



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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 Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> GC Sample Handling System	
<b>Solicitation No. - N° de l'invitation</b> 23145-171005/A	<b>Date</b> 2016-12-22
<b>Client Reference No. - N° de référence du client</b> 23145-171005	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-251-7158	
<b>File No. - N° de dossier</b> VIC-6-39174 (251)	<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 2017-02-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fletcher, Erin	<b>Buyer Id - Id de l'acheteur</b> vic251
<b>Telephone No. - N° de téléphone</b> (250) 415-6020 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 506 WEST BURNSIDE RD VICTORIA British Columbia V8Z1M5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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 Statement of Requirement**

The Contractor must provide the items 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 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.

### **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 **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.

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## 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 British Columbia.

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 (One (01) hard copy)

Section II: Financial Bid (One (01) hard copy)

Section III: Certifications (One (01) 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

See Annex A1.

#### 4.1.2 Financial Evaluation

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. If the vendor with the lowest evaluated price submits more than one (1) responsive bid, Canada has the option to award to that vendor's higher priced responsive bid as long as the overall price is still lower than any other responsive bids submitted by other vendors.

## 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](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](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 Statement of Requirement

The Contractor must provide the items detailed under the "Statement of 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.

Section 09 entitled *Warranty* of General Conditions 2010A is amended as follows:

Subsection 2 is deleted in its entirety and replaced with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair, or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these costs.

All other provisions of the warranty section remain in effect.

### 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 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

### 6.4.2 Mandatory Delivery Date

All the deliverables must be received on or before **March 31, 2017.**

Best delivery offered is \_\_\_\_\_ weeks ARO.

Installation and training must be completed on or before **March 31, 2017.**

Installation and training must be coordinated with the Project Authority designated under 6.5.2.

### 6.4.3 Delivery Point

Delivery of the requirement will be made to delivery point specified at Annex A of the Contract.

#### 6.4.4 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B, Item 4 of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
401 – 1230 Government St. Victoria, B.C.  
Telephone: (250) 415-6020  
E-mail address: erin.fletcher@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.

In the event that you are unable to contact the above noted Authority, please contact:  
PAC.VICCA@tpsgc-pwgsc.gc.ca

##### 6.5.2 Project Authority

*(To be provided at contract award)*

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

*To be completed by the Bidder.*

Title	Name	Telephone and Address	E-mail
Contract Enquires			
Technical Enquires			
Invoicing Enquires			



## **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 Single Payment**

*SACC Manual* Clause H1000C (2008-05-12), Single Payment

### **6.6.3 Electronic Payment of Invoices – Contract**

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

**(as specified by the Bidder in Annex C)**

- 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**

All invoices submitted to Natural Resources Canada (NRCan) must include the following information for processing:

- Invoice date
- Invoice number
- Amount due (required currency specified)
- If prepaid by credit card, ensure that the invoice clearly indicated "Paid by Credit Card"
- Valid NRCan reference number (normally the purchase order number). This number is 10 numeric digits long or 9 alphanumeric digits.

If you are unsure which NRCan reference number to include on your invoice, please contact the departmental representative listed on the purchase order or contract.

Should any of the information required for processing the payment be missing, the supplier's invoice will be returned at the discretion of NRCan and will remain unpaid until valid payment referencing is provided.

All invoices must be submitted using one of the following methods (**only one copy of the invoice** should be sent to the department):

### **1) Email (preferred method):**

[NRCan.invoice\\_imaging-service\\_dimagerie\\_des\\_factures.RNCan@canada.ca](mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca)

1. Departmental contact (project authority) identified in the contract can be cc'd on the email.
2. Suppliers are required to use PDF file format, as other formats are not compatible with and are not recognized by our systems.
3. PDF file name should not contains sign such as #, \$, % etc.
4. Only one invoice per PDF file can be recognized by our systems (an email can contain multiple PDF attachments). All supporting documents should be included within the invoice PDF file.
5. An automatic reply will be sent as notification that their e-mail has been received (and should be kept for reference on any later payment inquiries).
6. This e-mail address is to be used only for submitting invoices. Inquiries regarding payment status should be sent by e-mail to:  
[Payments@NRCan.gc.ca](mailto:Payments@NRCan.gc.ca)

**2) Fax:**

613-947-0987 (in the National Capital Region)  
1-877-947-0987 (toll-free)

**Note:**

- Suppliers sending invoices by fax are required to use the highest quality settings available, as low quality copies will not be accepted as valid for payment processing. The Invoice is required to be the first page and any supporting documents on the following pages. No fax cover sheet is required.
- This fax number is to be used only for submitting invoices.

