



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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure,  
South-West Portal, 7th Floor  
800 de la Gauchetière Street West,  
Suite 7300  
Voir aux présentes - See herein  
Montréal  
Québec  
H5A 1L6  
FAX (514) 496-2822

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**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

<b>Title - Sujet</b> PRRS diagnosis Kits	
<b>Solicitation No. - N° de l'invitation</b> 39903-180561/A	<b>Date</b> 2018-01-11
<b>Client Reference No. - N° de référence du client</b> 39903-18-0561	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-060-14707
<b>File No. - N° de dossier</b> MTA-7-40206 (060)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brunet, Luc	<b>Buyer Id - Id de l'acheteur</b> mta060
<b>Telephone No. - N° de téléphone</b> (514)602-2408 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AGENCE CANADIENNE D'INSPECTION DES ALIMENTS LABORATOIRE DE ST-HYACINTHE 3400, BOUL. CASAVANT OUEST ST-HYACINTHE Québec J2S 8E3 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- [Annex A: Statement of Work](#)
- [Annex B: Basis of Payment](#)
- [Annex C: Mandatory Technical Evaluation Criteria](#)
- [Annex D: Electronic Payment Instruments](#)
- [Annex E: Complete List of Offeror's Board of Directors](#)
- [Annex F: Quarterly Call-Up Report.](#)

## 1.2 Summary

Canada intends to issue one (1) Individual Regional Standing Offer (RISO) to permit the supply of Enzyme-Linked Immunosorbent Assay (ELISA) kits for the diagnosis of Porcine Reproductive and Respiratory Syndrome (PRRS), as set out in Annex A, which is part of the Request for Standing Offer (RFSO) and the resulting Standing Offer.

The Offeror will supply the products, the handling and delivery on an "as and when requested basis" to the Canadian Food Inspection Agency Laboratory in St-Hyacinth, QC

The resulting Standing Offer will be valid for a period of two (2) years from the date of issue and will include a right for Canada to authorize an additional period of one year.

One Standing Offer will be issued for this period.

The supplier will be selected following an evaluation based on mandatory technical criteria and financial evaluation criteria.

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No minimum quantity or order is guaranteed.

An Import Permit for the offered solution, issued by the Canadian Centre for Veterinary Biologics (CCVB) of the Canadian Food Inspection Agency (CFIA) is required prior to the adjudication of the Standing Offer.

1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA), the Free Trade Agreement with Columbia, the Free Trade Agreement with Panama and the Free Trade Agreement with Peru."

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

**2.1.1 SACC Manual Clauses [A3015T](#)** (2014-06-26), Certifications – Bid

**2.1.2 SACC Manual Clauses [M0019T](#)** (2007-05-25), Firm Price and/or Rates

### **2.2 Submission of Offers**

Offers 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 Request for Standing Offers.

In person or by mail:

Place Bonaventure, South-West Portal, 7th Floor  
800 de la Gauchetière Street West, Suite 7300  
Montreal (QC), H5A 1L6

By facsimile: (514) 496-3822

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 8 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is

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eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer (Refer to Annex "A" attached)**

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

#### **Section II: Financial Offer (Refer to Annex "B" attached)**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices – Offer (Refer to Annex "D" attached)**

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

If Annex "D" 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.



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### 3.1.2 Exchange Rate Fluctuation

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

- a) Acceptance of the terms and conditions of the request for Standing Offer;
- b) Compliance with all requirements described in Annex «A» attached;

***It is mandatory to provide technical/ descriptive documents for all products that you are offering to permit the technical evaluation.***

##### **4.1.1.1 Mandatory Technical Criteria**

- a) The offeror must submit technical/descriptive documents for offered products and should complete and include with the offer the Annex «C» attached;
- b) The Offeror must demonstrate in the technical offer that offered products are compliant with every characteristics mentioned in Annex «C» by providing all of the following documentation with the offer, prior to bid closing date:
  - I. Official Certification (e.g., Technical specification sheet or insert) confirming that the product is capable of detecting North American and European PRRS strains (genotypes 1 and 2);
  - II. Official Certification (e.g., Technical specification sheet or insert, Validation data) that the sensitivity of the product is minimum 98% and that its specificity is minimum 97%;
  - III. Official Certification (e.g., Technical specification sheet or insert) specifying a minimum amount of tests 92 tests per plate (excluding controls);
  - IV. Documentation to certify that the proposed product is licensed (registered) for its distribution in Canada by the Canadian Centre for Veterinary Biologics (CCVB) of the Canadian Food Inspection Agency (CFIA) or that steps to obtain its licensing (Registration) through the CCVB are in process (or that steps have been taken prior to the posting of this Standing Offer Request) or that the product can be exported to Canada for other means (example: for research). Refer to Article 5.2.3 as this Import permit for the Veterinary Biological Products offered, must be obtained prior to the adjudication of the Standing Offer.

