



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Spectrophotometer	
Solicitation No. - N° de l'invitation KW405-180727/A	Date 2017-12-07
Client Reference No. - N° de référence du client KW405-180727	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-015-7429	
File No. - N° de dossier TOR-7-40117 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-17	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: Abela, Aaron	Buyer Id - Id de l'acheteur tor015
Telephone No. - N° de téléphone (905) 615-2061 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT Environment & Climate Change Canada WHERE 867 Lakeshore Road Burlington Ontario L7R4A6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

1.3 Debriefings

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

1.4 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

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 (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 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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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

See Annex “D” Evaluation Criteria

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The bidder must submit firm unit or firm lot prices excluding GST/HST in accordance with the Basis of Payment at Annex B.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Destination, Canadian customs duties and excise taxes included.

The evaluated price will be calculated using the Bidder's proposed Firm unit price multiplied by the quantity as provided in Annex B.

4.1.3 SACC Manual Clause

SACC Manual Clause [A0220T](#) (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 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 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 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

The Contractor must provide the items detailed under "Requirement" at 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to May 30, 2018.

6.4.2 Delivery Date

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aaron Abela
Title: Supply Specialist

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TOR-7-40117

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 33 City Centre Drive Suite 480C
Mississauga, Ontario L5B 2N5
Telephone: (905) 615-2061
Facsimile: (905) 615-2060
E-mail address: Aaron.Abel@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 (TBA at time of contract 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 by Bidder*)

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

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

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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

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

6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.6.3 Single Payment

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

6.6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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

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

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

6.11 Insurance Requirements

SACC Manual clause G1005C (2016-01-28) Insurance, No Specific Requirement

SACC Manual clause B7500C (2006-06-16) Excess Goods

ANNEX "A"

REQUIREMENT

1 Requirement

For our research application measuring the optical properties of natural waters Environment and Climate Change Canada's Watershed Hydrology and Ecology Research Division (WHERD) requires the supply, delivery, and installation of one (1) complete UV VIS Spectrophotometer, which has a combination of the following features in hardware, software and available accessories. The instrument must be a **double beam** instrument incorporating a single PMT detector for the larger dynamic range capability. For our research experiments we require a system that is very stable and extremely reproducible. The instrument must have extremely low noise and be able to detect very small absorbance changes. The instrument must have excellent stray light rejection and be able to read accurately at least 5 Abs. The instrument must also offer a variety of sampling devices for future applications.

2 Specifications:

General Instrument Design:

The UV Vis Spectrophotometer System instrument must be a double beam, dual chopper, ratio recording, Czerny-Turner monochromator UV-Vis spectrophotometer, with an added premonochromator, and centrally controlled by a PC Controller. The instrument must include a high light throughput quartz over-coated optical system with all-reflective optical design and have high speed accurate scanning of at least 3000 NM/ minute.

2.1.1 Minimum Mandatory Specification Requirements

The complete UV Vis Spectrophotometer System must have each of the following Mandatory specifications:

1. The instrument must be a true Double Beam Spectrophotometer System with One (1) UV and one Vis source, with a channel for sample and channel for reference and one PMT detector.
2. The instrument must be linear and be *guaranteed* to read up to 5 Abs.
3. The instrument must have a non-measurement phase stepping of the grating (to assure no wavelength peak shift or loss of response due to scan speed)
4. The optical bench must be a single cast piece.
5. Must have a pre-monochromator for enhanced stray light rejection.
6. Must have high speed accurate scanning of at least 3000 nm/ minute
7. Must include a 70 mm diffuse reflectance accessory
8. Must be centrally controlled by a PC Controller
9. Resulting data must be consistent with Cary 300 Absorption measures

3. Delivery Address:

All deliverables must be delivered and installed by the Contractor to the following address:

Canada Centre for Inland Waters - Environment and Climate Change Canada
867 Lakeshore Road, Burlington, Ontario.
L7S1A1

4. Other Requirements:

4.1 The Contractor must install the Spectrophotometer on site and configure the apparatus (to ensure that it is in proper working order). The installation must be completed by a manufacturer certified engineer. The Contractor must provide a walk-through of the instrument setup during the installation and is responsible for providing labour and covering own travel expenses.