**Inquiries regarding payment status should be sent by e-mail to: [Payments@NRCan.gc.ca](mailto:Payments@NRCan.gc.ca)**

**Note: NRCan can no longer accept invoices by courier or regular mail. We appreciate your willingness to support our Green Initiative.**

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

### **6.10 Priority of Documents**

Solicitation No. - N° de l'invitation  
23145-171005/A  
Client Ref. No. - N° de réf. du client  
23145-171005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39174

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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), including the amendment to section 09 entitled Warranty of the General Conditions 2010A as detailed under section 6.3.1;
- d) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated \_\_\_\_\_.

#### **6.11 SACC Manual Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
B1501C (2006-06-16) Electrical Equipment  
B7500C (2006-06-16) Excess Goods  
B1000T (2014-06-26) Condition of Material – Bid  
C2000C (2007-11-30) Taxes – Foreign-based Contractor

#### **6.12 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **ANNEX A – STATEMENT OF REQUIREMENT**

### **Requirement**

Natural Resources Canada (NRCan) requires the supply, installation and training in the use of a gas chromatography (GC) sample handling and injection system in the Analytical Chemistry Laboratory at the Pacific Forestry Centre (PFC) in Victoria, BC. The system must be capable of performing: liquid, headspace and solid phase micro extraction (SPME) injections in conjunction with the Laboratory's existing Agilent 7890 Gas Chromatograph Mass Spectrometer (GCMS) system. The combined system will be used for the qualitative and quantitative analysis of materials including, but not limited to, the analysis of a variety of extractable volatile and semi-volatile compounds found in plants, soils and fauna.

The instrument will be used as a research tool to support broad ranging research priorities and initiatives within Natural Resources Canada.

The supplied system shall include all parts, equipment, accessories and software necessary for analysis. It is incumbent upon the vendor to recommend a specific hardware configuration for a complete system that is guaranteed suitable for the purposes specified. Vendors must submit documentation with their bid package that clearly and precisely details how their system complies with the requirement and the Mandatory Criteria at Annex A1.

The Gas Chromatography (GC) Sample Handling System will be delivered to the following address:

506 West Burnside Road  
Victoria, BC, Canada  
V8Z 1M5

## **ANNEX A1– MANDATORY TECHNICAL EVALUATION CRITERIA**

### **Automated GCMS Sample Handling System**

The System shall consist of, but not be limited to, the following components or capabilities, complete with all software/hardware and interfacing necessary to make a fully integrated system designed for use with the Laboratory's Agilent 7890 GCMS system.

- Automated Liquid Sample Injection
- Automated Headspace Sample Injection
- Automated SPME Sample Injection
- System Control Software

It is the Contractor's responsibility to ensure the proposed system is completely compatible with the Laboratory's existing GCMS system configuration (i.e. inlet type, software, etc). The NRCan Technical Authority will be available to respond to specific questions regarding the GCMS system.

**Bidders MUST respond in detail to each item in the mandatory criteria detailed below, referencing the supporting documentation that they have provided with their technical bid. Failure to do so, or failure to reply in sufficient detail, may result in the bid being deemed non-responsive. The provision of company literature alone is NOT acceptable and may result in the Bidder being deemed non-responsive.**

Proposal must meet all the mandatory criteria for each of the components for the bid to be considered. Those bids not meeting any one of the mandatory criteria will not be considered further. Bids must indicate whether the proposed system and its components meets or does not meet each mandatory criterion and must provide documentation to substantiate that each criterion is met and cross-referenced with a page number of their supplied documentation. Where supplier specifications differ, indicate how and state the comparable quality, technology or service offered.

