



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11 rue, Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 Portable Raman Spectrometer	
Solicitation No. - N° de l'invitation 47419-189070/A	Date 2017-12-06
Client Reference No. - N° de référence du client 1000339070	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-883-73900	
File No. - N° de dossier pv883.47419-189070	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-16	Time Zone Fuseau horaire Eastern Standard Time EST
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: Saunders, Lynda	Buyer Id - Id de l'acheteur pv883
Telephone No. - N° de téléphone (873) 469-3191 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Scientific, Medical and Photographic Division / Division de l'équipement scientifique, des produits photographiques et pharmaceutiques
11 Laurier St./ 11 rue, Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

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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BID SOLICITATION
HANDHELD RAMAN SPECTROMETER
FOR
CANADA BORDER SERVICES AGENCY (CBSA)

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PART 1 - GENERAL INFORMATION

1.1 Summary

The Canada Border Services Agency has a requirement for one Handheld Raman System to be used by Border Services Officers to identify unknown chemicals.

The Work to be performed is detailed under Annex A and includes provision of equipment, delivery, training, software, and one year Warranty including maintenance and support services and library updates.

The following options for procurement are included:

- 1.1.1 An irrevocable option to purchase additional Warranty including Maintenance and Support Services and Library Updates for the Raman System procured, as detailed in Annex A, for 4 additional 1 year periods.

1.2 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.

1.3 Trade Agreements

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

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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: 90 days

2.1.1 SACC Manual Clauses

SACC Manual clause B1000T (2014-06-26) Condition of Material

2.2 Submission of Bids

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

Bid Receiving - PWGSC

Place du Portage, Phase III
Core 0B2
11 Laurier Street
Gatineau, Quebec
For couriers: J8X 4A6
For regular mail: K1A 0S5

Telephone: (819) 420-7201
Fax No.: (819) 997-9776

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

No bid shall be sent directly to the PWGSC Contracting Authority.

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 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 Ontario, Canada.

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 (1 hard copy) and 3 soft copies on flash drive or portable hard-drive. All soft copies of documents must be in searchable .pdf format.

Section II: Financial Bid (1 hard copy) and 1 soft copies on flash drive or portable hard-drive.

Section III: Certifications (1 hard copy) and 1 soft copies on flash drive or portable hard-drive

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

In order to facilitate the evaluation of the bid, Bidders must submit their Technical Bid in accordance with Attachment 1 to Part 4 of the Bid Solicitation - Technical Mandatory Evaluation Criteria.

In Attachment 1 to Part 4 of the Bid Solicitation – Technical Mandatory Evaluation Criteria: The Bidder must clearly detail how the proposed System meets each of the directly referenced requirements of Annex A.

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The technical bid is also to consist of the following:

- (a) **Supporting Technical documentation:** Technical brochures or technical data to demonstrate compliancy to the requirement as described in Annex A.
- (b) **List of Products:** Bidders must include a complete product list identifying: the product name; the name of manufacturer; the model and part number of each component which make up the system. Bidders must also state the point of manufacture and shipping of goods or where service is to be performed: The Bidder is requested to use Attachment 1 to Part 3 of the Bid Solicitation.
- (c) **Training Plan:** Bidders should include a training plan, which must demonstrate that the Bidder's training plan meets all the mandatory requirements for training described in Annex A. The training plan must include, at a minimum, a description of the course materials that will be provided to participants; the training schedule; and the duration of the training.
- (d) **Description of the Bidder's Maintenance and Support Services:** Bidders should include a description of its warranty, maintenance and support services, which must be consistent with all the requirements described in Annex A. At a minimum, Bidders should include the following:
 - (i) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.
 - (ii) Locations of available replacement parts from consumables to major components.
 - (iii) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
 - (iv) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 2 to Part 4 of Bid Solicitation – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 - 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

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

Section III: Certifications

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

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ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION

LIST OF PRODUCTS

Product Name	Model / Part Number	Name of Manufacture	Point of Manufacture	Shipping of Goods

ATTACHMENT 2 TO PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only);

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 Evaluation Criteria

- (a) The mandatory technical evaluation criteria are detailed in Attachment 1 to Part 4.
- (b) The information submitted will be reviewed for compliance with the mandatory technical requirement identified in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

The financial evaluation will be conducted in accordance with Attachment 2 to Part 4 of the Bid Solicitation.

Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP (Ottawa, Ontario) Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

4.2 Basis of Selection

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

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Product Conformance

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A.

Bidder's authorized representative signature

Date

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.

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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](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).

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 An escort will be provided to unscreened private sector individual(s) needing access to a Government of Canada facility/work site.

No access to Government of Canada Protected and/or Classified information will be granted to unscreened private sector individuals performing the work necessary for this contract; and

The Technical Authority will be providing 24/7 escort to the private sector individuals while they are on site (CBSA premise).

6.2 Statement of Work

6.2.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.2.2 Optional Goods and Services

- a) The Contractor grants to Canada the irrevocable option to purchase additional years of Warranty including Maintenance and Support Services and Library Updates under the same terms and conditions and at the prices stated in the Contract.

The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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

2030 (2016-04-04), General Conditions – Higher Complexity - Goods, apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance, 4003 (2010-08-16) Licensed Software, and 4004 (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2019 inclusive.

6.4.2 Delivery Date

Delivery – Firm Requirement

The delivery of one Handheld Raman Spectrometer detailed in Annex A is requested by 31 March 2018.

6.4.3 Delivery - Optional Goods and Services

a) Additional Years of Warranty including Maintenance and Support Services and Library Updates

The Contractor grants to Canada the irrevocable option to extend the Warranty including Maintenance Support Services and Library Updates detailed in Annex A of the Contract by up to 4 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Warranty and Maintenance and Support Services including Library Updates, it will be paid in accordance with the applicable provisions in the Basis of Payment set out in the Contract.

Canada may exercise this option at any time by sending a written notice to the Contractor at any time before the expiry of the initial 1 year Warranty period or any time during the additional optional period, if exercised. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

6.4.4 Delivery Points

Delivery of the requirement will be made to CBSA Ottawa, Ontario.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lynda Saunders
Supply Specialist
Public Services and Procurement Canada
Commercial Consumer Products Directorate
11 Laurier Street
6A2, Phase III, Place du Portage
Gatineau, Quebec, K1A 0S5

Telephone: 873-469-3191
E-mail address: lynda.c.saunders@pwgsc-tpsgc.gc.ca

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he 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 *(to be filled in only at contract award)*

The Technical Authority for the Contract is: *(to be filled in only at contract award)*

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

Telephone: _____
E-mail address: _____

The Technical Authority named above 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 Accounts Payable Contact *(to be filled in only at contract award)*

Name: _____
Telephone: _____
E-mail address: _____

6.5.4 Contractor's Representative *(to be completed by the bidder)*

The telephone number (with extension if applicable) of the person responsible for:

General enquiries

Name: _____
Tel. No. _____ ext: _____
E-mail address: _____

Delivery Follow-up

Name: _____
Tel. No. _____ ext: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

Firm Quantity: Handheld Raman Spectrometer

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract for the Raman system as detailed under Annex A, the Contractor will be paid the firm, all-inclusive lot price, as specified under Annex B, Article 1.0, DDP Delivered Duty Paid (Ottawa, Ontario), Incoterms 2010. Customs duties are included and Applicable Taxes extra.

6.6.2 Optional Goods and Services

(a) Additional Years of Warranty including Maintenance and Support Services and Library Updates

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract for the Raman system as detailed under Annex A, the Contractor will be paid the firm, all-inclusive lot price, as specified under Annex B, Article 2.0, a) for each additional year of Warranty including Maintenance and Support Services and Library Updates, to commence after expiry of the initial one year Warranty including Maintenance and Support Services and Library Updates for the Raman system purchased under 6.6,1 above, DDP Delivered Duty Paid (Ottawa, Ontario), Incoterms 2010. Customs duties are included and Applicable Taxes extra.

6.6.3 Limitation of Price

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.

6.6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-Based Contractor
H1000C (2008-05-12) Single Payment

6.6.5 Electronic Payment of Invoices – Contract (to be identified only at contract award)

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

- a. Direct Deposit (Domestic and International); or
- b. Wire Transfer (International Only).

6.7 Invoicing Instructions

6.7.1 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions 2030. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract.

6.7.2 The Contractor must submit the invoices as follows:

- a) The original invoice (in pdf format) must be forwarded to the following for certification and payment.

- b) One (1) electronic copy of the invoice must be forwarded to the Technical Authority and Contracting Authority email address identified under the section entitled "Authorities" of the Contract.
- c) One (1) electronic copy of the invoice must also be forwarded to the following CBSA email addresses:

1. _____

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 Ontario, Canada.

