

## RETURN BIDS TO:

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**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338**

## Request For a Standing Offer Demande d'offre à commandes

### National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## 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 - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> RMSO - Laboratory Supplies	
<b>Solicitation No. - N° de l'invitation</b> ET959-172125/B	<b>Date</b> 2017-03-17
<b>Client Reference No. - N° de référence du client</b> INAC-ET959-172125	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-016-10191
<b>File No. - N° de dossier</b> WPG-6-39200 (016)	<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 2017-05-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hall, Marlene	<b>Buyer Id - Id de l'acheteur</b> wpg016
<b>Telephone No. - N° de téléphone</b> (204)230-0147 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

**This bid solicitation cancels and supersedes previous bid solicitation number A7100-172125/A dated December 14, 2016 with a closing of January 26, 2017 at 02:00 PM CDT. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.**

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ET959-172125/B  
Client Ref. No. - N° de réf. du client  
ET959-172125

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-6-39200

Buyer ID - Id de l'acheteur  
wpg016  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; and   |
| Part 6 | 6A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

Canada has a requirement for a Regional Master Standing Offer (RMSO) for the supply and delivery of miscellaneous Laboratory Supplies & Consumables, and Laboratory Chemicals, as required, in accordance with Annex A, Requirement.

This Request for Standing Offer includes 2 separate requirements as follows:

- Stream I – Laboratory Supplies and Consumables
- Stream II – Chemicals

Offerors who are eligible can choose to make an offer on Stream I, or Stream II, or both Stream I and II.

Canada may issue up to 2 standing offers per successful Offer for Stream I and Stream II, or 1 standing offer for both Stream I and Stream II.

The Standing Offer(s) will be valid for a period of 2 year from date of issuance, with the option to extend for 2 additional one (1) year periods.

This Request for Standing Offers (RFSO) is to establish a Regional Master Standing Offer (RMSO) for the delivery of the requirements detailed in the RFSO to Identified Users subject to the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

This RMSO will be used for delivery to the Nunavut areas subject to the Nunavut Agreement (mainly Cambridge Bay – Canadian High Arctic Research Station [CHARS]) where Identified Users from various Government departments and agencies may issue call-ups.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

#### 2.1.1 SACC Manual Clauses

B3000T	2006-06-16	Equivalent Products
M0019T	2007-05-25	Firm Price and/or Rates
M1004T	2016-01-28	Condition of Material - Offer

### 2.2 Submission of Offers

Offers 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 Request for Standing Offers.

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### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

### 2.5 Bidders' Conference

A bidders' conference will be held on March 30, 2017 to provide information and opportunities for bidders to ask questions about the solicitation and the procurement process. Supplier's attendance is optional. The bidders' conference will be held at Public Works and Government Services Canada (PWGSC), 167 Lombard Avenue, Winnipeg, Manitoba via web-ex and teleconference. The bidders' conference will begin at 10:00 am Central Standard Time.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance and to receive teleconference instructions. Bidders are to provide, in writing, to the Contracting Authority, the names(s) of the person(s) who will be attending and a list of issues they wish to table no later than March 28, 2017 2:00 pm.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not participate in the bidders' conference will not be precluded from submitting a bid.

Contracting Authority    Marlene Hall  
Telephone: 204-230-0147  
Email: [marlene.hall@pwgsc-tpsgc.gc.ca](mailto:marlene.hall@pwgsc-tpsgc.gc.ca)

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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 Offer**

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

#### **Section II: Financial Offer**

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "D" 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

Offerors must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Offerors are requested to provide supporting documentation with their bid at solicitation close to demonstrate compliance with (a), (b), and (c) below. If supporting documentation is not provided at bid closing, the Standing Offer Authority will notify the Offer that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Standing Offer Authority within that time period will deem the offer non-responsive and the offer will be given no further consideration.

- (a) Offeror must demonstrate that it has been in business for a minimum of three (3) years as of the date of bid closing. At a minimum, the Offeror must provide:
  - a. Copy of business name registration certificate; or
  - b. Copy of provincial or territorial business corporation registration certificate; or
  - c. Copy of federal business incorporation registration certificate.
- (b) Offeror must demonstrate that its company has had sales in excess of one (1) million dollars annually over the last three (3) years;
- (c) Offeror must provide a signed formal letter (on the Offeror's company letterhead) that states that the company is authorized by the Original Equipment Manufacturers (OEM) to sell its products in Canada. The letter must include the list of the applicable manufacturers.
- (d) Offeror's may bid on one stream or both streams: Stream I – Laboratory Supplies and Consumables; Stream II – Chemicals.
- (e) For Stream I – Laboratory Supplies and Consumables, Offerors must provide National Brands or equivalent. The pricing offered must be either a Discount off the Published Price List (Catalogue Price) or Mark-up on Laid-down Cost. **Refer to Annex A – Appendix 1, Stream I**
- (f) For Stream II – Laboratory Chemicals, Offerors must provide National Brands and House Brands. The pricing offered must be either a Discount off the Published Price List (Catalogue Price) or Mark-up on Laid-down Cost. **Refer to Annex A – Appendix 2, Stream II.**



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#### 4.1.1.2 Inuit Benefit Plan

In this requirement, **Inuit Benefit Plan** will form part of an offeror's technical bid, in accordance with the criteria listed in Annex E, Annex F, and Annex G.

It is not mandatory for Offerors to include the Inuit Benefit Plan as part of their proposal.

#### 4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

#### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. IBP Point Rated Criteria has no pass mark. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 5% for the technical merit and 95% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 5%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 95%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for a period of 2 years from date of issuance.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 2 additional one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

This Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users subject to the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Marlene Hall  
Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions and Compensation Branch  
100 - 167 Lombard Avenue  
Winnipeg, MB. R3T 0B6

Telephone: 204 230-0147  
Fax: 204 983-7796  
E-mail: [marlene.hall@pwgsc-tpsgc.gc.ca](mailto:marlene.hall@pwgsc-tpsgc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users.

#### General Enquiries / Delivery Follow-Ups

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email address: \_\_\_\_\_

#### Person authorized to accept call-ups

Office : Name of Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Hours Available: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 and subject to the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

## 6.7 Call-up Procedures

1. Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists or catalogues as Canada may require, at no additional cost. The Offeror must provide one (1) copy of its catalogue and price list and updates, electronically or hardcopy, to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Contracting Authority at the address stated in this document.
2. Identified Users must document their procurement action based on contacting policies and procedures set in place by Treasury Board.
3. Authorized Call-ups against this Standing Offer, other than those made using credit card as payment, must be made using the duly completed form PWGSC-TPSGC 942, facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.

Where Call-ups are made using a credit card as payment at the time of the order, the forms identified above are optional and it is not mandatory that they be completed. Such orders will remain under the terms and conditions of the Standing Offer Agreement.

