



**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<sup>ème</sup> 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**

<b>Title - Sujet</b> Apparatus for measuring	
<b>Solicitation No. - N° de l'invitation</b> 01B30-170685/A	<b>Date</b> 2017-01-11
<b>Client Reference No. - N° de référence du client</b> 01B30-17-0685	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-550-14183	
<b>File No. - N° de dossier</b> MTA-6-39342 (550)	<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 2017-02-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<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> Guernon (mta550), Émile	<b>Buyer Id - Id de l'acheteur</b> mta550
<b>Telephone No. - N° de téléphone</b> (514) 496-3585 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE L'AGRICULTURE ET DE L'AGROALIMENTAIRE CDRSH - SAINT-HYACINTHE 3600 BOUL.CASAVANT O. ST-HYACINTHE Québec J2S 8E3 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b>	<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/ 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 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 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)
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### **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-) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats->

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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**

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](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**

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) (<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 (2013-04-25), Maintenance and Support Services for Licensed Software apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date (To be completed by the Bidder)**

**If possible all the deliverables must be received on or before March 31<sup>st</sup>, 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](mailto:emile.guernon@tpsgc-pwgsc.gc.ca)

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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** *(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: \_\_\_\_\_

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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 Sites 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 supplemental general conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2016-04-04) General Conditions - Goods (Medium Complexity);
- (d) Annex «A», Statement of Requirements;
- (e) Annex «B», Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_, as amended \_\_\_\_\_.

**ANNEX «A»**

**Statement of Requirements**

**Refer to attached document**

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**ANNEX «B»**

**Basis of Payment**

**Refer to attached document**

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**ANNEX «C»**

**Evaluation Table Mandatory Evaluation Criteria**

**Refer to attached document**

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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

#### Apparatus for measuring the size and shape of particles

##### 1. Context

The St-Hyacinthe Research and Development Centre wishes to make the granting of a device for measuring the size and shape of particles. This purchase will provide a description and a quantitative representation of the shape and morphology of a set of particle size and of different form in suspension in a liquid.

##### 2. Mandatory Technical Criteria :

1. The unit must provide a description and a quantitative representation of the shape and morphology of a set of particle size and different form in suspension in a liquid;
2. The device must measure the following parameters according to ISO 9276-6 method:
  - projected area (A)
  - Perimeter (P),
  - Feret diameters (minimum, maximum, perpendicular)
  - Aspect ratio
  - Elongation,
  - circularity,
  - Convexity (or provide basic data to calculate by importing data into Excel required);
3. The device must measure enough particles (at least 1 million particles "identified" by sample or at least 80% of the total particles) to give adequate statistical representation of a sample containing particles of various size and shape;
4. The device must measure all the identified particles (see point 3) between 50 microns and 10 mm (ISO 13322-2 according to standard) for each sample;
5. The device must pass samples containing particles up to 15 mm without preventing the measurement of "measurable" particles (according to item 4);
6. The device must pass samples dispersed in less than 2 liters of liquid;

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7. The device must be able to measure a sample in less than 10 minutes. This time does not include the preparation of the device (calibration if required) and sample preparation but allows for the storing of measurement result.
8. The device must keep in permanent memory (database) the results of a "reading" of the sample in order to recalculate according to different parameters of analysis or measurement
9. The device must be able to back (database) all results of "reading" and "calculations" for future reference;
10. The backup should include all the information required to recognize how much sample was stored and how it was "processed";
11. A saved calculation file must be importable by the Excel software (version 2010). The file contents shall be traceable to each particle "identified" as well as the shape and size parameters calculated on each;
12. The software must allow to "select" the particles to be measured as a function of one or a combination of different criteria (shape, size);
13. The software must include a help function;
14. The help function must contain the definition of each parameter and each computable function usable;
15. The software should allow individually view all "identified" particles or part of them as selected according to a set of criteria (according to item 12). We must select some particles to display the characteristics (according to point 2) to each of them;
16. The software must be able to display graphs of each parameter measured by the size either as density or cumulative distribution and, based on the number or size;
17. The software should allow to generate an analysis report that can be printed and saved on the computer in an importable format software from the Microsoft Office suite;
18. The software should function properly on a computer (supplied with the unit) running Windows 7 and on which AAC will install the software from the Microsoft Office suite and other software required for operation of the computer in the AAC network ;
19. The software must be multi-tasking to work alongside the software of the Office suite and network security software;

20. The unit must be easily cleanable;
21. The device must have a minor maintenance less than 30 minutes per work session;
22. The device must have a major maintenance less than 8 hours per year;
23. The appliance must have the ability to add modules for:
  - 1) analyzing smaller particles (down to 1 .mu.m) is suspended in a liquid;
  - 2) analysis of the dry particles (between 1 micron and 30 mm) suspended in the air;
24. The device must be installed on a laboratory counter in a maximum space of 120 cm wide by 60 cm deep. The associated computer (including CPU, keyboard, mouse, screen and support for the database) will be in an additional space of 60 cm by 60 cm adjacent to the unit.

