



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 Système automatisé de distribution	
Solicitation No. - N° de l'invitation 39903-180356/A	Date 2017-10-30
Client Reference No. - N° de référence du client 39903-18-0356	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-375-14589	
File No. - N° de dossier MTA-7-40193 (375)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-11	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Joseph, Marc	Buyer Id - Id de l'acheteur mta375
Telephone No. - N° de téléphone (514) 496-3666 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE CANADIENNE D'INSPECTION DES ALIMENTS LABORATOIRE DE ST-HYACINTHE SECTION MICROBIOLOGIE ET SALUBRITÉ DES ALIMENTS 3400, 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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with that request for proposal (RFP)

1.2 Requirement

The requirement is detailed in Annex "A" Requirement and other documents that are part of this RFP and any resulting contract."

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the 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

B1000T Condition of material – bid 2014-06-26

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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 fiber 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, duo tangs or binders.

Section I: Technical Bid (See Annex A)

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 (See Annex B)

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

3.1.1 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

It is mandatory to provide the technical documents/descriptions of the products you offer to allow their technical evaluation. Failure to do this, will render the bid non-responsive.

You must demonstrate in your technical offer that your product comply with all the MINIMUM PERFORMANCE SPECIFICATIONS mentioned with the attached Annex A.

4.1.1.1 Technical Criteria

1. Compliance with mandatory technical requirements of Annex A - required to demonstrate with the bid submission.
2. Acceptance of the conditions in the request for proposal

4.1.2 Financial Evaluation

- a) Compliance with the establishment of the proposed price method. Schedule "B"
- b) Bidders must submit firm prices for each of the items listed in Annex "B".

The total submission of Annex "B" Basis of Payment is calculated as follows:

$$\underline{\text{Total price of the contract} = \text{Firm unit price} \times \text{quantity}}$$

4.1.3 SACC Manual Clauses

A0222T (2014-06-26) Price evaluation – Canadian / Foreign Bidders

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive.

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause A0031T ([2010-08-16](#)), Basis of Selection - Mandatory Technical Criteria

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement associated with that request for proposal (RFP)

6.2 Requirement

The requirement is detailed in Annex "A" Requirement and other documents that are part of this RFP and any resulting contract."

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 Delivery Date

All the deliverables must be received on or before **March, 22nd 2018.**

6.4.1 Delivery Points

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

6.4.2 Delivery, Inspection and Acceptance

The Technical Authority will be responsible for inspections. All reports, property, deliverables, documents, goods and services provided under the contract will be subject to inspection by the Inspection Authority or its representative. If reports, documents, goods or services do not meet the SOW requirements and are not satisfactory by the Inspection Authority, the latter shall have the right to reject or to request correction, at the expense of the contractor only, before recommending payment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marc Joseph

Senior Procurement Officer
Public Works and Government Services Canada
Directorate: Acquisitions Branch
Public Works and Government Services Canada
800, de la Gauchetière West, Suite 1110, Montreal (Québec) Canada, H5A 1L6
T: 514.496.3666 | F: 514.496.3822 |
marc.joseph@tpsgc-pwgsc.gc.ca

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

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6.5.2 Project Authority *(will be completed at award)*

The Project Authority for the Contract is:

Name: _____
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 *(To be completed with your bid)*

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

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

6.6 Payment

6.6.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a «firm price» of _____\$ Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 SACC Manual clauses

C2000C	Taxes - Foreign-based Contractor	2007/11/30
H1000C	Single Payment	2008/05/12

6.7 Invoicing Instructions

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.

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 wordings 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);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Technical Specifications;
- (f) Annex D, Integrity provisions
- (g) the Contractor's bid dated _____;

6.11 Clauses du Guide des CCUA

SACC

Reference	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16
A2001C	Foreign Nationals (Foreign Contractor)	2006/06/16
A9068C	Government Site Regulations	2010/01/10
G1005C	Insurance - No Specific Requirement	2016/01/28

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ANNEX « A »

REQUIREMENT

Acquisition of an Automated tubes/bottles liquid filler system

Acquisition of an Automated tubes/bottles liquid filler system – Requirements

Background

The Saint-Hyacinthe Laboratory of the Canadian Food Inspection Agency (CFIA) needs to acquire a new automated tube/bottle liquid filler to replace our old and discontinued model. The new automated tube/bottle filler must be able to distribute various in-house prepared media at the required volume precision in different sizes of tubes and bottles before sterilization.

Objective

This document contains the minimum requirements of the contract for the acquisition of an automated tube/bottle liquid filler system.

General requirements

Bidders may propose equipment that meets or exceeds the specifications below. Bidders must demonstrate that their equipment meets each of the technical specifications. Bidders who answer “yes” or “refer to catalogue” or any other statement of this nature will not be considered.