4. No costs incurred before the receipt of a signed Call-up or equivalent document can be charged to this Standing Offer.
5. Upon receipt of a Call-up, the Offeror must provide Canada with any further price reductions in effect as a result of a special offering due to year end of surplus manufacturing runs, special job lots, sales, clearances or promotions.
6. If by error or omission the Identified User fails to apply the correct price as listed in the Catalogues, price lists, special job lots, sales, or clearances/promotions, it will be the responsibility of the Offeror to notify the Identified User of the error prior to delivery.
7. Any modifications to the original call-up must be supported by the issuance of an amended call-up form.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form:

PWGSC-TPSGC 942, Call-up Against a Standing Offer

OR

An equivalent form or electronic call-up document which at a minimum:

- Identifies the Standing Offer number;
- Signifies acceptance of the terms and conditions of the Standing Offer;
- Includes a description and a unit price for each item on the call-up;
- Identifies the total value of the call-up;
- Identifies a point of delivery;
- Acknowledges that funds are available under Section 32 of the *Financial Administration Act*; and
- Acknowledges the Identified User's authority to enter into a contract.

Orders where the method of payment is a credit card may, but are not required to, be accompanied by any of the above documents. Identified users should consult their department's or agencies procedures on the use of credit cards (acquisitions cards).

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00, including Applicable Taxes and excluding Transportation Costs.

For all requirements valued over \$200,000.00 (including Applicable Taxes), the Identified User must send a funded requisition (form 9200) to PWGSC Western Allocations for appropriate action.

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex E, Nunavut Land Claims Agreement, if applicable;
- h) Annex F, Inuit Benefit Plan, if applicable;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 6.11.2 SACC Manual Clauses

M3000C	(2006-08-15)	Price Lists
M3800C	(2006-08-15)	Estimates

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## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 6.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### 6.3 Term of Contract

#### 6.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 6.5 Payment

#### 6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit 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.

#### 6.5.2 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payments

#### 6.5.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

#### 6.5.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor



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### 6.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

### 6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

### 6.8 SACC Manual Clauses

B1501C	(2006-06-16)	Electrical Equipment
B1505C	(2016-01-28)	Shipment of Dangerous Goods/Hazardous Products
B7500C	(2006-06-16)	Excess Goods
C5201C	(2008-05-12)	Prepaid Transportation Costs
D0040C	(2010-08-16)	Shipping Surcharges for Large, Bulky or Heavy Items
D3014C	(2007-11-30)	Transportation of Dangerous Goods/Hazardous Products
D3015C	(2014-09-25)	Dangerous Goods/Hazardous Products – Labelling and Packaging Compliance
D4002C	(2013-04-25)	Shipping Instructions–Free on Board Destination and Delivered Duty Paid
D5328C	(2014-06-26)	Inspection and Acceptance

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## ANNEX "A" - REQUIREMENT

Canada has a requirement for a Regional Master Standing Offer (RMSO) for the supply and delivery of miscellaneous Laboratory Supplies & Consumables and Laboratory Chemicals, as required by the Identified Users.

This RMSO will be used for delivery to the Nunavut areas subject to the Nunavut Agreement (mainly Cambridge Bay – Canadian High Arctic Research Station [CHARS]) where Identified Users from various Government departments and agencies may issue call-ups.

This requirement will be for repetitive, commonly available, commercially available off-the-shelf laboratory supplies, including consumables, laboratory chemicals, and laboratory seating normally described in the Contactor's catalogues and brochures, classified in the groups and categories detailed below.

**Stream I** – Examples of repetitive, commonly available, commercially available off-the-shelf miscellaneous laboratory equipment, supplies, and consumables includes, but is not limited to:

- Animal laboratory equipment and accessories;
- Chromatographic measuring instruments and accessories;
- General laboratory glassware and plastic ware and supplies;
- General laboratory storage containers and cabinets;
- Instrument parts and accessories;
- Laboratory baths;
- Laboratory blending and dispensing and homogenizing equipment and supplies;
- Laboratory boring and grinding and cutting and crushing and pressing equipment;
- Laboratory centrifuges and accessories;
- Laboratory corks and stoppers and accessories;
- Laboratory enclosures and accessories;
- Laboratory heating and drying equipment;
- Laboratory implements;
- Laboratory microscope slides and supplies;
- Laboratory mixing and stirring and shaking equipment and supplies;
- Laboratory pumps and tubing;
- Laboratory washing and cleaning equipment;
- Laboratory water purification equipment and supplies;
- Manual test kits and quality controls and calibrators and standards;
- Medical gloves and accessories;
- Pipettes and liquid handling equipment and supplies;
- Pipette tips;
- Spectroscopic equipment;
- Test tubes;
- Transducers;
- Weight measuring instruments.

**Stream II** – Laboratory chemicals include gas, gel, kit, liquid, powder, crystal and solid formats. All chemicals must meet related Federal and Provincial regulations. Products offered must be accompanied by a Material Safety Data Sheet (MSDS).

Examples of repetitive, commonly available, commercially available off-the-shelf miscellaneous laboratory chemicals includes, but not limited to:

- Anti-oxidants;
- Biochemical;
- Buffers
- Fixatives;
- Metal oxides and carbonates;
- Organic acids;
- Primers and linkers and adaptors;
- Protein expression products;
- Reagents;
- Solvents and acids.

### **Scope**

THE LIST OF GOODS PROVIDED IN ANNEX A, APPENDIX 1 AND APPENDIX 2 IS A SAMPLE LIST TO BE USED FOR EVALUATION PURPOSES ONLY and in no way constitutes a guarantee by Canada. Nor does the list limit the breadth of items included in the scope of any resulting Standing Offer Agreement (SOA). Within the categories identified, the Contractor must make the scope of goods available to the Identified Users as they would any other preferred customer.

### **Delivery to Remote Areas**

The Identified User is responsible for the costs of transportation and coordinating transportation with the Contractor. This includes determining the mode of transport, the time frames and the transportation firm. The Identified User is responsible for choosing the most economical mode of transport that meets the requirement. If no instructions are provided in the call-up, the Contractor must confirm shipping arrangements with the Identified User before proceeding.

### **Contractor's Services**

The Contractor must be able to receive orders by telephone (including a toll-free number), facsimile, and email. The Contractor must be open for business Monday to Friday, from 8:00 AM to 5:00 PM, CST/CDT (except for Statutory Holidays).

## ANNEX "B" - BASIS OF PAYMENT

The Contractor will be paid its costs reasonably and properly incurred in the performance of the WORK in accordance with the following.

### A) **STANDING OFFER PERIOD – Year 1: From date of issuance for 1 year period.**

#### A.1 **Stream I – Laboratory Supplies and Consumables**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

#### A.2 **Stream II – Laboratory Chemicals**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

### B) **STANDING OFFER PERIOD – Year 2: 2018 – 2019**

#### B.1 **Stream I – Laboratory Supplies and Consumables**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

#### B.2 **Stream II – Laboratory Chemicals**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

**C) 1<sup>ST</sup> OPTION PERIOD: 2019 – 2020**

**C.1 Stream I – Laboratory Supplies and Consumables**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

**C.2 Stream II – Laboratory Chemicals**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

**D) 2<sup>nd</sup> OPTION PERIOD: 2020 – 2021**

**D.1 Stream I – Laboratory Supplies and Consumables**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

**D.2 Stream II – Laboratory Chemicals**

[ ] Goods are to be priced in accordance with Contractor's current published price on date of order less a discount of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

OR

[ ] Goods at laid-down cost\* plus a mark-up of \_\_\_\_\_%, Customs duties are included and Applicable Taxes are extra. Applicable Taxes to be shown as a separate item on the invoice.