### **3. Delivery and installation**

- i. The supplier will be responsible for the execution of all calibration work and testing of the device and the operation of said device and associated operating software according to the manufacturer's specifications or to those factory set.
- ii. AAFC will ensure that all public and technical services required in the laboratory where the device will be installed will be available. Such services include the supply of electricity, water and compressed air as well as all other relevant services required

Equipment must be delivered **no later than March 31, 2017** in St-Hyacinthe Research and Development Centre located at the following address:

Agriculture & Agri-food Canada  
St-Hyacinthe Research and Development Centre  
3600 Casavant Boulevard West  
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) users. The training must include, but not be limited to: maintenance, use and operation of the equipment. A user manual and maintenance and a list of spare parts including parts identification numbers must be provided with the equipment ideally in French, otherwise in English. The training must be given at the time of delivery of equipment or **no later than March 31, 2017**. All costs related to on-site training should be included in the price.

**5. Technical support**

- i. The supplier must submit the details of a contact person of the Technical Services Department so that it responds to common questions relating to the operation of the device and provide adequate technical support, especially in case of failure and the device during the warranty period and once it is completed.

**6. Acceptance of the instrument**

- i. Upon delivery, the equipment will be accepted by AAFC once the supplier has demonstrated compliance with the manufacturer's technical specifications.

**7. Software Upgrade**

- i. The Contractor shall provide all documents related to instrument software and related procedures for installation, parameter setting, minor maintenance as well as all documents relating to relevant use permit ideally in French, if not in English.
- ii. The contractor must provide all software updates and new releases to the purchaser for a period of one (1) year following the acceptance, at no additional cost.

**8. Non-mandatory criterion**

AAFC will provide an assembly for keeping the suspended particles and to pump the liquid suspension at a constant rate in the camera (single pass or recirculation mode).

## 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	Apparatus for measuring the size and shape of particles 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	\$
<b>Grand Total:</b>			\$

**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 unit must provide a description and a quantitative representation of the shape and morphology of a set of particle size and different form in suspension in a liquid;		
2.2  The device must measure the following parameters according to ISO 9276-6 method...		
2.3  The device must measure enough particles (at least 1 million particles "identified" by sample or at least 80% of the total particles) to give adequate statistical representation of a sample containing particles of various size and shape;		
2.4  The device must measure all the identified particles (see point 3) between 50 microns and 10 mm (ISO 13322-2 according to standard) for each sample;		
2.5  The device must pass samples containing particles up to 15 mm without preventing the measurement of "measurable" particles (according to item 4);		

<p>2.6</p> <p>The device must pass samples dispersed in less than 2 liters of liquid;</p>		
<p>2.7</p> <p>The device must be able to measure a sample in less than 10 minutes. This time does not include the preparation of the device (calibration if required) and sample preparation but allows for the storing of measurement result;</p>		
<p>2.8</p> <p>The device must keep in permanent memory (database) the results of a "reading" of the sample in order to recalculate according to different parameters of analysis or measurement;</p>		
<p>2.9</p> <p>The device must be able to back (database) all results of "reading" and "calculations" for future reference;</p>		
<p>2.10</p> <p>The backup should include all the information required to recognize how much sample was stored and how it was "processed";</p>		
<p>2.11</p> <p>A saved calculation file must be importable by the Excel software (version 2010). The file contents shall be traceable to each particle "identified" as well as the shape and size parameters calculated on each;</p>		
<p>2.12</p> <p>The software must allow to "select" the particles to be measured as a function of one or a combination of different criteria (shape, size);</p>		
<p>2.13</p> <p>The software must include a help function;</p>		

<p>2.14</p> <p>The help function must contain the definition of each parameter and each computable function usable;</p>		
<p>2.15</p> <p>The software should allow individually view all "identified" particles or part of them as selected according to a set of criteria (according to item 12). We must select some particles to display the characteristics (according to point 2) to each of them;</p>		
<p>2.16</p> <p>The software must be able to display graphs of each parameter measured by the size either as density or cumulative distribution and, based on the number or size;</p>		
<p>2.17</p> <p>The software should allow to generate an analysis report that can be printed and saved on the computer in an importable format software from the Microsoft Office suite;</p>		
<p>2.18</p> <p>The software should function properly on a computer (supplied with the unit) running Windows 7 and on which AAC will install the software from the Microsoft Office suite and other software required for operation of the computer in the AAC network ;</p>		
<p>2.19</p> <p>The software must be multi-tasking to work alongside the software of the Office suite and network security software;</p>		
<p>2.20</p> <p>The unit must be easily cleanable;</p>		
<p>2.21</p> <p>The device must have a minor maintenance less than 30 minutes per work session;</p>		

<p>2.22</p> <p>The device must have a major maintenance less than 8 hours per year;</p>		
<p>2.23</p> <p>The appliance must have the ability to add modules for:</p> <ul style="list-style-type: none"><li>1) analyzing smaller particles (down to 1 .mu.m) is suspended in a liquid;</li><li>2) analysis of the dry particles (between 1 micron and 30 mm) suspended in the air;</li></ul>		
<p>2.24</p> <p>The device must be installed on a laboratory counter in a maximum space of 120 cm wide by 60 cm deep. The associated computer (including CPU, keyboard, mouse, screen and support for the database) will be in an additional space of 60 cm by 60 cm adjacent to the unit.</p>		