***Omission to provide the technical/ descriptive documents for products that you are offering and information to demonstrate that the Technical Offer meets all evaluation criteria listed at Annex “C”, will render the Offer non-responsive and subsequently, it will not be considered for the Financial Evaluation.***

#### **4.1.2 Financial Evaluation (Refer to Annex “B” attached)**

- 1) The financial offers will be evaluated on the basis of the information provided by the offeror in annex «B» which is part of the Request for Standing Offer and the resulting Standing Offer;
- 2) The Offeror must provide a financial offer in compliance with “Annex B: Basis of Payment” The total amount of Applicable Taxes must be shown separately;

- 3) Canada has provided the following information as a multiplication factor for the purpose of the financial evaluation:
  - A) Estimated Annual Quantity of Tests
- 4) In his Financial Offer, the Offeror must provide:
  - B) the price of one kit;
  - C) the number of tests per kit;
  - D) the price of one test ( **B/ C = D**);
  - E) the price per delivery (Incoterms 2010 DDP).
- 5) The Offeror must calculate the Estimated total for each year by completing formula:  $(A \times D) + E$  to obtain:
  - F) the Estimated total for Financial Evaluation per year.
- 6) The Offeror must add up the estimated total for Financial Evaluation of all three years to obtain the Estimated Grand Total for all three years;
- 7) The responsive Offer with the lowest evaluated Estimated Grand Total For Financial Evaluation for all three years will be recommended for issuance of a standing offer;
- 8) Estimated commitments provided and totals produced by the offeror are for evaluation purposes and only the information about the product offered, the "Number of tests per kit", the "price of one kit", the "price of one test" and the "price per delivery" for each period will be kept in Annex B: Basis of Payment of the resulting standing offer

**4.1.2.1 SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price**

**NOTE: The Standing Offer will be adjudicated in Canadian currency for the Contractor established in Canada**

**4.2 Basis of Selection**

**4.2.1 SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation (Refer to and complete Annex “E” with your offer)**

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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

**5.2.3 Permit issued by the Canadian Centre for Veterinary Biologics (CCVB) of the Canadian Food Inspection Agency (CFIA), for the importation of veterinary biological products into Canada.**

This Import Permit for the Veterinary Biological Products offered, must be obtained by the Offeror and documentation in support of this must be provided to the Contracting Authority prior to the adjudication of the Standing Offer.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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**

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting (Refer to Annex "F" attached)**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

An example of the quarterly reporting periods are defined as follows (will be adjusted upon adjudication):

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

*(Will be completed at time of issuance of resulting Standing Offer)*

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ 2018 to \_\_\_\_\_ 2020.

### **6.4.2 Extension of Standing Offer**

*(Will be completed at time of issuance of resulting Standing Offer)*

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 12 month period, from \_\_\_\_\_ 2020 to \_\_\_\_\_ 2021 (will be completed by the Contracting Authority upon adjudication of the Standing Offer) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 90 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified in the call-up against the Standing Offer.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Luc Brunet  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 800 de la Gauchetière Ouest, suite 7300, South-West Portal,  
Montreal, Quebec H5A 1L6  
Telephone: 514-602-2408  
E-mail address: Luc.Brunet@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **6.5.2 Project Authority**

*(Will be completed at time of issuance of resulting Standing Offer)*

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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mta060  
CCC No./N° CCC - FMS No./N° VME

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

*(Will be completed at time of issuance of resulting Standing Offer)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
PBN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Food Inspection Agency's Laboratory in St-Hyacinth, QC

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;



- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 6.9 Financial Limitation

*(Will be completed at time of issuance of resulting Standing Offer)*

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex F, Quarterly Call-Up Report
- h) the Offeror's offer dated \_\_\_\_\_

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force \_\_\_\_\_

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

Section 16 Interest on Overdue Accounts, of [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

Delivery must be made within 14 calendar days from receipt of a call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

The contractor will be paid in accordance with firm prices offered in the Basis of Payment at Annex "B" and according to the quantities of products ordered in the call-ups in reference to the Standing Offer

#### **6.4.2 SACC Manual Clauses [H1000C](#) (2008-05-12), Single Payment**

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

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

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

#### 6.4.4 Electronic Payment of Invoices – Call-up

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).

#### 6.5 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.

#### 6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

#### 6.7 SACC Manual Clauses

<a href="#">A2000C</a>	Foreign Nationals (Canadian Contractor)	(2006-06-16)
<a href="#">A2001C</a>	Foreign Nationals (Foreign Contractor)	(2006-06-16)
<a href="#">B7500C</a>	Excess Goods	(2006-06-16)
<a href="#">D0018C</a>	Delivery and Unloading	(2007-11-30)

## **ANNEX A: REQUIREMENT**

### **TITLE**

Porcine Reproductive and Respiratory Syndrome PRRS diagnostic kits.