The percentage discount or percentage mark-up quoted will be applicable to any item available from the Offeror's catalogue and/or products at the same % discount or % mark-up quoted. The % discount or % mark-up will be applied to the published price list or laid down cost respectively at the time of call-up issuance.

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**\*Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes the supplier's voice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes Applicable Taxes.

**\*\*Mark-up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**The discount or the mark-up offered will remain firm for the initial standing offer period and the two optional periods.**

**Published Price List:**

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue, price list, and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

**Specials:**

In addition to the above pricing, special offering due to year end, or surplus manufacturing runs, special job lots, sales, clearance or promotions are to be made available as they occur if of lessor cost than the above pricing agreement.

**Minimum Order:**

A minimum order is required for certain products and/or total order: **Yes [ ] No [ ]**  
If yes, provide details of minimums required (attach separate sheets, if required).

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**Call-up Audits – Random**

Any call-ups to a resulting standing offer may be subject to audit by the Standing Offer Authority. The Standing Offer Authority may request evidence that the appropriate discount and/or mark-up is being applied and that the Laid Down Cost is as defined above. Failure to comply with requests for information may for that reason alone result in the termination of a standing offer agreement.

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## ANNEX "C" - STANDING OFFER USAGE REPORT

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Marlene Hall	(204) 983-7796	marlene.hall@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Acquisitions and Compensation Branch  
Room 100 - 167 Lombard Avenue  
Winnipeg, Manitoba  
R3B 0T6

### REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Location	Call-up #	Total Dollar Value (GST/HST included)

( ) **NIL REPORT:** We have not done any business with the federal government for this period.

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

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**ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS - ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by 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);



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**ANNEX "E " AGREEMENT BETWEEN THE INUIT OF THE NUNAVUT SETTLEMENT AREA AND  
HER MAJESTY THE QUEEN IN RIGHT OF CANADA**

**In this requirement, it is not mandatory for Offerors to include the Inuit Benefit Plan (IBP) as part of their proposal.**

This procurement is subject to the **Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.**

Offerors are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under this project.

The NLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of Nunavut Land Claim Agreements. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

**INUIT FIRM**

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

## **ANNEX "F" INUIT BENEFITS PLAN (IBP)**

### **Evaluation and Assessment of IBP Guarantee**

For an offer to be assigned points for guarantees made in respect of any IBP bid criteria, the offeror must provide proof with their offer to demonstrate how they will meet the objective of each criterion. Offerors may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Offerors should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Offerors must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Offerors' responsibility to provide sufficient information in its offer to enable the Evaluation Committee to complete its evaluation. Offerors must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

If supporting documentation is not provided at bid closing, the Standing Offer Authority will notify the Offeror that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Standing Offer Authority within that time period will deem the offer non-responsive and the offer will be given no further consideration.

**It is not mandatory for Offerors to include the Inuit Benefit Plan as part of their proposal.**

Canada reserves the right to verify any information provided in the IBP guarantee and that untrue statements may result in the tender being declared non-responsive.

### **Contractor Selection**

The Contractor selection will be based on the highest responsive combined rating of IBP and price. The ratio will be 5% for the IBP and 95% for the price.

$$\begin{aligned}\text{IBP Score} &= \frac{\text{Offeror's Points}}{\text{Maximum Points}} \times 5\% \\ \text{Price Score} &= \frac{\text{Lowest Offer}}{\text{Offeror's Price}} \times 95\%\end{aligned}$$

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**IBP Bid Criteria:**

<p style="text-align: center;"><b>BID CRITERIA</b></p> <p>The requirements of the Nunavut Land Claims Agreement apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.</p> <p style="text-align: center;"><b>No Pass Mark</b></p>	<p style="text-align: center;"><b>TOTAL AVAIL. POINTS</b></p>								
<p><b>1. HEAD OFFICE:</b> The existence of head offices, staffed administrative offices or other staffed facilities in the NLCA Settlement Area. (max 5 pts)</p> <p><u>or</u></p> <p><b>2. REGISTERED INUIT BUSINESS:</b> An Inuit Business which complies with the legal requirements to carry on business in the Nunavut Settlement Area, certificate of registration provided. (max 10 pts)</p>	<p style="text-align: center;">10 Points</p>								
<p><b>2. LABOUR:</b> The employment of onsite Inuit in carrying out the work of the contracts.</p> <p>Offeror will be evaluated on their firm guarantee to use onsite Inuit from the NLCA in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by list of specific positions that may or will be staffed by onsite Inuit personnel.</p> <p>Percentages should be supported by list of specific positions that may or will be staffed by onsite Inuit personnel. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and review of Departmental Representative statistics records on Inuit labour on site.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">0 - 25% - of total labour hours</td><td style="width: 50%;">0 – 10 points</td></tr> <tr> <td>26 - 50% - of total labour hours</td><td>11 – 20 points</td></tr> <tr> <td>51 - 75% - of total labour hours</td><td>21 – 30 points</td></tr> <tr> <td>76 - 100% - of total labour hours</td><td>31 – 40 points</td></tr> </table> <p><u>Guarantee of onsite Inuit Employee Content:</u> Offerors complete this section if a guarantee is being provided.</p> <p><u>Total No. Of onsite Inuit Labour Hours For This Standing Offer: (A)</u>                      A/B = ____%</p> <p><u>Total No. Of onsite Labour Hours For This Standing Offer: (B)</u></p> <p>*** Penalty Conditions will apply to this criterion.</p>	0 - 25% - of total labour hours	0 – 10 points	26 - 50% - of total labour hours	11 – 20 points	51 - 75% - of total labour hours	21 – 30 points	76 - 100% - of total labour hours	31 – 40 points	<p style="text-align: center;">40 Points</p>
0 - 25% - of total labour hours	0 – 10 points								
26 - 50% - of total labour hours	11 – 20 points								
51 - 75% - of total labour hours	21 – 30 points								
76 - 100% - of total labour hours	31 – 40 points								



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#### **BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Offerors are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Inuit from the NLCA.

**TABLE 2 – Guarantee of onsite Inuit Labour Content**

Total No. Of onsite Inuit Person Hours for This Standing Offer = \_\_\_\_\_ %  
Total No. Of onsite Person Hours for This Standing Offer

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non – Inuit Employee Hours</b>
Offerors to include the # of hours to be worked.		

**TABLE 3 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Est. Cost For Supplies/Materials, Equip And Services Procured From Inuit Companies for This Standing Offer  
Total Offer Price  
= \_\_\_\_\_ %

<b>Company Name</b>	<b>Inuit Company</b>	<b>Non- Inuit Company</b>
Offeror to include the value of work to be Sub-Contracted.		

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**Bidder Certification**

The Bidder must submit the following certification if an IBP guarantee is being provided, either at time of bid submission, or prior to contract award.

**INUIT BENEFITS PLAN CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The offeror certifies it's IBP guarantee for contracting submitted with its bid is accurate and complete.**

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#### **OFFEROR ACHIEVEMENT REPORTING AND CERTIFICATION**

1. For successful Offeror only - If an IBP guarantee is provided as part of the offer, the successful Offeror must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their offer. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the offeror on an annual basis.
2. Information provided may be subject to verification.
3. The IBP Certification and IBP Achievement Reports must be submitted annually, 30 days prior to the next Standing Offer period, with details how the Offerors met its' IBP guarantee.
4. Failure to comply with the request to submit the certification and report within 15 day time period may result in a full 1% penalty to be applied as an additional 1% discount off current published price list, or 1% reduction to the mark-up percentage, for one year Standing Offer period, or, the set-aside of the Standing Offer.