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 supplemental general conditions 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance, 4003 (2010-08-16) Licensed Software, and 4004 (2013-04-25) Maintenance and Support Services for Licensed Software) as amended;
- (c) the general conditions 2030 (2016-04-04) General Conditions - Higher Complexity - Goods as amended;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.11 SACC Manual Clauses

- [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)
- [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)
- [A9068C](#) (2010-01-11) Government Site Regulations
- [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

6.12 Shipping Instructions – Delivery at Destination

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

Delivered Duty Paid (DDP) Ottawa, Ontario Incoterms 2010 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

ANNEX A

STATEMENT OF WORK

1.0 GENERAL REQUIREMENTS

1.1 Handheld Raman Spectrometer System:

The Contractor must provide one handheld Through-barrier Raman Spectrometer, hereafter referred to as the "Raman System", to identify unknown chemicals, including delivery, all training, a 12 month Warranty including all hardware and software and maintenance and support services and library updates for the Raman system, a carrying case and all required manuals for the operation and maintenance of the Raman system (in English and French; or in bilingual format (English and French)).

The Raman system must also include all necessary cables, power cords accessories, etc., required to produce a fully functional system; this includes but is not limited to:

1.2 Raman Equipment Specifications:

1.2.1 The Raman system must analyze and identify solids and liquid samples in internal mode, using a vial, and in the following two external modes: "point and shoot" and "Through-barrier".

1.2.2 The Raman system must allow switching from one mode to the other without using any tools.

1.2.3 When used in external modes, the Raman system must perform the analysis and identification of a sample through its container (see types of container in 1.2.4 below) without requiring manipulation of the sample, taking the sample outside of the container or having to open the container.

1.2.4 In the "Through-barrier" mode, the Raman system must use Spatially Offset Raman Spectroscopy (SORS) to analyse and identify the chemical through the various types of containers described below, with no prior knowledge of the container material:

- Clear plastics and glass materials, and
- Opaque materials, including:
 - grey, yellow and white paper envelopes
 - coloured and opaque High Density Polyethylene (HDPE)
 - coloured polypropylene; and
 - combinations of multiples layers of plastic and paper

1.2.5 The Raman system must be independently tested and certified to the following standards: MIL STD 810G or IP67 for impact resistance and dust and water entry.

1.2.6 The Raman system must allow for full decontamination – must be submersible in water.

1.2.7 The Raman system must come with a hard case for transportation.

1.2.8 The Raman system must weigh less than 2.5 kg, including the battery.

- 1.2.9 The Raman system must not exceed (H x W x D) 30 cm x 16 cm x 10 cm.
- 1.2.10 The Raman system must have a scan delay or remote trigger option.
- 1.2.11 The Raman system must have a USB 2.0 connection.
- 1.2.12 The Raman system must come with a calibrant for performance verification.

1.3 **Power**

- 1.3.1 The Raman system must be powered directly on a power supply of 110 V \pm 15%, 60 Hz and using a rechargeable battery.
- 1.3.2 The rechargeable battery life must be continuous for at least four hours.
- 1.3.3 The Raman system must come with a battery charger requiring a power supply of 110 V \pm 15%, 60 Hz.

1.4 **Field Raman Spectrometer**

- 1.4.1 The Raman laser excitation wavelength must be longer than 790 nm to reduce fluorescence.
- 1.4.2 The Raman laser power output must have an adjustable range from \leq 150 mW to \geq 250 mW).
- 1.4.3 The Raman system must have a minimum spectral resolution of 15 cm^{-1} , across full range.
- 1.4.4 The Raman system must have a spectral range of at least 350 cm^{-1} to 2000 cm^{-1} .
- 1.4.5 The Raman system must be operational at temperature ranging from -20 °C to +40 °C.

1.5 **Field Raman Spectrometer Display**

- 1.5.1 The display of the field Raman system must show the spectrum of the sample analysed.
- 1.5.2 The display of the field Raman system must allow spectra overlay of the spectrum of the sample analysed to previous scan or to a scan from the library.
- 1.5.3 The display of the filed Raman spectrum must allow for on-instrument data review.

1.6 **Internal Software**

- 1.6.1 The Raman system must have an internal software.
- 1.6.2 The Raman system's internal software must allow the export of data in at least one non-proprietary format (eg. x-y data table or jpg image).

