



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

**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 Total Organic Carbon Analyser	
Solicitation No. - N° de l'invitation F5957-170154/A	Date 2017-10-23
Client Reference No. - N° de référence du client F5957-17-0154	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-321-10230	
File No. - N° de dossier HAL-7-79113 (321)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-04	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baurin, Bruno	Buyer Id - Id de l'acheteur hal321
Telephone No. - N° de téléphone (902) 402-6891 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS BEDFORD INST.OCEANOGRAPHY 1 CHALLENGER DRIVE RC: 21705 - RCM: BLAIR GREENAN DARTMOUTH NOVA SCOTIA B2Y4A2 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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

Department of Public Works and Government Services on behalf of Fisheries and Oceans has a requirement for the supply TOC (Total Organic Carbon) analyzer to quantify organic carbon in liquid samples from a variety of matrices including salt water. Delivery of the system, installation and on-site training must be completed by March 31, 2018. The requirement is detailed in Annex A.

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) (<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: 90 days

2.1.1 SACC Manual Clauses

C9000T	(2010-08-16)	Price
B1000T	(2014-06-26)	Condition of Material - Bid

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.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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 hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one 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.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

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

- As fully detailed in Annex A

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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 the 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

Department of Public Works and Government Services on behalf of Fisheries and Oceans has a requirement for the supply TOC (Total organic carbon) analyzer to quantify organic carbon in liquid samples from a variety of matrices including salt water. Delivery of the system, installation and on-site training must be completed by March 31, 2018. The requirement is detailed in Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.2 Delivery Date

All deliverables must be received and installed on or before March 31, 2018.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bruno Baurin
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902-402-6891
Facsimile: 902-496-5016
E-mail: Bruno.baurin@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 Project Authority

The Project Authority for the Contract is:

Name:

Solicitation No. - N° de l'invitation
F5957-170154/A
Client Ref. No. - N° de réf. du client
F5957-170154

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79113

Buyer ID - Id de l'acheteur
HAL321
CCC No./N° CCC - FMS No./N° VME

Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

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

6.5.3 Contractor's Representative – Bidders to complete

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

6.6 Payment

6.6.1 Basis of Payment – Firm Lot Price

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

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

6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

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.

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.

6.8 Certifications

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 Nova Scotia.

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) Annex C, Mandatory Technical Evaluation Criteria;
- (f) the Contractor's bid dated _____

6.11 SACC Manual Clauses

A9068C	Government Site Regulations	2010-01-11
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16
G1005C	Insurance	2016-01-28

6.12 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered DDP Delivered Duty Paid; Fisheries and Oceans, Ocean Stressors & Arctic Science Section, Bedford Institute of Oceanography, 1 Challenger Drive, Dartmouth, Nova Scotia, B2Y 4A2 Canada, Incoterms 2000 for shipments from commercial contractor.

ANNEX "A"

REQUIREMENT

1. Objective

To acquire a TOC (Total organic carbon) analyzer to quantify organic carbon in liquid samples from a variety of matrices including salt water. Delivery of the system, installation and on-site training must be completed by March 31, 2018.

2. Background

The Centre for Offshore Oil, Gas and Energy Research at the Department of Fisheries and Oceans focuses on understanding the fate and behavior of oil products when they are spilt into aquatic environments. One aspect of these studies is quantifying the distribution of oil in the water column in the dissolved phase (< 0.7 µm) where it is more accessible to microbes for biodegradation. The TOC analyzer will enable quantification of dissolved organic carbon in water samples collected from natural habitats and experimental units to determine dissolution of oil under varying environmental conditions.

3. Scope of Work

a. Requirements

- i. Instrument must measure carbon via high temperature combustion.
- ii. Instrument must measure TOC by both direct determination and by difference (TIC/TC).
- iii. Instrument must have a matrix separation system for processing seawater samples with salinities up to 35 ppt.
- iv. Instrument must have a limit of detection (LOD) of < 200 ppb.
- v. Instrument must have measuring range from LOD to 100,000 ppm.
- vi. Instrument must be able to inject 0.05 to 3.0 mL of liquid sample.
- vii. Instrument must be equipped with an automatic sampler capable of holding ≥ 50 samples with volumes of ≤ 10 mL.
- viii. Instrument must have automated stirring of all samples prior to analysis.
- ix. Instrument must require < 5 min per sample for analysis.
- x. Instrument must have automated calibration using a single standard solution by varying the injection size.
- xi. Instrument must be easily maintained (e.g. exchange of combustion tube and ash crucible) by user.
- xii. Gas required must be high purity synthetic air or oxygen as a carrier.
- xiii. Stable flow control should be regulated by a capillary without the need for an electronic mass flow controller.
- xiv. Instrument control and data collection must be controlled by software operating on a standard Windows PC.