**Bidders must include current literature for the make and model of system component(s) being offered. Failure to provide documentation will result in your bid being considered non-responsive.**

<b>A.1 Mandatory Technical Evaluation Criteria</b>		<b>Criterion Met Y/N</b>	<b>Documented on page #</b>
<b>Item</b>	<b>Section A: Component Specifications</b>		
1	<p>The System must be equipped to perform fully automated and unattended injection of liquid samples:</p> <p><b><i>Performance Requirement for liquid samples</i></b></p> <ul style="list-style-type: none"><li>i. Sample vial capacity: minimum 200 X 2ml</li><li>ii. User selectable injection volume : minimum range 0.25ul – 50ul</li><li>iii. Vial temperature control: minimum range 5C – 35C.</li><li>iv. Wash Station: minimum 4 wash/waste vial or reservoir</li><li>v. User selectable injection speed</li></ul>		

2	<p>The System must be equipped to perform fully automated and unattended headspace injection of gaseous samples:</p> <p><b>Performance requirement for headspace samples</b></p> <ul style="list-style-type: none"> <li>i. Sample vial capacity: minimum 200 X 2ml, 50 X 10ml or 20ml</li> <li>ii. Variable Injection Volume: minimum range 0.50 ml – 5.0 ml</li> <li>iii. Vial temperature control: minimum range 5C – 35C.</li> <li>iv. Inert gas flush between samples</li> <li>v. Heated sampling zones up to 150C or greater</li> <li>vi. User selectable injection speed</li> <li>vii. User defined incubation time</li> </ul>		
3	<p>The System must be equipped to perform fully automated and unattended extraction and injection of solid phase micro extraction (SPME) fibres:</p> <p><b>Performance requirement for SPME samples</b></p> <ul style="list-style-type: none"> <li>i. Sample vial capacity: minimum 200 X 2ml, 50 X 10ml</li> <li>ii. Vial temperature control: user defined up to 150C or greater</li> <li>iii. Vial mixing: user defined speed and interval</li> <li>iv. Extraction time: user defined to 240 minutes or greater</li> <li>v. Automated SPME fibre cleaning and regeneration</li> </ul>		
4	<p>The System includes instrument control software fully compatible for use with the Laboratory's existing GCMS software, Agilent MSD Chemstation, revE02.01.1177:</p> <ul style="list-style-type: none"> <li>i. The instrument control software is designed for unattended operation with the specified GCMS software, is stable, reliable and documented.</li> <li>ii. Provides fully integrated control of all components of the System, including user customizable sample preparation and injection techniques.</li> <li>iii. Provides random access to all available samples.</li> <li>iv. Provides flexible and customizable sample list generation and start of analytical runs in conjunction with the GCMS software.</li> </ul>		

A.1 Mandatory Technical Evaluation Criteria		Criterion Met Y/N	Documented on page #
Item	Section B: General Requirements		
1	All system components must be powered by either 115V or 208V 50/60Hz power or must include equipment to ensure full compatibility to the laboratory's power supply.		
2	All electrical equipment supplied under the Contract must be certified or approved for use in Canada in accordance with the Canadian Electrical Code, <b>prior to delivery</b> , by a certification organization accredited by the Standards Council of Canada.		
3	The system must be new, current production model(s), sold and serviced through a factory authorised representative. Refurbished models, those not currently in production, or those no longer supported by the original equipment manufacturer will not be accepted.		
4	The system must include all necessary wiring, connectors, regulators, tubing, gas line and fittings for complete system installation.		
5	The proposal includes software and hardware installation and training by a factory authorized representative.		
6	The proposal includes reference materials, standards or samples as required to adequately test and validate full functionality of installed system.		
7	The system must include consumables and supplies necessary to permit full range of sample injection volumes as specified in section A, above. i.e. liquid sampling 0.25ul to 50ul; gas sampling 0.5ml to 5ml, etc.		
8	The system must include a minimum of twelve (12) SPME fibres designed for use in the system. Fibres will consist of 3 each of: polydimethylsiloxane (PDMS); polydimethylsiloxane/divinylbenzene (PDMS/DVB); Carboxen/polydimethylsiloxane (CAR/PDMS); and, polyacrylate (PA).		

