



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Émulsificateur mouture humide	
Solicitation No. - N° de l'invitation 01B30-180217/A	Date 2017-09-21
Client Reference No. - N° de référence du client 01B30-18-0217	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-405-14534	
File No. - N° de dossier MTA-7-40154 (405)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-01	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Séguin, Caroline	Buyer Id - Id de l'acheteur mta405
Telephone No. - N° de téléphone (514) 496-3734 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE L'AGRICULTURE ET DE L'AGROALIMENTAIRE CDRSH - ST-HYACINTHE 3600 BOUL. CASAVANT OUEST ST-HYACINTHE QUÉBEC J2S 8E3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

***** CHANGE OF ADDRESS – BID DELIVERY *****

In person or by mail:
Place Bonaventure, 1st Floor
800 de la Gauchetiere Street West, Suite 1110
Montreal (QC), H5A 1L6

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

This request does not include a security requirement.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation, which is:

Place Bonaventure, 1st Floor
800 de la Gauchetière Street West, Suite 1110
Montreal (QC), H5A 1L6

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

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2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid: two (2) hard copies

Section II: Financial Bid: one (1) hard copy

Section III: Certifications: one (1) hard copy

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders should fill out the Attachment 1 "Mandatory Technical Criteria" below in order to demonstrate their technical compliance.

A technical document should be provided with the bid in order to demonstrate the compliance with the technical criteria indicated in Attachment 1.

A list of parts, including consumable products and accessories should be provided with the bid.

Although bidders must propose products meeting all mandatory specifications and components outlined in Annex A; at the bid closing date, bids will be evaluated on following preselected mandatory criteria mentioned in Attachment 1 to be demonstrated in the bid.

4.1.2 Financial Evaluation

The total price for the items (Items 1+2+3+4 = TOTAL) indicated in Annex B "Basis of Payment" will be evaluated.

4.1.2.1 SACC Manual Clause

[A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed in accordance with the Requirement at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30th 2018 inclusive

6.4.2 Delivery Date

All the deliverables must be received on or before March 31st 2018.

6.4.3 Delivery Points

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

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Caroline Séguin
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Quebec Region
Address: 800 de la Gauchetière Street West, Suite 1110, Montreal (QC), H5A 1L6
Telephone: (514) 496-3734
Facsimile: (514) 496-3822
E-mail address: Caroline.Z.Seguin@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

This section will be completed at contract award.

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's representative for this contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B "Basis of Payment" for a cost of \$_____ (*will be completed at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

6.6.3 Single Payment

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

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

6.6.4 SACC Manual Clauses

SACC Manual Clauses [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

6.7 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulation
[B1501C](#) (2006-06-16), Electrical Equipment
[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) – Agriculture Canada, Saint-Hyacinthe Research and Development Centre located at 3600 boulevard Casavant Ouest, St-Hyacinthe, (QC), J2S 8E3, Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A"

REQUIREMENT

1. Background

Refurbishment of a pilot plant at the Saint-Hyacinthe Research and Development Centre (Saint-Hyacinthe, Quebec).

Agriculture and Agri-Food Canada is replacing obsolete or aging equipment in the pilot plant, which directly supports the food processing industry by providing facilities that foster innovation. This includes the development of new or improved products, the adoption of technology to improve productivity and support for start-up companies. The refurbishment of the plant will modernize and improve science and technology capacity, allowing federal researchers to better support innovation, adoption and sustainability in the sector.

In this context, here is the description of the requirement for the emulsifier.

2. General mandatory criteria

- 2.1 The unit and its components must be water-resistant and accessible for cleaning operations;
- 2.2 The exterior finish must be rustproof or be painted steel;
- 2.3 The unit must be compliant with the electrical standards in place in the province of Québec. A proof will be required at the time of delivery at the latest;

Proof required at the time of delivery at the latest:

The units must have an approval issued by a body accredited by the Standards Council of Canada and recognized by the provincial authority having jurisdiction, the Régie du Bâtiment du Québec;

- 2.4 The supplier must provide a written documentation proving that the unit has been verified at the manufacturer's plant and that all system elements are in good working condition.