#### **Return Reports to:**

Contracting Authority Name: Marlene Hall  
Email: marlene.hall@pwgsc-tpsgc.gc.ca

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Offerors must confirm the existence of head offices, staffed administrative offices or other staffed facilities in the NLCA area. .

**TABLE 2 – Achievement of onsite Inuit Labour Content**

Total No. Of onsite Inuit Person Hours for This Standing Offer = \_\_\_\_\_ %  
Total No. Of onsite Person Hours for This Standing Offer

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non – Inuit Employee Hours</b>
Contractor must include the # of hours worked		

**TABLE 3 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Cost For Supplies/Materials, Equip And Services Procured From Inuit Companies for This Standing Offer  
Final Offer Value  
= \_\_\_\_\_ %

<b>Company Name</b>	<b>Inuit Company</b>	<b>Non- Inuit Company</b>
Offeror to include the value of Sub-Contracted work		

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**CONTRACTOR CERTIFICATION**

**INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The Offeror certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.**



## **INUIT BENEFITS PLAN / PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the offeror meets the IBP guarantees specified and certified in his offer, the offeror will be paid the agreed contract price.
2. If the offeror does not meet the certified percentage of onsite Inuit employee hours worked on the Standing Offer and fails to fulfill their onsite Inuit employment guarantees, an amount up to 0.5% discount may be applied to the current published price list or 0.5% reduction to the mark-up, for a one year Standing Offer period, or the Standing Offer may be set-aside (Table 2A).
3. If the offeror does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount up to 0.5% discount may be applied to the current published price list or 0.5% reduction to the mark-up, for a one year Standing Offer period, or the Standing Offer may be set-aside (Table 2B).
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Offeror, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Standing Offer.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Offeror's control.

TABLE 2A - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY			
ITEM #	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} \times 60\%</math></p>	60	
2	<p><b>OFFERER DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to offeror's ability to demonstrate diligent efforts to achieve Onsite <b>Inuit</b> employment guarantees.</p> <p><b>Points awarded for Offeror's due diligence based on the following scale:</b></p> <p>0-13 points – Offeror demonstrated little to no effort and made no attempt to meet the IBP employment guarantee. 14-27 points – Offeror demonstrated moderate effort while attempting to meet the IBP employment guarantee. 28-40 points – Offeror demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b> (100 - total assessed score) / 100 x .5% (percentage to be determined)</p>	<p>_____ % discount / mark-up</p>	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Standing Offer Authority (PWGSC): _____</p>		

TABLE 2B - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b> Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} \times 60\%$	60	
2	<b>OFFEROR DUE DILIGENCE:</b>  Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.  <b>Points awarded for contractor due diligence based on the following scale:</b> 0-13 points – Offeror demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.  14-27 points – Offeror demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.  28-40 points – Offeror demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<b>TOTAL CALCULATED PENALTY:</b> (100 - total assessed score) / 100 x .5% (percentage to be determined)	_____% <b>discount / mark-up</b>	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<b>SIGNATURE OF EVALUATION PANEL:</b>  <b>Standing Offer Authority (PWGSC):</b> _____		

## ANNEX "G" - IBP EVALUATION CRITERIA

The **Inuit Benefit Plan** will form part of an offeror's technical bid. Offerors are encouraged to consider the Inuit Benefit Plan when submitting their proposals.

It is not mandatory for Offerors to include the Inuit Benefit Plan as part of their proposal.

There is no pass mark for the Inuit Benefit Plan.

It is the sole responsibility of the Offeror to provide sufficient information within its Proposal to enable the Evaluation Committee to complete its evaluation. The Offeror must include any material it wishes to be considered for evaluation within its Proposal. No prior knowledge of or experience with the Offeror on the part of the Evaluation Committee will be taken into consideration by the Evaluation Committee.

R1	IBP BID CRITERIA (no pass mark)	100 points								
	<p>1. <b>HEAD OFFICE:</b> The existence of head offices, staffed administrative offices or other staffed facilities in the NLCA Settlement Area. (max 5 pts)</p> <p><u>Or</u></p> <p>2. <b>REGISTERED INUIT BUSINESS:</b> An Inuit Business which complies with the legal requirements to carry on business in the Nunavut Settlement Area, certificate of registration provided. (max 10 pts)</p>	_____/10								
	<p>2. <b>LABOUR:</b> The employment of onsite Inuit in carrying out the work of the contracts.</p> <p>Offeror will be evaluated on their firm guarantee to use onsite Inuit from the NLCA in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by list of specific positions that may or will be staffed by onsite Inuit personnel.</p> <p>Percentages should be supported by list of specific positions that may or will be staffed by onsite Inuit personnel. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and review of Departmental Representative statistics records on Inuit labour on site.</p> <table><tr><td>0 - 25% - of total labour hours</td><td>0 – 10 points</td></tr><tr><td>26 - 50% - of total labour hours</td><td>11 – 20 points</td></tr><tr><td>51 - 75% - of total labour hours</td><td>21 – 30 points</td></tr><tr><td>76 - 100% - of total labour hours</td><td>31 – 40 points</td></tr></table> <p><u>Guarantee of onsite Inuit Employee Content:</u> Offerors complete this section if a guarantee is being provided.</p> <p><u>Total No. Of onsite Inuit Labour Hours For This Standing Offer: (A)</u>                      A/B = ____%</p> <p><u>Total No. Of onsite Labour Hours For This Standing Offer: (B)</u></p> <p>*** Penalty Conditions will apply to this criterion.</p>	0 - 25% - of total labour hours	0 – 10 points	26 - 50% - of total labour hours	11 – 20 points	51 - 75% - of total labour hours	21 – 30 points	76 - 100% - of total labour hours	31 – 40 points	_____/40
0 - 25% - of total labour hours	0 – 10 points									
26 - 50% - of total labour hours	11 – 20 points									
51 - 75% - of total labour hours	21 – 30 points									
76 - 100% - of total labour hours	31 – 40 points									

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<p><b>3. SUB-CONTRACTORS / SUPPLIERS:</b> The use of sub-contractors or suppliers that are Inuit, or Inuit firms, in carrying out the contract.</p> <p>Offeror will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from the Inuit from the NLCA associated with the Contract.</p> <p>If Offeror is an Inuit firm, the entire value of the contract, LESS any non-Inuit sub-contracting for both goods and services, would apply to the total of line (A) below.</p> <table><tr><td>0 - 25% - of total cost</td><td>0 - 12 points</td></tr><tr><td>26 - 50% - of total cost</td><td>13 - 25 points</td></tr><tr><td>51 - 75% - of total cost</td><td>26 - 37 points</td></tr><tr><td>76 - 100% - of total cost</td><td>38 - 50 points</td></tr></table> <p><u>Guarantee of Inuit Sub-Contracting / Supplier Costs:</u> Bidders complete this section if a guarantee is being provided.</p> <p><u>Total Est. Cost for Supplies/Materials/Equip/Services procured from Inuit companies For This Standing Offer A)</u></p> <p>Total Offer Price (B) <span style="float: right;">A/B = _____ %</span></p> <p>*** Penalty Conditions will apply to this criterion.</p>	0 - 25% - of total cost	0 - 12 points	26 - 50% - of total cost	13 - 25 points	51 - 75% - of total cost	26 - 37 points	76 - 100% - of total cost	38 - 50 points	<p>____/50</p>
0 - 25% - of total cost	0 - 12 points								
26 - 50% - of total cost	13 - 25 points								
51 - 75% - of total cost	26 - 37 points								
76 - 100% - of total cost	38 - 50 points								
<p><b>TOTAL POINTS</b></p>	<p>____/100</p>								

## ANNEX "H" FINANCIAL EVALUATION

The Financial offers will be evaluated in accordance with the calculation methodology below.