4.2. The Contractor must provide a minimum of ½ day of training on site, for 3 operators, in the use and maintenance of the Spectrophotometer for Environment and Climate Change Canada, located at the location specified in Section 3 – Delivery address, above.

4.3 The Contractor must provide in English complete and current user documentation for the delivered Spectrophotometer, including all technical reference manuals and user and maintenance guides of the original equipment manufacturer in both hard copy and electronic PDF format.

4.4 The Contractor must provide technical support response within 24 hours to address instrument concerns and minimum instrument down time in case of equipment malfunction or operational questions or technical support during the warranty period.

5. Optional Warranty Requirement:

In addition to the minimum standard Original Equipment Manufacturer (OEM) warranty including, but not limited to parts, labour and manufacturer defects, pricing and details, the Contractor must provide the option for four (4) one (1) year extended warranty coverage and must include the same coverage in the OEM warranty and technical support indicated in Section 4 - Other Requirements, Item 4.4 above.

ANNEX "B"

BASIS OF PAYMENT

All inclusive, firm unit prices in Canadian funds, delivery and transportation included, FOB destination, Canadian Customs duties and excise taxes included. GST/HST extra if applicable.

1.0 FIRM REQUIREMENT

Item No.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.0	<p>For the supply and delivery of a complete Spectrophotometer System, in accordance with the specifications detailed at Annex A – Requirement.</p> <p>Specify the brand and the model of the proposed device:</p> <p>Manufacturer: _____</p> <p>Model: _____</p>	1	EA	\$	\$
2.0	<p>Installation and Training on site at ECCC (Ontario) for up to 3 persons in the use and maintenance of the Spectrophotometer for a minimum of ½ day.</p> <p>The Contractor is responsible for providing labour and covering their own travel expenses.</p>	½ day Burlington (Ontario)	EA	\$ _____ 1/2 day	\$

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Total: \$ _____
(applicable taxes extra)

2.0 OPTIONALGOODS and SERVICES – Date of Contract Award to March 31, 2023

Canada may purchase any or all of the optional extended warranty periods at any time during the period of the contract.

Item No.	Description	Firm Annual Price
1.0	One (1) Year Warranty Extension	<p>\$_____ for 1 year warranty extension package from April 1, 2019 to March 31, 2020.</p> <p>\$_____ for 1 year warranty extension package from April 1, 2020 to March 31, 2021.</p> <p>\$_____ for 1 year warranty extension package from April 1, 2021 to March 31, 2022.</p> <p>\$_____ for 1 year warranty extension package from April 1, 2022 to March 31, 2023.</p>

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ANNEX “C”

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "D"

EVALUATION CRITERIA

1. Bidders must clearly demonstrate compliance with each mandatory technical criteria. Failure to demonstrate compliance will result in the offer being deemed non-responsive, and be given no further consideration.
2. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements detailed herein.
3. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

Requirement	Manufacturer Offered	Model number offered#
Spectrophotometer		

Item #	Performance Specification	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
1.1	The instrument must be a true Double Beam Spectrophotometer System with One (1) UV and one Vis source, with a channel for sample and channel for reference and one PMT detector.	
1.2	The instrument must be linear and be <i>guaranteed</i> to read up to 5 Abs	
1.3	The instrument must have a non-measurement phase stepping of the grating (to assure no wavelength peak shift or loss of response due to scan speed)	
1.4	The optical bench must be a single cast piece	
1.5	Must have a pre-monochromator for enhanced stray light rejection	
1.6	Must have High speed accurate scanning of at least 30 nm/ minute	
1.7	Must include a 70 mm diffuse reflectance accessory	
1.8	Must be centrally controlled by a PC Controller	
1.9	Resulting data must be consistent with Cary 300 Absorption measures f	