



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Est

800, rue de La Gauchetière Ouest

7 ième étage

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Est

800, rue de La Gauchetière Ouest

7 ième étage

Montréal

Québec

H5A 1L6

| | |
|---|--|
| Title - Sujet Universal Cutter | |
| Solicitation No. - N° de l'invitation 01B30-171211/A | Date 2016-12-28 |
| Client Reference No. - N° de référence du client 01B30-17-1211 | |
| GETS Reference No. - N° de référence de SEAG PW-\$MTA-550-14174 | |
| File No. - N° de dossier MTA-6-39327 (550) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-14 | Time Zone Fuseau horaire Heure Normale du l'Est HNE |
| 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: Guernon (mta550), Émile | Buyer Id - Id de l'acheteur mta550 |
| Telephone No. - N° de téléphone (514) 496-3585 () | FAX No. - N° de FAX (514) 496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE L'AGRICULTURE ET DE L'AGROALIMENTAIRE CDRSH - ST-HYACINTHE 3600 BOUL.CASAVANT O. ST HYACINTHE Québec J2S-8E3 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|--|--|
| Delivery Required - Livraison exigée . | 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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COMPLETE LIST OF BIDDER’S BOARD DIRECTORS

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ELECTRONIC PAYMENT INSTRUMENTS.....

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is a no security requirement associated with this requirement.

1.2 Statement of Requirement

The Statement of Requirement is detailed in Annex «A» - Statement of Requirements attached and other documents that form part of the request for proposal and resulting contract.

1.3 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) and Colombia, Peru and Panama Free Trade Agreements with Canada.

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.

2.1.1 SACC Manual Clauses

| | | |
|--------|-----------------------------|--------------|
| B1000T | Condition of material - Bid | (2014-06-26) |
|--------|-----------------------------|--------------|

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.

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 Quebec.

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)
- Section IV: Additional Information (2 hard copies)

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-Policy on Green Procurement) ([http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-Policy on Green Procurement)

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 (Refer to Annex «A» attached)

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 (Refer to Annex «B» attached)

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 (Refer to Annex «E» attached)

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

If Annex "E" 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 required under Part 5.

Section IV: Additional Information

Bidders are required to provide technical/ descriptive documents for all products that you are offering with your proposal.

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

It is mandatory to provide technical/ descriptive documents for all products that you are offering to allow the technical evaluation. Failure to comply will render your proposal non responsive.

You have to demonstrate in your technical proposal that all your products are compliant with every characteristics mentioned in Annex «A».

- 1- Compliance with the description of all requirements described in Annex «A» and other documents attached.
- 2- Acceptance of the terms and conditions of the request for proposal.

4.1.1.1 Mandatory Technical Evaluation Criteria

- A) The Bidders must complete and include with the proposal the Annex «C» attached.
- B) Submit with your proposal technical/descriptive documents for all products that you are offering.

4.1.2 Financial Evaluation

- 1- Compliance with the Basis of payment described in Annex «B» attached.

SACC Manual Clause

[A0222T](#) (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

NOTE: For Canadian-based bidders, contract will be award in Canadian currency.

4.2 Basis of Selection

SACC Manual Clause

[A0031T](#) (2010-08-16), 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 (Refer to Annex «D» attached)

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

There is a no security requirement applicable to this contract.

6.2 Statement of Requirements

The Contractor must provide the requirement in accordance with Annex «A» - Statement of Requirements attached.

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 (To be completed by the Bidder)

If possible all the deliverables must be received on or before **March 31st, 2017**.

Bidders are required to indicate their best date of delivery _____

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Émile Guernon
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Quebec Regional Office
800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6
Telephone: (514) 496-3585
Facsimile: (514) 496-3822
E-mail address: emile.guernon@tpsgc-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.

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6.5.2 Project Authority *(to be completed by Canada at the time of award)*

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

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 *(To be completed by the Bidder)*

Name and telephone number of the person responsible for:
General enquiries & Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6.5.4 Contact at Customer Department

(To be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

Name: _____

Title: _____

Organization: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price(s) as specified in contract 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 Single Payment (2008-05-12)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7 SACC Manual Clauses

| SACC Reference | Section | Date |
|----------------|---|------------|
| A2000C | Foreign Nationals (Canadian Contractor) | 2006/06/16 |
| A2001C | Foreign Nationals (Foreign Contractor) | 2006/06/16 |
| A9068C | Government Site Regulations | 2010/01/11 |
| B1501C | Electrical Equipment | 2006/06/16 |
| C2000C | Taxes – Foreign-based Contractor | 2007/11/30 |
| D0018C | Delivery, Inspection and Acceptance | 2007/11/30 |
| G1005C | Insurance – No Specific Requirement | 2016/01/28 |

6.8 Invoicing Instructions

Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.1 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.

6.9 Certifications and additional information

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 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*)

6.11 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) General Conditions - Goods (Medium Complexity);
- (c) Annex «A», Statement of Requirements;
- (d) Annex «B», Basis of Payment;
- (e) the Contractor's bid dated _____, as amended _____.