- xv. A Windows PC for operating the instrument and software must be included in the system.
- xvi. Software will include automatic calculations and statistic for sample results.
- xvii. Software will include automatic leak checking and service and maintenance support.
- xviii. Data must be easily exported into other analysis programs including MS Excel or as text files.
- xix. System at installation will include consumables for analysis of approximately 1000 samples.
- xx. Complete operating manual in English must be provided electronically.
- xxi. Instrument must use a 110 or 240 VAC electrical supply.
- xxii. Entire instrument must operate using < 50 V.
- xxiii. Instrument must include a 10 year warranty for the furnace.
- xxiv. Instrument must include on-site set up and training for 2-3 personnel

ANNEX "B"
Basis of Payment

Evaluation of Price: The price of the bid will be evaluated in Canadian dollars (CAD), the Goods and Services Tax or the Harmonized Sales Tax excluded.

Goods must be consigned to the destination specified in the Contract and delivered DDP Delivered Duty Paid; Fisheries and Oceans, Ocean Stressors & Arctic Science Section, Bedford Institute of Oceanography, 1 Challenger Drive, Dartmouth, Nova Scotia, B2Y 4A2 Canada, Incoterms 2000 for shipments from commercial contractor.

Basis of Selection: A bid must comply with the requirements of the bid solicitation and **meet all minimum specifications as per Annex A** to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Note: Bidders are required to complete the pricing table shown below. An incomplete bid (financial or technical) will be deemed non-responsive and will not be considered for further evaluation.

All pricing entered in the table below is to **exclude** GST/HST.

Item No.	Description	Unit of Issue	Quantity	Unit Price (CAD)
1	vTOCsel vario TOCselect vario TOC select. Basic unit with carbon detector, without feeding module. Include initial outfit kit for ab 1000 samples.	Ea	1	\$
2	B38.00-0160 Automatic sample feeder 80 pos. (liquids) Automatic sample feeder for liquids with carousel for 80 samples with 6ml vials.	Ea	1	\$
3	10032 Computer All-in-one computer with wireless mouse and keyboard, Specs: Windows 10 OS 64-Bit, Intel Core i3, 6 th Gen 6100T (3.20GHz), 8GB DDR4 1 TB HDD, 23" Touchscreen 1920x1080, Intel HD Graphics 530	Ea	1	\$
4	Shipping and Insurance	Ea	1	\$
	TOTAL BID PRICE (TBP) in Canadian Dollars (CAD) Prices excludes applicable sales taxes.			\$

- **Lowest Aggregate**

**ANNEX C
 Mandatory Technical Evaluation Criteria**

MANDATORY REQUIREMENTS:

At the date of bid closing, bids **MUST** meet the mandatory requirements specified below. To demonstrate that all requirements of the technical specifications are respected bidder's **MUST** respond with complete specifications and/or descriptive literature of the equipment being offered.

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet all mandatory requirements will be deemed non responsive. Each requirement should be addressed separately.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

	Technical Specifications	Cross Reference to Technical Offer (page #)
1	Instrument must measure carbon via high temperature combustion.	
2	Instrument must measure TOC by both direct determination and by difference (TIC/TC).	
3	Instrument must have a matrix separation system for processing seawater samples with salinities up to 35 ppt.	
4	Instrument must have a limit of detection (LOD) of < 200 ppb.	
5	Instrument must have measuring range from LOD to 100,000 ppm.	
6	Instrument must be able to inject 0.05 to 3.0 mL of liquid sample.	
7	Instrument must be equipped with an automatic sampler capable of holding ≥ 50 samples with volumes of ≤ 10 mL.	
8	Instrument must have automated stirring of all samples prior to analysis	
9	Instrument must require < 5 min per sample for analysis.	
10	Instrument must have automated calibration using a single standard solution by varying the injection size.	

11	Instrument must be easily maintained (e.g. exchange of combustion tube and ash crucible) by user.	
12	Gas required must be high purity synthetic air or oxygen as a carrier.	
13	Stable flow control should be regulated by a capillary without the need for an electronic mass flow controller.	
14	Instrument control and data collection must be controlled by software operating on a standard Windows PC.	
15	A Windows PC for operating the instrument and software must be included in the system.	
16	Software will include automatic calculations and statistic for sample results.	
17	Software will include automatic leak checking and service and maintenance support.	
18	Data must be easily exported into other analysis programs including MS Excel or as text files.	
19	System at installation will include consumables for analysis of approximately 1000 samples.	
20	Complete operating manual in English must be provided electronically.	
21	Instrument must use a 110 or 240 VAC electrical supply.	
22	Entire instrument must operate using < 50 V.	
23	Instrument must include a 10 year warranty for the furnace.	
24	Instrument must include on-site set up and training for 2-3 personnel	