-
- 1.6.3 The Raman system must employ a minimum of two user levels of system access with increasing degree of privileges, e.g. Operator and Supervisor/Administrator
 - 1.6.4 The Raman system must support the granting of "Administrator" rights to the system and data.
 - 1.6.5 The Raman system must provide the functionality to allow the administrator to have access to set privileges for the other system's access levels.
 - 1.6.6 The Raman system must allow administrators to select how the result of analysis is displayed for all user levels. The result display preference refers to the indication of alarm strengths (numeric and graphic display of signal intensity), the Raman spectrum and details of the results.
 - 1.6.7 The Raman system's internal software must enable data file exportation via USB 2.0 connection.

1.7 Internal Library and Library Updates

- 1.7.1 The Raman system must have its internal library and contain a minimum of 6000 compounds (including narcotics and their precursors as well as explosives and their precursors).
- 1.7.2 The Raman system must allow the user to add new compounds to the internal library.
- 1.7.3 The Raman system must allow the user to search the internal library on the system by chemical name, category or CAS number.
- 1.7.4 The Raman system must include internal library updates as part of the maintenance and support services.

1.8 External Software and Updates

The Raman system should include a windows application device driver or software interface that allows the system to connect to an external computer, using a USB 2.0 connection. The software interface should allow the users to retrieve and analyze the data from the Raman system on to an external computer.

2.0 MANUALS

- 2.1 The Contractor must deliver 1 complete set of all required manuals for the operation, maintenance and repair of all components of the system (in English and French; or in bilingual format (English and French)).

3.0 DELIVERY

- 3.1 All deliverables must be delivered and configured by the Contractor at the location specified in the Contract.
- 3.2 The Contractor must supply all associated materials required to effect complete configuration of the deliverables at the site. This include but not be limited to such things as all the required power connectors, cables, and any other accessories required to integrate and configure the deliverables.

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4.0 TRAINING

- 4.1 The Contractor must provide on-site training to the CBSA in English, for up to three operators. The training is to include system operation, hardware maintenance procedures and software usage.
- 4.2 On-site training must be completed within 5 calendar days of delivery.
- 4.3 The exact date, time and location of the training will be mutually agreed upon between the Contractor and the Technical Authority stated herein.

5.0 TRAINING MATERIALS

The Contractor must provide an electronic copy of all Training Materials in English or in Bilingual format (in French and English).

6.0. SERVICE

- 6.1 The Contractor must provide the following services as part of the maintenance and support of the system:
 - 6.1.1 Technical support; technical phone support and support via the Internet.

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ANNEX B

BASIS OF PAYMENT

Price is all inclusive of all components and consumables required to meet the mandatory requirements as specified in Annex A.

1.0 Initial Purchase				
One Handheld Raman Spectrometer (as described in Annex A)	\$ _____ Firm, all-inclusive Lot Price			
2.0 Optional Goods and Services				
a) Additional Years of Warranty including Maintenance and Support Services and Library Updates For the purchase of additional Warranty including Maintenance and Support Services and Library Updates, as described in Annex A 1.7.	Firm, all-inclusive Annual Lot Price			
	Option Year 1 To commence after expiry of the initial 1 year period	Option Year 2 To commence after expiry under Option Year 1	Option Year 3 To commence after expiry under Option Year 2	Option Year 4 To commence after expiry under Option Year 3
	\$ _____	\$ _____	\$ _____	\$ _____

ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION

Technical Mandatory Evaluation Criteria

Bidders must clearly detail how the proposed Portable Raman Spectrometer meets each of the directly referenced requirements of Annex A. The information will be used to evaluate compliance with the referenced mandatory technical requirements. Bidder must provide proof (such as technical literature, instrument print out etc.) that the Raman system being proposed meets the referenced requirement.

