slides.
17. The instrument must be able to provide polarized light (condenser and removable analyzer).
18. The instrument must include a removable Bertrand lens to allow for examination of mineral interference figures.
19. The instrument must include the following accessory plates: quartz wedge, half-wave plate and quarter-wave plate.
20. The instrument must include a dust cover and instruction manual.

Image Acquisition and Output

1. The instrument must include a removable digital camera.
2. The camera must be able to provide real-time image display (minimum 3 frames/sec at highest resolution) on a computer screen and high resolution still-frame image capture.
3. The camera must have a minimum resolution of 10 megapixels.
4. The camera must be able to provide colour images.
5. The image viewing and capture software must be able to allow for basic photo editing (brightness, contrast, colour adjustments, cropping, and zooming).
6. The image viewing and capture software must be able to provide scales and allow for measurement of features within the images.
7. The image viewing and capture software must be Windows 7 compatible.
8. The image viewing and capture software must allow for saving images to jpeg, tiff, and bmp format.
9. The camera must be able to connect to a computer via USB 3.0.

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ANNEX B
Basis of Payment

Contractor must provide firm, all inclusive, F.O.B destination including all delivery charges, Canadian Customs Duties and excise taxes included as applicable and Harmonized Sales Tax (HST) is to be shown separately, if applicable. The firm prices stated are firm for the period of the contract.

Item No.	Description	Quantity	Unit Price	Extended Total
01	Petrographic Microscope and imaging system (digital camera and software). As per Annex A	2	\$	\$
02	Set up and training	1	\$	\$
03	Maintenance and Support for Software.	2 years	\$	\$
04	Shipping & Handling (LOT PRICE)	1	\$	\$
			HST 15%	\$
			Grand Total	\$

Delivery is requested for March 31, 2017.

Best Delivery date offered by bidder: _____.

ANNEX C Mandatory Evaluation Criteria

Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria below to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Mandatory Technical Criteria

Instrument Specifications

MET / NOT MET

Physical Specifications

1. The instrument **must** be an upright microscope. _____ / _____ (1)
2. The instrument **must** have a trinocular head with 2 eyepieces and a camera tube for permanent camera integration. _____ / _____ (2)
3. The instrument **must** be able to allow the operator to view _____ / _____ (3) slides simultaneous through the oculars and on a computer screen.
4. The instrument **must** be able to produce both transmitted _____ / _____ (4) and reflected light.
5. The instrument **must** have variable light intensity _____ / _____ (5) (illumination diaphragm) and ability to focus the light (aperture diaphragm).
6. The instrument **must** provide conoscopic illumination to _____ / _____ (6) allow for conoscopy studies.
7. The instrument **must** have a minimum field number of 22. _____ / _____ (7)
8. The instrument **must** include a power supply/transformer. _____ / _____ (8)
9. The instrument **must** have both coarse and fine focus _____ / _____ (9) adjustment.
10. The instrument must include 10x ocular lenses with cross _____ / _____ (10)

hairs.

MET / NOT MET

11. The instrument **must** have an objective turret (nosepiece) _____ / _____ (11) that will accept at least 5 objectives.
12. The instrument **must** include strain-free objectives with _____ / _____ (12) magnifications of: 2.5x, 4x, 10x, 20x, 40x, and 100x.
13. The instrument **must** have a rotating stage with a 360° _____ / _____ (13) scale and 0.1° vernier.
14. The rotating stage **must** also provide a 45° rotation “click” _____ / _____ (14) and **must** have the ability to be fixed into position.
15. The instrument **must** include a mechanical stage for _____ / _____ (15) discreet x-y movement and provide the ability to track coordinates on the thin sections.
16. The mechanical stage **must** fit 27 mm x 46 mm to 50 mm _____ / _____ (16) x 75 mm slides.
17. The instrument **must** be able to provide polarized light _____ / _____ (17) (condenser and removable analyzer).
18. The instrument **must** include a removable Bertrand lens to _____ / _____ (18) allow for examination of mineral interference figures.
19. The instrument **must** include the following accessory _____ / _____ (19) plates: quartz wedge, half-wave plate and quarter-wave plate.
20. The instrument **must** include a dust cover and instruction _____ / _____ (20) manual.

Image Acquisition and Output

MET / NOT MET

21. The instrument **must** include a removable digital camera. _____ / _____ (21)
22. The camera **must** be able to provide real-time image display (minimum 3 frames/sec at highest resolution) on a computer screen and high resolution still-frame image capture. _____ / _____ (22)
23. The camera **must** have a minimum resolution of 10 megapixels. _____ / _____ (23)
24. The camera **must** be able to provide colour images. _____ / _____ (24)
25. The image viewing and capture software **must** be able to allow for basic photo editing (brightness, contrast, colour adjustments, cropping, and zooming). _____ / _____ (25)
26. The image viewing and capture software **must** be able to provide scales and allow for measurement of features within the images. _____ / _____ (26)
27. The image viewing and capture software **must** be Windows 7 compatible. _____ / _____ (27)
28. The image viewing and capture software **must** allow for saving images to jpeg, tiff, and bmp format. _____ / _____ (28)
29. The camera **must** be able to connect to a computer via USB 3.0. _____ / _____ (29)

Qualifications

30. Bidder **must** have a minimum 5 years of experience in microscopy instrumentation. Please provide proof. _____ / _____ (30)

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ANNEX "D"
INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;