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ANNEX «A»

Statement of Requirements

Refer to attached document

////////////////////////////////////

ANNEX «B»

Basis of Payment

Refer to attached document

////////////////////////////////////

ANNEX «C»

Evaluation Table Mandatory Evaluation Criteria

Refer to attached document

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ANNEX «D»

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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ANNEX “E” 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);

Appendix "A"
Statement of Requirements
Universal Cutter

The St-Hyacinthe Research and Development Centre wish to buy a pilot plant scale universal cutter for chopping and mixing of food materials for further processing. This equipment will be used for research and industrial applications. This purchase will also allow the transformation of different food commodities like meat, fruits, vegetables and leafy herbs that could be processed. The equipment must have the flexibility of having variety particles and cut materials must be uniform in size. The universal cutter must meet the safety standards of a food processing environment.

2. Mandatory Technical Criteria:

- 2.1 The power supply must be: 208 V- three-phases;
- 2.2 The main driver must be at least: 15 kW-3600 RPM variable speed;
- 2.3 Motors and electrical parts must be waterproof;
- 2.4 The units must be portable and equipped with wheels;
- 2.5 The capacity of batch size must be: maximum 1000 kg/h;
- 2.6 The units must be applicable for solid and liquid (emulsion);
- 2.7 The equipment must be equipped with single cutting blades and pre-cut system;
- 2.8 Must have different range of cutting gaps between 0,1 to 5,0 mm;
- 2.9 Must be easy to assemble after cleaning;
- 2.10 The unit must be able to perform a manual failover to remove solids (cut products);
- 2.11 Must have a manual operation using stainless steel funnel of food quality grade 316 and feeding spiral;
- 2.12 All parts must be made of stainless steel food quality grade 316;

2.13 The inner surface must be in stainless steel food grade 316 and inside the units must be polished to meet food quality standards;

2.14 Must be equipped with a safety lock.

3. Delivery and installation

- i. The unit must be delivered **no later than March 31, 2017** to the St-Hyacinthe Research and Development Centre at the following address:
Agriculture and Agri-Food Canada
St-Hyacinthe Research and Development Centre
3600 Casavant Boulevard W
Saint-Hyacinthe, Quebec J2S 8E3

4. Training

- i. A complete training session in French at the St-Hyacinthe Research and Development Centre must be provided for up to four (4) user. The training must include, but not be limited to: maintenance, use and operation of the equipment. A user and maintenance manual must be provided with the equipment ideally in French, otherwise in English. The training must be given at the time of delivery of that equipment or **no later than March 31, 2017**. All costs associated with the on-site training must be included in the price.

5. Acceptance of the equipment

- i. Upon delivery, the equipment will be accepted by Agriculture and Agri-Food Canada once the supplier has demonstrated compliance with the manufacturer's technical specifications.

Appendix B

Basis of Payment

- a) Please indicate the make and model of the product offered, and enter information in the far right-hand column of the following table.

| Item | Description | Quantity | Unit Price |
|---------------------|--|----------|------------|
| 1 | Universal Cutter Pilot Scale as per Annex «A» Make offered: _____ Model offered: _____ | 1 | \$ |
| 2 | User manuals in French and/or English | 1 | \$ |
| 3 | Preparation, installation and delivery costs: | 1 | \$ |
| 4 | Cost of providing operator training (French), including travel and living expenses | 1 | \$ |
| Grand Total: | | | \$ |

Prices are not to include applicable taxes.

Appendix C

MANDATORY TECHNICAL EVALUATION CRITERIA GRID

SPECIFY THE PLACE IN THE PROPOSAL DOCUMENTATION OR TECHNICAL INFORMATION SHEETS WHERE COMPLIANCE WITH THE MANDATORY SPECIFICATIONS IS DEMONSTRATED. INDICATE WHETHER OR NOT THESE REQUIREMENTS ARE MET.

| Mandatory technical evaluation criteria | Places in the proposal where compliance with the mandatory criteria is demonstrated | Met Yes / No |
|--|---|-----------------|
| 2.1 The power supply must be: 208 V- three-phases; | | |
| 2.2 The main driver must be at least: 15 kW-3600 RPM variable speed; | | |
| 2.3 Motors and electrical parts must be waterproof; | | |
| 2.4 The units must be portable and equipped with wheels; | | |
| 2.5 The capacity of batch size must be: maximum 1000 kg/h; | | |
| 2.6 The units must be applicable for solid and liquid (emulsion); | | |
| 2.7 The equipment must be equipped with single cutting blades and pre-cut system; | | |

| | | |
|---|--|--|
| 2.8 | | |
| Must have different range of cutting gaps between 0,1 to 5,0 mm; | | |
| 2.9 | | |
| Must be easy to assemble after cleaning; | | |
| 2.10 | | |
| The unit must be able to perform a manual failover to remove solids (cut products); | | |
| 2.11 | | |
| Must have a manual operation using stainless steel funnel of food quality grade 316 and feeding spiral; | | |
| 2.12 | | |
| All parts must be made of stainless steel food quality grade 316; | | |
| 2.13 | | |
| The inner surface must be in stainless steel food grade 316 and inside the units must be polished to meet food quality standards; | | |
| 2.14 | | |
| Must be equipped with a safety lock. | | |