### **Part 1 Stream I – Laboratory Supplies and Consumables (Appendix 1)**

Step 1: Sum of extended TOTALS		\$	_____
Step 2: Extended Total	+ (Standing Offer year 1 % mark-up) or – (Standing Offer year 1 % discount)	\$	_____
Step 3: Extended Total	+ (Standing Offer year 2 % mark-up) or – (Standing Offer year 2 % discount)	\$	_____
Step 4: Extended Total	+ (1 <sup>st</sup> option period % mark-up) or – (1 <sup>st</sup> option period % discount)	\$	_____
Step 5: Extended Total	+ (2 <sup>nd</sup> option period % mark-up) or – (2 <sup>nd</sup> option period % discount)	\$	_____
Step 6: Sum of Step 2, Step 3, Step 4 and Step 5.		\$	_____
Step 7: <u>Offeror's IBP Points</u> 100 (max points, )	x 5%	_____	(Technical Score)
Step 8: <u>Lowest Bid</u> Offeror's Price (Step 6)	x 95%	_____	(Pricing Score)
Step 9: Combined Rating (Sum of Step 7 and Step 8)		_____	

The responsive offer with the highest combined rating of technical merit and price for Stream I will be recommended for issuance of a standing offer.

### **Part 2 Stream II – Laboratory Chemicals (Appendix 2)**

Step 1: Sum of extended TOTALS		\$	_____
Step 2: Extended Total	+ (Standing Offer year 1 % mark-up) or – (Standing Offer year 1 % discount)	\$	_____
Step 3: Extended Total	+ (Standing Offer year 2 % mark-up) or – (Standing Offer year 2 % discount)	\$	_____
Step 4: Extended Total	+ (1 <sup>st</sup> option period % mark-up) or – (1 <sup>st</sup> option period % discount)	\$	_____
Step 5: Extended Total	+ (2 <sup>nd</sup> option period % mark-up) or – (2 <sup>nd</sup> option period % discount)	\$	_____
Step 6: Sum of Step 2, Step 3, Step 4 and Step 5.		\$	_____

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Step 7: Offeror's IBP Points x 5% \_\_\_\_\_ (Technical Score)  
100 (max points, )

Step 8: Lowest Bid x 95% \_\_\_\_\_ (Pricing Score)  
Offeror's Price (Step 6)

Step 9: Combined Rating (Sum of Step 7 and Step 8) \_\_\_\_\_

The responsive offer with the highest combined rating of technical merit and price for Stream II will be recommended for issuance of a standing offer.

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory requirements.

#### FINANCIAL EVALUATION

- 1 The items and quantities specified in **Appendix 1, Stream I - Laboratory Supplies and Consumables**, herein, are provided for evaluation purposes. **Appendix 1** is a sample representation of some of the items that may be called-up against this standing offer and are not to be construed as a commitment on the part of Canada.
- 2 While it is expected that Offerors will fully complete **Appendix 1**, Offerors must be able to supply a minimum of **65% or 39 of 60 items listed herein**. Offerors not meeting this mandatory requirement will be considered non-responsive and will not be considered further.
- 3 The **unit prices** that are indicated in **Appendix 1**, herein, must be prices from current price lists with no discount applied or the laid-down cost **with no mark-up applied**. Offerors must quote prices in accordance with the current published price list **in effect on the date of tender closing**. Failure to quote in accordance with these instructions will disqualify an offer from consideration.
- 4 Offers must provide offers as per unit of issue requested. **Failure to do so will render the offer non-responsive without further consideration.**
- 5 Should there be an error in the extended pricing of the offeror's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.
- 6 GST is not included and is to be shown as a separate item on any resulting invoice.
- 7 The evaluation total will be calculated by summing the extended price values in Appendix 1, then apply the discount or mark-up quoted. Only items that have been priced by ALL responsive offers will be included in the calculation of the evaluation total.
- 8 The responsive offer with the highest combined rating of technical merit and price for Stream I will be recommended for issuance of a standing offer.
- 9 Offerors are to provide **supporting technical documentation for each specification and cross-reference** where the supporting documentation is found within the proposal to demonstrate compliance. Supporting technical documentation such as specification sheets, technical brochures, and photographs or illustrations should provide adequate detail to substantiate that the goods offered meet the performance requirements. If the complete specification and/or literature is not submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the bid non-responsive.
- 10 Where published supporting documentation is not available in the form of brochures, technical data sheets, etc., mark in the table "certification by signature".
- 11 When evaluating the offers, **Canada may request price support**. Examples of price support include a copy of the current published price list where a discount percent is offered, and copies of recently paid manufacturer/distributor invoices including any volume rebates or discount where laid down cost plus mark-up percentage is offered.

Item	Description	Qty	Unit of Issue	Unit Price (published price / laid down cost)	Extended Price	Cross-reference where supporting document is located in proposal
1	<b>Incu-Shaker</b> <b>Brand: Benchmark or equivalent</b> Capacity: 10L Min speed (rpm): 30 Max speed (rpm): 300 Overall dimensions ± 5": 20"W x 19"H x 26"D Temp accuracy: ±0.1°C Power(VAC): 210 - 230 Power (Hz): 50/61 Display: Digital <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$_____	\$_____	



2	<b>Stereo Microscope</b> <b>Brand: Swift Optical or equivalent</b> Magnification: minimum 10x to 30x zoom Head configuration: Binocular Working distance: 77 mm (±10mm) Power (VAC): 115, 230 or 240 <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	6	each	\$ _____	\$ _____	
3	<b>Microscope slides or equivalent</b> Frosted. 75 x 25 mm <b>Qty/pk: 144/box</b>	30	box	\$ _____	\$ _____	
4	<b>Nitrile Gloves</b> <b>Brand: Ansell TNTor equivalent</b> Material: nitrile Size: Medium Length: 9.5 in (24 cm) Thickness 5 mil <b>Qty/pk: 100/box</b>	50	box	\$ _____	\$ _____	
5	<b>Nitrile Examination Glove or equivalent</b> Size: Small Ambidextrous Material: Nitrile 100% latex-free Thickness 5 mil <b>Qty/pk: 100/box</b>	50	box	\$ _____	\$ _____	
6	<b>Transpette 8-Channel Transfer Pipettors</b> <b>Brand: Scienceware or equivalent</b> Max volume (µL): 600 per channel No. of channels: 8 Disposable <b>Qty/pk: 25</b>	30	pkg	\$ _____	\$ _____	
7	<b>Disposable Glass Pasteur Pipets, 5 3/4 " or equivalent</b> Flint glass construction. Clinical and industrial use. Pipet body outer diameter: 7mm. Delivers 22 to 28 drops per ml. <b>Qty/pk: 200</b>	30	pkg	\$ _____	\$ _____	
8	<b>Presterilized Pipet tips or equivalent</b> Max volume (mL): 0.2 Max volume ( µL): 200 Volume range: 0-200 µL Autoclavable <b>Qty/pk: 1000</b>	100	pkg	\$ _____	\$ _____	