3. Specific mandatory criteria

- 3.1 All components in direct contact with food products must be 316 or higher grade stainless steel and the other stainless steel components must be 304 or higher grade;
- 3.2 The system must be compatible with a 60 Hertz (Hz) and 208 Volt (V) single-phase, 208 V three-phase, 347 V single-phase or 600 V three-phase electrical system;
- 3.3 The unit or all its components (before assembly) must not exceed: 7 feet width (7') and 10 feet height (10'). This requirement is included for delivery purposes because the unit and its components will have to go through a door with limited dimensions. The dimensions of the assembled units can be greater;
- 3.4 The unit must be mounted on wheels;

- 3.5 The system must be able to micronize mixes to form suspended micro particles (completely reduce it to less than a micrometer);
- 3.6 The system must have a food grade sanitary seal to eliminate trap areas around the rotor shaft;
- 3.7 The system must have a motor of at least 20 to 25 *horse power* (hp), and an inlet fitting and a discharge fitting of at least 35 mm in diameter each;
- 3.8 The system must have a capacity of at least 5 to 25 gallon per minute (gpm).

4. Delivery and installation

The unit must be delivered at the latest by March 31, 2018.

The unit must be delivered to the Saint-Hyacinthe Research and Development Centre at the following address:

Agriculture and Agri-Food Canada
Saint-Hyacinthe Research and Development Centre
3600 Casavant Boulevard West
Saint-Hyacinthe, Quebec, J2S 8E3

5. Training

Complete training, ideally in French, otherwise in English, must be provided at the Saint-Hyacinthe Research and Development Centre for up to four (4) users. The training must include, but is not limited to the maintenance, use and operation of the equipment. Two (2) hard copies or an electronic version of a user and maintenance manual, ideally in French, otherwise in English, must be provided with the equipment.

The training must be provided at the latest by March 31, 2018.

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ANNEX "B"

BASIS OF PAYMENT

The contract will be awarded in Canadian dollars (\$CAD)

The prices indicated below exclude applicable taxes.

Item no.	Item description	Quantity	Unit Price *
1	Emulsifier as described Annex «A». Make offered : _____ Model offered : _____	1	\$ _____
2	User manuals in French and/or English	1	\$ _____
3	Transport and delivery fees	1	\$ _____
	Assembly and start-up fees	1	\$ _____
4	On-site training	1	\$ _____
Total			\$ _____

* Currency (if other than \$CAD) : _____

ATTACHMENT 1

MANDATORY TECHNICAL CRITERIA

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

Bidders should fill out the Attachment 1 "Mandatory Technical Criteria" below in order to demonstrate their technical compliance.

A technical document should be provided with the bid in order to demonstrate the compliance with the technical criteria indicated in Attachment 1.

Criteria no.	Criteria description	Technical bid reference (Page and/or Section)
2.1	Both units and their components must be water resistant and must be accessible for cleaning operations;	Page: _____ Section: _____
2.2	The exterior finish must be rustproof or be painted steel;	Page: _____ Section: _____
3.1	All components in direct contact with food products must be 316 or higher grade stainless steel and the other stainless steel components must be 304 or higher grade;	Page: _____ Section: _____
3.2	The system must be compatible with a 60 Hertz (Hz) and 208 Volt (V) single-phase, 208 V three-phase, 347 V single-phase or 600 V three-phase electrical system;	Page: _____ Section: _____
3.3	The unit or all its components (before assembly) must not exceed: 7 feet width (7') and 10 feet height (10').	Page: _____ Section: _____
3.4	The unit must be mounted on wheels;	Page: _____ Section: _____
3.5	The system must be able to micronize mixes to form suspended micro particles (completely reduce it to less than a micrometer);	Page: _____ Section: _____
3.6	The system must have a food grade sanitary seal to eliminate trap areas around the rotor shaft;	Page: _____ Section: _____

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3.7	The system must have a motor of at least 20 to 25 <i>horse power</i> (hp), and an inlet fitting and a discharge fitting of at least 35 mm in diameter each;	Page: _____ Section: _____
3.8	The system must have a capacity of at least 5 to 25 gallon per minute (gpm).	Page: _____ Section: _____