The equipment must be delivered and fully assembled by the bidder. The equipment **must be new and the latest production model**. A used refurbished demonstration model or a prototype will not be considered.

The bid must include all delivery costs and come with a minimum of one-year parts and labour warranty. Installation of the equipment and on-site training for about 10 peoples are part of the requirement. Training should cover how to use the equipment and other topics such as but not limited to: programming, maintenance, verification and quality control.

The equipment must be delivered by **March 22, 2018**.

Technical specifications

- a. The automated tube/bottle liquid filler system must be complete and must include at least but not limited to: one or more fill-rate pump, an XY filling arm or other system, a computer using Windows 7 or higher (if not integrated in the device), a Window 7 or higher programmable software, one or more tube and bottle rack supports if required, appropriate filling nozzles / needles for the desired volume to be delivered (as per technical specification d and e) at the required precision (as per technical specification f).
- b. All accessories, consumables and spare parts (and others if applicable) to ensure the proper operation of the automated tube/bottle liquid filler system (as per technical specification d, e and f) must be included in the bid.
- c. The automated tube/bottle liquid filler system must fit on a benchtop and should not exceed the following maximum dimensions (front / depth / height), computer excluded: 900 mm x 800 mm x1500 mm.
- d. The automated tube/bottle liquid filler system must be able to fill glass and plastic tubes of different sizes, at least but not limited to: 13x100 mm tubes, 16x125 mm tubes, 16x150 mm tubes, 17x100 mm tubes and 20x150 mm tubes in standard tubes racks with volume ranging from 0.5 ml to 12 ml depending on the tube size.

- e. The automated tube/bottle liquid filler system must be able to fill glass and plastic bottles of various sizes and heights like, at least but not limited to: 160 ml glass and plastic bottles, 250 ml glass bottles, 500 ml glass bottles and 1000 ml glass bottles not exceeding 250 mm in height.
- f. The precision requirement of the fill-rate pump is 2% of the required volume.
- g. The equipment must be approved for a safe use in Canada by a recognized accredited third party testing agency (ex. CSA) and bear the certification mark.
- h. The user manual and the maintenance manual must be provided in hard copy or electric format, in French or in English.
- i. The automatic tube/bottle liquid filler system must come with a certificate of compliance from the manufacturer.

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ANNEX "B"

BASIS OF PAYMENT

Acquisition of an Automated tubes/bottles liquid filler system

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ANNEX B

BASIS OF PAYMENT

	Qty	Unit Price	Total Price
Acquisition of an Automated tubes/bottles Liquid filler system as described in Annex A, Including Delivery and installation.	01	_____ \$	_____ \$

Total: _____ \$

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ANNEX "C"

Technical Specifications

Acquisition of an Automated tubes/bottles liquid filler system

Evaluation criteria

In order to comply with the presentation of the evaluation criteria, refer to Section I - Technical Bid of 3.1. - Bid Preparation Instructions for Part 3 - BID PREPARATION INSTRUCTIONS of the Request for Proposal.

Evaluation criteria

The desired equipment must have the descriptions and specifications listed in Annex A. These descriptions and specifications are referred to below.

Mandatory

- The equipment must be approved for a safe use in Canada by a recognized accredited third party testing agency (ex. CSA) and must contain the seal of compliance.

To Demonstrate

Technical Specifications	Specify the location in the bid where the requested specifications are demonstrated.
<p>The automated liquid dispensing system shall be complete and shall include, at a minimum, not limited to: <u>one or more pumps, an XY moving robot</u> or other moving system, <u>a computer with a Windows 7 operating system or higher</u> (if not integrated into the device), <u>programming software compatible with Windows 7 or higher, one or more tube and bottle holders</u> if required, <u>appropriate sampling / distribution tips according to the volume to be distributed</u></p>	
<p>The automated tube/bottle liquid filler system must fit on a benchtop and should not exceed the following maximum dimensions (front / depth / height), computer excluded: <u>900 mm x 800 mm x1500 mm.</u></p>	
<p>The precision requirement of the fill-rate pump is 2% of the required volume.</p>	
<p>The automated system must be able to fill glass and plastic tubes of various sizes, including at least 13x100 mm tubes, 16x125 mm tubes, 16x150 mm tubes, 17x100 mm tubes and 20x150 mm tubes in standard tube holders with volumes from 0.5 ml to 12 ml depending on the tube format.</p>	
<p>The automated tube/bottle liquid filler system must be able to fill glass and plastic bottles of various sizes and heights like, at least but not limited to: 160 ml glass and plastic bottles, 250 ml glass bottles, 500 ml glass bottles and 1000 ml glass bottles not exceeding 250 mm in height.</p>	

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ANNEX « D »

INTEGRITY – List of administrators

Acquisition of an Automated tubes/bottles liquid filler system