9	<b>Microcentrifuge Tubes</b> <b>Brand: Eppendorf or equivalent</b> 1.5 mL capacity Round-bottom Autoclavable Max RCF: 25,000 xg (±10,000 xg) Polypropylene <b>Qty/pk: 500</b>	10	pkg	\$ _____	\$ _____	
10	<b>Glassware Assortment Kit</b> <b>Brand: Erlenmeyer or equivalent</b> Non-disposable. Pyrex glass. Narrow mouth. Writing surface. Heavy-duty rim <b>Qty/pk: Set must contain one of each size: 50ml, 125ml, 250ml, 500ml, 1000ml.</b>	100	set	\$ _____	\$ _____	
11	<b>Glassware Assortment kit beakers</b> <b>Brand: Kimble "KIMAX" Griffin or equivalent</b> Non-disposable. Pyrex glass. ASTM E960 certified. Graduated. Dual scale with metric. Griffin style <b>Qty/pk: Set must contain one of each size: 50ml, 100ml, 200ml, 400ml, 600ml.</b>	50	set	\$ _____	\$ _____	
12	<b>Surgery Instrument Sets</b> <b>Brand: Haes Brothers Post-Mortem kit or equivalent</b> Stainless steel. Set must include: chopper, forceps, autopsy knife, skinning knife, boning knife, bone saw, spine wrench, brain knife, cartilage knife, bone chisel, post-mortem hammer, scalpels, bone scissors, bowel scissors, nursing scissors, straight scissors, tape measure. <b>Qty/pk: Must come in a box/container.</b>	10	box	\$ _____	\$ _____	
13	<b>Stainless Steel Tray for instrument sterilization</b> <b>Brand: Sklar Surgical Instruments or equivalent</b> Stainless steel. Reusable.	10	each	\$ _____	\$ _____	
14	<b>Petri Dishes, 35mm</b> <b>Brand: Corning or equivalent</b> Sterile 35mm x 10mm. Polystyrene. Flat-bottom surface for distortion-free optics. <b>Qty/pk: 20 sleeve, 500 sleeves/case</b>	25	case	\$ _____	\$ _____	

15	<b>Digital Utility Water Bath</b> <b>Brand: StableTemp or equivalent</b> Capacity: 5 liters Max temperature: 100°C Dimensions (± 5"): 12"W x 12"H x 14.5"L Temperature control: PID Temperature display: LED Power (VAC): 115, 230 or 240 Power (Hz): 50-60 <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
16	<b>Water bath, 12L, digital</b> <b>Brand: Grant Instruments or equivalent</b> Temperature range: minimum 2°C, maximum 120°C. Temperature stability of ±0.5°C. Power: 120 or 230V. Drain tap or screw Clear lid. Base tray included. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
17	<b>Dry bath, two block capacity</b> <b>Brand: GeneMate or equivalent</b> 8.7 x 10.3 x 3.2 inches (± 5") Temperature range of 5 to 150°C. Temperature increments of 0.1°C. Aluminum blocks. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
18	<b>Benchtop Shaking Incubator with platform</b> <b>Brand: Corning or equivalent</b> Temperature Range: Ambient +5°C to 70°C. Shaker Speed: 20 to 300 rpm. Shaker Timer: 1 minute to 99 hours or continuous Temperature Increments: 0.1°C Platform Dimensions: 30 x 30 cm (± 10 cm) Dimensions: 37W x 53D x 40H cm (± 10cm) Power: 230v, 50/60Hz. Speed: 20-300 rpm. (± 50 rpm) <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
19	<b>Masterflex L/S Digital Drive Pump or equivalent</b> Min / max flow rate (mL/min): 0.006 - 3400 (± 1000) Control type: Digital Variable Speed. Power: 115 VAC or 230 VAC Digital dimensions: 10" x 8.5" x 8.5" (± 5") Minimum No. of Pump heads accepted: 1 <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	

20	<b>Analytical Balance</b> <b>Mettler Toledo or equivalent</b> Dimensions: 9.204"W x 12.558"H x 12.558"D (± 5") Display Readability: 0.0001 g. Linearity: 0.0001 g RS-232 interface <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	
21	<b>Analytical Balance, dual range or equivalent</b> Dual capacity: 81g/220g±5/10g Readability: 0.01mg / 0.1mg Dimensions: 482mm x 263mm x 263mm (±100 mm). Built-in RS232 interface and port. Touch screen. Electrical requirement: 120V, 230V or 240V/50-60Hz. <b>CSA approved or equivalent (i.e. cUL compliant)</b>	10	each	\$ _____	\$ _____	
22	<b>Industrial Grade Balance, washable</b> <b>Brand: Ohaus or equivalent</b> Capacity: 30kg (± 10 kg) Readability 2g (± 1 g) Stainless steel Temperature range: -10 to 40°C (± 10°C) 120, 230 or 240 VAC universal power supply. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
23	<b>Vibration dampening mount or equivalent</b> Dimensions: 475mm (±25mm) W x 500 mm (±50mm) D. Thickness 65mm (±15mm) <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	
24	<b>Centrifuge or equivalent</b> Hinged lid with safety lock. Maximum RCF: 21,000 g (± 2000 g) with typical 1.5 ml/2.0 ml rotor. Maximum speed: 14,500 rpm (± 500 rpm) with typical 1.5 ml/2.0 ml rotor. Minimum rotor capacity: 10 x 1.5 ml and/or 2.0 ml tubes LED display: speed, time. Electrical requirement: 120, 230 or 240V/50-60Hz. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	

25	<b>Safety bottle, 250ml, GL45cap</b> <b>Brand: Corning or equivalent</b> Storage style bottle, wide mouth neck. One-piece autoclavable plug-seal GL45 threaded cap. Drip-free pouring ring. Graduated lines and marking spots. Pyrex glass.	50	each	\$ _____	\$ _____	
26	<b>Weighting boats, 7ml or equivalent</b> Dimensions: 46 x 46 x 8 mm. Made of polystyrene. Temperature resistant to 70°C. Rounded corners. Biologically inert. Resistant to dilute and weak acids, aqueous solutions, alcohols, and bleaches	20	each	\$ _____	\$ _____	
27	<b>Histology Cassettes or equivalent</b> Resistant to histological solvents. Includes a lid that snaps off and locks into the cassette base for specimen safety. <b>Qty/pk: 500</b>	20	pkg	\$ _____	\$ _____	
28	<b>Histology Slides or equivalent</b> 25mm x 75mm Corrosion-resistant. <b>Qty/pk: 72</b>	50	pkg	\$ _____	\$ _____	
29	<b>Shaker, vortex type</b> <b>Brand: IKA or equivalent</b> 4mm orbital diameter (± 2mm) 250-2500 rpm speed (± 750) <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
30	<b>Magnetic Heating Stir Plate</b> <b>Brand: Argos Technologies or equivalent</b> Stir range: 100 - 1200 rpm (± 500 rpm) Platform dimensions: 10" x 10" mm (± 5 in) Minimum mix solutions 500 mL. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
31	<b>Electrophoresis kit, horizontal or equivalent</b> Durable rubber casting gates. UV transparent tray. Accepts 10 x 10 cm trays. Two-piece comb design. <b>Qty/pk: kit</b>	25	kit	\$ _____	\$ _____	