9	The system must be supplied with any specialized tools or tool kit(s) necessary for maintaining <b>routine</b> operation.		
10	By indicating met, the supplier agrees to provide additional utility requirements over and above the basic electrical requirement as outlined in B.1. above (i.e. purge or cryogenic gases) at least 1 month before scheduled installation to ensure the laboratory is adequately prepared.		
11	The proposal must include a description of the availability of post-purchase service and support, including details (names & contact info.) and locations of factory authorized service engineers.		
12	Telephone support service calls must be responded to within one business day.		
13	On-site service technicians must be available within 5 business days of a service request.		
14	Systems components must meet all applicable ISO and CSA standards.		
15	On-site training must occur within 5 business days of system installation and verification. Training must be for a minimum of one eight-hour day, and be offered for up to three personnel.		
16	The System and all installation and training must be delivered on or before <b>March 31, 2017</b> .		
17	<p><u>Extended Warranty</u></p> <p>NRCan to be able to exercise one (1), one (1) year option to purchase extended warranty coverage including parts, labour, and travel expenses. Normal wear parts excluded.</p> <p>The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.</p>		



### **ANNEX A2 – DESIRABLE CRITERIA**

The criteria listed below are desirable, not mandatory. Bidders may provide additional bids for units that offer one or more of these criteria.

**This unit must also meet the mandatory criteria listed in Annex A1.**

If the vendor with the lowest evaluated price submits more than one (1) responsive bid, Canada has the option to award to that vendor's higher priced responsive bid as long as the overall price is still lower than any other responsive bids submitted by other vendors.

<b>A.2 Non-Mandatory Criteria</b>		<b>Criterion Met Y/N</b>	<b>Documented on page #</b>
<b>Item</b>	<b>Description</b>		
1	<p>The System is equipped to perform automated pyrolysis and thermal desorption of solid samples</p> <p><b><i>Performance requirements for pyrolysis:</i></b></p> <ul style="list-style-type: none"> <li>i. User defined pyrolysis temperature to 850°C or greater</li> <li>ii. User defined heating rate 0.10 to 100°C/second</li> <li>iii. User defined temperature programming with active furnace cooling</li> <li>iv. Provides unattended operation for a minimum 50 solid samples</li> </ul>		
2	The System is equipped to perform automated sample concentration operations prior to injection (i.e. purge and trap or equivalent technology).		
3	The System is equipped to perform unattended tool changeover between analytical runs and injection types. (i.e. liquid to SPME, etc.).		
4	The System is equipped to perform sample preparation operations including dilutions, additions, heating and mixing of sample vials.		

## ANNEX B – BASIS OF PAYMENT

**EVALUATION OF PRICE:** The price of the bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) excluded.

**NOTE:** Pricing shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Contractor such as additional surcharges, and transportation fees. **No other charges will be accepted.**

GST is to be added as a separate line item on the invoice.

Item	Description	Quantity	Unit of Issue	Firm All Inclusive Price (CAD \$)
1	Supply and delivery of a:  Automated GCMS Sample Handling System as per Annex A -Statement of Requirement	1	Lot	\$ _____
2	Installation as per Annex A.1. Item 5	1	Lot	\$ _____
3	On-site Training as per Annex A.1 Item 15	1	Lot	\$ _____
4	Optional Extended Warranty as per Annex A.1 Item 17	1	Lot	\$ _____
TOTAL EVALUATED PRICE				\$ _____
GST (5%)				\$ _____
TOTAL				\$ _____

Solicitation No. - N° de l'invitation  
23145-171005/A  
Client Ref. No. - N° de réf. du client  
23145-171005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39174

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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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)