### **ACRONYMS AND DEFINITIONS**

- a) CFIA: Canadian Food Inspection Agency
- b) MIPD: Indigenous Porcine Diseases reference laboratory
- c) ELISA: Enzyme-Linked Immunosorbent Assay
- d) PRRS: Porcine Reproductive and Respiratory Syndrome
- e) CCVB: Canadian Centre for Veterinary Biologics

### **REQUIREMENT**

The requirement is to supply the Indigenous Porcine Diseases (MIPD) reference laboratory of the CFIA Saint-Hyacinthe laboratory with products (kits) to diagnose PRRS via ELISA as needed.

### **BACKGROUND**

The Canadian Food Inspection Agency (CFIA) must ensure that only healthy animals and animal products and by-products that meet the import health requirements of an importing country are exported from Canada and, in the case of live animals, that they are transported in a humane manner.

The Saint-Hyacinthe laboratory houses the Indigenous Porcine Diseases reference laboratory (MIPD). The MIPD is, amongst others, responsible for efficiently identifying, validating and using diagnostic products (kits and reagents) for the detection of antibodies to the Porcine Reproductive and Respiratory Syndrome (PRRS) virus.

Following negotiations between Canada and countries importing Canadian swine, PRRS diagnosis by means of the Enzyme-Linked Immunosorbent Assay (ELISA) has been approved for PRRS certification of livestock. Before they can be used in Canada, all diagnostic products and kits are evaluated and validated by the MIPD to ensure their performance, sensitivity and specificity are adequate and sufficient to ensure reliable results for the CFIA.

### **SCOPE OF REQUIREMENT**

Fluctuations in Canada's swine industry mean that the frequency and volume of diagnostic kit orders are unpredictable, given the products' expiry dates and the impossibility of building up a stockpile ahead of time.

- 1) The contractor offers an ELISA-based PRRS diagnostic kit that has been on the market for a minimum of five years;
- 2) The contractor can supply from 15,000 tests to more than 50,000 tests per year and is able to supply the kit components individually;
- 3) The contractor is able to supply kits within 5 to 10 working days at the rate of approximately 4,800 tests per order;

- 4) The diagnostic kits are manufactured in lots of a minimum of 500 kits per lot to minimize variability related to the manufacturing process;
- 5) The CFIA can contact those responsible for kit production to obtain advice/scientific analysis;
- 6) The kits allow for test automatization (incubation at room temperature, reagents provided in greater quantity than needed for void volumes, product containing a stop solution);

## CERTIFICATIONS REQUIRED PRIOR TO CONTRACT AWARD

### A. Import of biologics to Canada

Any product (type of diagnostic kit) that has not been certified in Canada must first be studied by the CFIA Canadian Centre for Veterinary Biologics (CCVB) so that an import permit can be issued for the product and its certification completed. (Link: <http://inspection.gc.ca/animals/veterinary-biologics/guidelines-forms/3-25f/eng/1328639619579/1328640363370>).

The CCVB takes a variety of parameters into account when studying products. The studies must be completed before the MIPD can obtain a permit to import the product for certification testing.

### B. Validation

Any product proposed for use by the Saint-Hyacinthe Laboratory MIPD must undergo an extensive, multi-step validation process before it can be used. Once the product has been validated, its performance is tested to determine whether the MIPD could use it to fulfill CFIA's mandate, which encompasses the export of live animals, the certification of animals for Canadian insemination programs, and disease monitoring in Canadian livestock populations. The established product performance levels serve to maintain client confidence, both nationally and internationally, in the quality of our Canadian products (live animals, animal semen, animal embryos, etc.).

## TECHNICAL SPECIFICATIONS (Minimum Essential Requirements)

### The proposed solution must:

1. Be defined using the accepted antibody detection method: ELISA (*Enzyme-Linked Immunosorbent Assay*), as this method has been negotiated between Canada and countries importing Canadian swine, on Canada's official export certificates;
2. Be able to detect North American and European PRRS strains (genotypes 1 and 2);
3. Guarantee the following minimum performance:
  - 98% sensitivity
  - 97% specificity
4. Offer a minimum of 92 tests per plate (excluding controls);
5. Provide results within a maximum of two hours;
6. Be automatable, all the steps requiring incubation must be conducted at ambient room-temperature (e.g., 23°C ± 3°C);

7. Have a shelf life of at least one year;
8. Have been on the market for at least five years.

**The contractor must:**

9. Be able to supply up to 50,000 tests per year at a rate of approximately 4,800 tests per order;
10. Supply product that is licensed (registered) for its distribution in Canada by the Canadian Centre for Veterinary Biologics (CCVB) of the Canadian Food Inspection Agency (CFIA);
11. Supply and deliver kits within 5 to 10 working days following an order;
12. Supply product that is tested in post-production with an analysis certificate available for each lot. Certificates must contain the following information: lot number of the product and of each of its components, expiry date of the lot of products, control values and certification that the lot meets the quality criteria established by the manufacturer;
13. Provide kit components that can be ordered individually;
14. Allow the CFIA to contact the persons responsible for producing the product, diagnostic kits, to obtain advice and scientific analysis.