32	<b>PH Meter, with refillable electrode, arm stand &amp; buffer</b> <b>Brand: Oakton or equivalent</b> Memory capacity of up to 100 datasets. Automatic buffer recognition for USA and NIST pH buffers. Selectable °F or °C measurements. pH range from -2 to 16, accuracy of ±0.01. Temperature range from 0 to 100°C (±10°C)	25	each	\$_____	\$_____	
33	<b>Centrifuge, Refrigerated</b> <b>Brand: Cole-Parmer or equivalent</b> Max rpm: 15,000 Max RCF: 22,000 xg Max capacity: 1L Temperature range: 15.8 to 104°F (-9 to 40°C) Timer: 0 to 99 minutes, 1 second increments. Biocontainment lid. Power: 110V, 60 Hz. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$_____	\$_____	
34	<b>Mercury Analyzer</b> <b>Brand: Buck Scientific or equivalent</b> Cold Vapor/Hydride method for mercury detection in water. Sensitivity: Detection Limit: 10 ppt Output: RS-232 Min sample size: 100 mL <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$_____	\$_____	
35	<b>Laboratory Freezer, Upright or equivalent</b> 20 - 25 cu ft Digital control, 0 to -40°C (± 15°C) Alarm system Free refrigerants. <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$_____	\$_____	
36	<b>StableTemp refrigerator or equivalent</b> 20 - 25 cu ft LED Digital temperature display Temperature Range: 1°C (34°F) to 12°C (53°F) (± 5°C) Shelves/ roll out baskets: min 3, max 7 <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$_____	\$_____	
37	<b>Benchtop Freeze Dry System</b> <b>Brand: FreeZone or equivalent</b> 6 Liter Power: 220.240V, 50Hz <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$_____	\$_____	

38	<b>Self-contained Ice Cube Maker or equivalent</b> Ice/24 hrs: minimum 250 lbs <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
39	<b>Conical-Gottom Tubes</b> <b>Brand: Corning or equivalent</b> Sterile Plug seal cap 50 mL capacity Conical end type Graduations <b>Qty/pk: 20 racks of 25, 500/case</b>	20	case	\$ _____	\$ _____	
40	<b>Repeating Pipettor</b> <b>Brand: Scienceware or equivalent</b> Volume: 1µL to 5000µL Tip ejector Adaptor for 25mL and 50mL tips Electronic or Manual	50	each	\$ _____	\$ _____	
41	<b>Ethanol Wash Bottles, 500mL or equivalent</b> Made of Polyethylene Wide mouth 500 mL capacity Include Department of Transportation (DOT) and National Fire Protection Association (NFPA) codes OSHA 29 CFR 1910.1200 Certification	25	each	\$ _____	\$ _____	
42	<b>Shaker, Rocking platform</b> <b>Brand: Vari-Mix or equivalent</b> 5 to 30 rpm variable speed 120V electrical requirement <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	
43	<b>Shaker, Orbital</b> <b>Brand: MxQ 2000 or equivalent</b> 1.9 cm orbit (± .4 cm) 15.9kg capacity (± 2 kg) 15 to 500 rpm (± 25rpm) <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	
44	<b>Shaker, Rotating or equivalent</b> 5 to 30 rpm speed range 1.5mL to 50mL tube size Can shake up to 22 tubes at once <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	5	each	\$ _____	\$ _____	
45	<b>Bunsen Burner</b> <b>Brand: Accuflame or equivalent</b> 2000 to 3200 BTU/Hour output	5	each	\$ _____	\$ _____	

46	<b>Butane Fuel Canisters</b> <b>Brand: North American Gear LLC or equivalent</b> 220g each	20	each	\$ _____	\$ _____	
47	<b>Stackable Dry Incubator</b> <b>Brand: Heratherm or equivalent</b> Temperature range 17 to 40°C (± 5 °C) Chamber volume of 18L Internal lighting 2kg maximum shelving load <b>CSA approved or equivalent (i.e. cUL Compliance)</b>	10	each	\$ _____	\$ _____	
48	<b>Domestic grade Refrigerator</b> <b>U Line ADA Series or equivalent</b> 4 - 5.3 cubic ft capacity min 2 wire shelves Energy Star rated	5	each	\$ _____	\$ _____	
49	<b>Stainless Steel Table</b> <b>Brand: BK Resources or equivalent</b> Stainless steel Minimum 5 inch backsplash Lower shelf Dimensions: 24"W x 24"D x 35"H (±5")	5	each	\$ _____	\$ _____	
50	<b>Portable Cylinder Lifter</b> <b>Brand: Vestil or equivalent</b> Maximum capacity of 300 lbs Maximum cylinder diameter of 11.5" Hand rubber tires Adjustable strap to secure cylinder Hand winch operation	2	each	\$ _____	\$ _____	
51	<b>Pipettor sets</b> <b>Brand: transferpette S or equivalent</b> Four-digit volume display Corrosion-resistant tip ejector Fully autoclavable <b>Qty: Starter set includes: 3 pipettors, 3 shelf/rack mounts, and 3 boxes of appropriately sized tips</b>	100	set	\$ _____	\$ _____	
52	<b>Pipet Tips 200 µL</b> <b>Brand: Biotix Inc Neptune</b> Made of polypropylene Free of Rnase, Dnase, pyrogens and PCR inhibitors <b>Qty: 1000 tips/box</b>	100	box	\$ _____	\$ _____	



53	<b>1.8mL Screw Cap Cryovials</b> <b>Brand: Nalge Nunc International</b> Internally threaded Made of polypropylene Safe storage at temperatures up to -196°C Silicone gasket within cap for best possible seal 12.5mm diameter Self-standing vials <b>Qty: 450/box</b>	100	box	\$ _____	\$ _____	
54	<b>5mL Round bottom Snap Cap Tubes or equivalent</b> Graduated Attached snap-cap Made of polypropylene Autoclavable Free of RNase, DNase, ATP and endotoxins <b>Qty/pk: 250/box</b>	50	box	\$ _____	\$ _____	
55	<b>Disposable Syringe with Luer Lock 3mL</b> <b>Brand: BD Safety-Lok or equivalent</b> 3mL <b>Qty/pk: 100/box</b>	100	box	\$ _____	\$ _____	
56	<b>Embedding Molds, double indexed</b> <b>Brand: Sigma or equivalent</b> Cavities for the preparation of microscopy samples Different moulds: one that contains additives for chemical and thermal resistance, and one that is clear for optical clarity Made of silicone <b>Qty/pk: 24/box</b>	50	box	\$ _____	\$ _____	
57	<b>NIOSH N95 Safety Mask</b> <b>Brand: 3M Canada or equivalent</b> Provide protection against solid and liquid aerosols Minimum filtration efficiency of 95% <b>Qty/pk: 20/case</b>	100	case	\$ _____	\$ _____	
58	<b>Plasticware sets, polypropylene, beakers or equivalent</b> 1000mL Made of polypropylene Easy-reading graduations <b>Qty/pk: 3/pkg</b>	100	pkg	\$ _____	\$ _____	