SECTION A: INFORMATION FOR MANDATORY COMPLIANCE VERIFICATION

1.2 Raman Equipment Specifications

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.2.1	The Raman system must analyze and identify solids and liquid samples in internal mode, using a vial, and in the following two external modes: "point and shoot" and "Through-barrier".			
1.2.3	When used in external modes, the Raman system must perform the analysis and identification of a sample through its container (see types of container in 1.2.4 below) without requiring manipulation of the sample, taking the sample outside of the container or having to open the container.			
1.2.4	In the "Through-barrier" mode, the Raman system must use Spatially Offset Raman Spectroscopy (SORS) to analyse and identify the chemical through the various types of containers described below, with no prior knowledge of the container material: <ul style="list-style-type: none"> • Clear plastics and glass materials, and • Opaque materials, including: <ul style="list-style-type: none"> - grey, yellow and white paper envelopes - coloured and opaque High Density Polyethylene (HDPE) - coloured polypropylene; and 			

	- combinations of multiples layers of plastic and paper			
1.2.5	The Raman system must be independently tested and certified to the following standards: MIL STD 810G or IP67 for impact resistance and dust and water entry.			
1.2.7	The Raman system must come with a hard case for transportation.			
1.2.8	The Raman system must weigh less than 2.5 kg, including the battery.			
1.2.9	The Raman system must not exceed (H x W x D) 30 cm x 16 cm x 10 cm.			
1.2.10	The Raman system must have a scan delay or remote trigger option.			
1.2.11	The Raman system must have a USB 2.0 connection.			

1.3. Power Requirements

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.3.1	The Raman system must be powered directly on a power supply of 110 V \pm 15%, 60 Hz. and using a rechargeable battery.			
1.3.2	The rechargeable battery life must be continuous for at least four hours.			
1.3.3	The Raman system must come with a battery charger requiring a power supply of 110 V \pm 15%, 60 Hz.			

1.4. Field Raman Spectrometer

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.4.1	The Raman laser excitation wavelength must be longer than 790 nm to reduce fluorescence.			
1.4.2	The Raman laser power output must have an adjustable range from ≤ 150 mW to ≥ 250 mW).			
1.4.3	The Raman system must have a minimum spectral resolution of 15 cm^{-1} , across full range.			
1.4.4	The Raman system must have a spectral range of at least 350 cm^{-1} to 2000 cm^{-1} .			
1.4.5	The Raman system must be operational at temperature ranging from -20 °C to $+40$ °C.			

1.5 Field Raman Spectrometer Display

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.5.1	The display of the field Raman system must show the spectrum of the sample analysed.			
1.5.2	The display of the field Raman system must allow spectra overlay of the spectrum of the sample analysed to previous scan or to a scan from the library.			

1.6 Internal software

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.6.2	The Raman system's internal software must allow the export of data in at least one non-proprietary format (eg. x-y data table or jpg image).			
1.6.4	The Raman system must support the granting of "Administrator" rights to the system and data.			
1.6.5	The Raman system must provide the functionality to allow the administrator to have access to set privileges for the other system's access levels.			
1.6.7	The Raman system's internal software must enable data file exportation via USB 2.0 connection.			

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1.7 Internal Library and Library Updates

REFERENCE: **ANNEX A**

ITEM NO.	MANDATORY REQUIREMENTS	YES	NO	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID
1.7.2	The Raman system must allow the user to add new compounds to the internal library.			

ATTACHMENT 2 TO PART 4 OF THE BID SOLICITATION

Calculation of Total Bid Price

The following amounts are estimated for the purposes of the assessment and should not be considered a contractual guarantee.

The total price will be established as follows in accordance with Part 6 - Resulting Contract Clauses, section 6.6 – Payment

1.0 Initial Purchase				
One Handheld Raman Spectrometer (as per Annex A)	\$ _____ Firm, all-inclusive Lot Price			
SUB-TOTAL FOR LINE 1 =	\$ _____			
2.0 Optional Goods and Services				
a) Additional Years of Warranty including Maintenance and Support Services and Library Updates For the purchase of additional Warranty including Maintenance and Support Services and Library Updates, as described in Annex A 1.7.	Firm, all-inclusive Lot Price			
	Option Year 1 To commence after expiry of the initial 1 year period (A)	Option Year 2 To commence after expiry under Option Year 1 (B)	Option Year 3 To commence after expiry under Option Year 2 (C)	Option Year 4 To commence after expiry under Option Year 3 (D)
	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL (Combined total of all Option Years (A+B+C+D) LINE 2 =	\$ _____			

3.0 Price Calculations

INITIAL PURCHASE	(LINE 1)	\$ _____
SUB-TOTAL FOR OPTION a)	(Sum LINE 2)	\$ _____
TOTAL BID PRICE (Excluding Applicable Taxes)	(Total LINES 1 - 2)	\$ _____