**ANNEX B: BASIS OF PAYMENT**

Prices must not include applicable taxes and are in Canadian dollars. Only the information about the offered product in the following box, the Number of tests per kit, Price of one kit, the Price of one test and the price per delivery will be included in the Annex B: Basis of payment of the resulting Standing Offer. The dates for each period of one year will be added upon adjudication of the Standing Offer

Please also supply the following information about the proposed solution

<ul style="list-style-type: none"> <li>· Diagnostic kit manufacturer: _____</li> <li>· Proposed diagnostic kit type: _____</li> </ul>
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<b>First year:</b>					
A) Estimated annual quantity of tests (For financial evaluation)	B) Price of one kit	C) Number of tests per kit	D) Price of one test ( B/ C = D)	E) Price per delivery ( <i>Incoterms 2010 DDP</i> )	F) Estimated total for Financial Evaluation  (A X D) + E =F
22,000 tests	_____ \$		_____ \$	_____ \$	_____ \$
<i>Incoterms 2010 DDP: 3400 Casavant Blvd West, St Hyacinthe, QC, Canada J2S 8E3</i>					

<b>Second year:</b>					
A) Estimated annual quantity of tests (For financial evaluation)	B) Price of one kit	C) Number of tests per kit	D) Price of one test ( B/ C = D)	E) Price per delivery ( <i>Incoterms 2010 DDP</i> )	F) Estimated total for Financial Evaluation  (A X D) + E =F
23,000 tests	_____ \$		_____ \$	_____ \$	_____ \$
<i>Incoterms 2010 DDP: 3400 Casavant Blvd West, St Hyacinthe, QC, Canada J2S 8E3</i>					

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<b>Third year:</b>					
<b>A) Estimated Annual quantity of tests</b> (For financial evaluation)	<b>B) Price of one kit</b>	<b>C) Number of tests per kit</b>	<b>D) Price of one test ( B/ C = D)</b>	<b>E) Price per delivery (Incoterms 2010 DDP)</b>	<b>F) Estimated total for Financial Evaluation</b>  (A X D) + E =F
24,000 tests	_____ \$		_____ \$	_____ \$	_____ \$
<i>Incoterms 2010 DDP: 3400 Casavant Blvd West, St Hyacinthe, QC, Canada J2S 8E3</i>					

<b>First year</b>	<b>(+) Second year</b>	<b>(+) Third year</b>	<b>(=) Estimated Grand Total For Financial Evaluation</b>
_____ \$	_____ \$	_____ \$	_____ \$



**ANNEX C: MANDATORY TECHNICAL EVALUATION CRITERIA**

All of the technical criteria identified below are mandatory. They must be met and accompanied by the required certifications and documented evidence. Failure to provide documentation in support of each claim will automatically render the offer non-responsive and it will not be considered for the financial evaluation.

<b>Mandatory Technical Evaluation Criteria</b>	<b>In order to facilitate the technical evaluation, please indicate where we can find information demonstrating that this technical assessment criterion has been met in documentation submitted with your offer</b>
Official Certification (e.g., Technical specification sheet or insert) confirming that the product is capable of detecting North American and European PRRS strains (genotypes 1 and 2).	
Official Certification (e.g., Technical specification sheet or insert, Validation data) that the sensitivity of the product is minimum 98% and that its specificity is minimum 97%.	
Official Certification (e.g., Technical specification sheet or insert) specifying a minimum amount of tests 92 tests per plate (excluding controls).	
The Offeror must provide documentation to certify that the proposed product is licensed (registered) for its distribution in Canada by the Canadian Centre for Veterinary Biologics (CCVB) of the Canadian Food Inspection Agency (CFIA) or that steps to obtain its licensing (Registration) through the CCVB are in process (or that steps have been taken prior to the posting of this Standing Offer Request) or that the product can be exported to Canada for other means (example: for research).	

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## **ANNEX D: to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI).

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**ANNEX E: COMPLETE LIST OF OFFEROR'S BOARD OF DIRECTORS**

***NOTE TO OFFEROR'S***

***WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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**ANNEX F: QUARTERLY CALL-UP REPORT (EXAMPLE ONLY)**

<b>Call-up Report – (example of report)</b>					
Date -					
No. RISO	Date of Order	Date of Delivery	Items / Quantity	Price	Total Value