59	<b>Autoclavable bags 0 small - 3L</b> <b>Brand: Gosselin North America or equivalent</b> 40 µm thick Bags with biohazard symbol made of Polypropylene and have a thermal resistance of 121°C Bags with no logo made of HDPE and have a thermal resistance of 134°C <b>Qty/pk: 500/case</b>	50	case	\$ _____	\$ _____	
60	<b>Centrifuge Tubes</b> <b>Brand: Argos Technologies or equivalent</b> Polypropylene 50mL tubes and caps with lid and sealing ring RNase & DNase free, non-pyrogenic <b>Qty/pk: 500/case</b>	100	case	\$ _____	\$ _____	

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory requirements.

#### FINANCIAL EVALUATION

- 1 The items and quantities specified in **Appendix 2, Stream II - Laboratory Chemicals**, herein, are provided for evaluation purposes. **Stream II** is a sample representation of some of the items that may be called-up against this standing offer and are not to be construed as a commitment on the part of Canada.
- 2 While it is expected that Offerors will fully complete **Appendix 2**, Offerors must be able to supply a **minimum of 65% or 13 of 20 items listed herein**. Offerors not meeting this mandatory requirement will be considered non-responsive and will not be considered further.
- 3 The **unit prices** that are indicated in **Appendix 2**, herein, must be prices from current price lists with no discount applied or the laid-down cost **with no mark-up applied**. Offerors must quote prices in accordance with the current published price list **in effect on the date of tender closing**. Failure to quote in accordance with these instructions will disqualify an offer from consideration.
- 4 Offerors must provide offers as per unit of issue requested. **Failure to do so will render the offer non-responsive without further consideration.**
- 5 Should there be an error in the extended pricing of the offeror's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.
- 6 GST is not included and is to be shown as a separate item on any resulting invoice.
- 7 The evaluation total will be calculated by summing the extended price values in Appendix 2, then apply the discount or mark-up quoted. Only items that have been priced by ALL responsive offers will be included in the calculation of the evaluation total.
- 8 The responsive offer with the highest combined rating of technical merit and price for Stream II will be recommended for issuance of a standing offer.
- 9 Offerors are to provide **supporting technical documentation for each specification and cross-reference** where the supporting documentation is found within the proposal to demonstrate compliance. Supporting technical documentation such as specification sheets, technical brochures, and photographs or illustrations should provide adequate detail to substantiate that the goods offered meet the performance requirements. If the complete specification and/or literature is not submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the bid non-responsive.
- 10 Where published supporting documentation is not available in the form of brochures, technical data sheets, etc., mark in the table "certification by signature".
- 11 When evaluating the offers, **Canada may request price support**. Examples of price support include a copy of the current published price list where a discount percent is offered, and copies of recently paid manufacturer/distributor invoices including any volume rebates or discount where laid down cost plus mark-up percentage is offered.

Item	Description	Qty	Unit of Issue	Unit Price (published price / laid down cost)	Extended Price	Cross-reference where supporting document is located in proposal
1	<b>PBS Buffer 10x Concentrate</b> Suitable for cell culture. 0.2 micrometer (µm) filtered. <b>Qty/pk: 10L</b>	25	each	\$ _____	\$ _____	
2	<b>Ethidium Bromide, 10mg/ml in H2O</b> Molecular Biology Grade. 10/mg/ml concentration in H2O. Suitable for gel electrophoresis. <b>Qty/pk: 10 mL bottle</b>	10	bottle	\$ _____	\$ _____	
3	<b>Murashige &amp; Skoog (MS) (for arabidopsis)</b> Plant cell culture tested. 2-8 Celsius storage temperature. <b>Qty/pk: 100mL</b>	30	each	\$ _____	\$ _____	

4	<b>Mannitol</b> ≥ 98% assay (GC). 167-170 Celsius mp. <b>Qty/pk: 10 mg bottle.</b>	20	bottle	\$ _____	\$ _____	
5	<b>Histology Stains Eosin B</b> Dye content, 95% mp: 310°C <b>Qty/pk: 25g bottle</b>	20	bottle	\$ _____	\$ _____	
6	<b>Mitochondria Staining Kit</b> Kit sufficient for 100 tests <b>Qty/pk: kit</b>	50	kit	\$ _____	\$ _____	
7	<b>Acetic acid, ACS reagent</b> ≥99.7% assay. <b>Qty/pk: 2.5L</b>	50	bottle	\$ _____	\$ _____	
8	<b>TBE Buffer, 10x concentrate</b> BioReagent. Powder blend. <b>Qty/pk: 4L bottle</b>	10	bottle	\$ _____	\$ _____	
9	<b>Agarose</b> Type I. Low EEO (i.e. 0.09-0.13) <b>Qty/pk: 1 kg bottle</b>	10	bottle	\$ _____	\$ _____	
10	<b>Glycerol</b> Bp 290°C <b>Qty/pk: 500ml</b>	10	each	\$ _____	\$ _____	
11	<b>Methanol</b> Anhydrous grade. 99.8% assay Liquid form. <b>Qty/pk: 18L</b>	10	each	\$ _____	\$ _____	
12	<b>Formalin</b> Concentration 10% formalin (approximately 4% formaldehyde). <b>Qty/pk: 4L bottle</b>	10	each	\$ _____	\$ _____	
13	<b>Thiamine</b> BioReagent Purity 99% <b>Qty/pk: 100 g bottle.</b>	10	bottle	\$ _____	\$ _____	
14	<b>Ethidium Bromide</b> Molecular biology grade. <b>Qty/pk: 10mL bottle</b>	25	bottle	\$ _____	\$ _____	
15	<b>LB Broth</b> Molecular biology grade. Powder form. <b>Qty/pk: 1kg bottle</b>	5	bottle	\$ _____	\$ _____	

16	<b>Western blot detection kit</b> Contain Peroxide Reagent and Lumino/Enhancer Reagent. <b>Qty/pk: 500ml (32 to 56 membranes)</b>	5	each	\$_____	\$_____	
17	<b>NaOH (Sodium hydroxide)</b> Reagent grade. ≥97% assay. 318°C mp. <b>Qty/pk: 500 g bottle.</b>	5	bottle	\$_____	\$_____	
18	<b>Phenol: Chloroform</b> For molecular biology. 6.5 - 6.9 (pH of phenolic phase) pH range. <b>Qty/pk: 400mL bottle</b>	5	bottle	\$_____	\$_____	
19	<b>Blotting membrane (protein)</b> 25mm diameter. 0.45 µm pore size. <b>Qty/pk: 100 per package</b>	5	each	\$_____	\$_____	
20	<b>Taq DNA polymerase</b> Liquid form. <b>Qty/pk: 400rxn/kit</b>	10	kit	\$_____	\$_____	