



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest

7e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Microscope	
<b>Solicitation No. - N° de l'invitation</b> 01756-190302/A	<b>Date</b> 2018-11-01
<b>Client Reference No. - N° de référence du client</b> 01756-190302	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-225-15087	
<b>File No. - N° de dossier</b> MTA-8-41150 (225)	<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 2018-12-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Stéphane	<b>Buyer Id - Id de l'acheteur</b> mta225
<b>Telephone No. - N° de téléphone</b> (514) 603-9967 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE L'AGRICULTURE ET DE L'AGROALIMENTAIRE 430 BOULEVARD GOUIN ST JEAN S'RICHELIEU Québec J3B 3E6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7e étage, suite 7300

Montréal

Québec

H5A 1L6

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request 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 request;

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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

### **1.2 Summary**

Agriculture and Agri-Food Canada is interested in acquiring an optical microscope to take pictures of insects and plants for the inventory of specimens, as well as for the measurement of certain specimen parts.

The requirement is detailed under Annex A.

#### **1.2.1 Trade Agreements**

This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) between Canada and the United States, and the Canadian Free Trade Agreement (CFTA)

#### **1.2.2 Epost Connect**

This request allows offerors to use the epost Connect service provided by Canada Post Corporation for offer submission. Offerors must refer to Part 2 of the RFSO entitled Instructions to offerors for further information.

### **1.3 Security Requirements**

No security requirements applies for this request.

### **1.4 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.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 \(2018-05-22\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The [2003 \(2018-05-22\)](#) standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
  - Subsection 1 is amended to add the following piece of evidence: "d.: a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

  1. Facsimile
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 514-496-3822 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
    - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
      - i. receipt of garbled or incomplete bid;
      - ii. availability or condition of the receiving facsimile equipment;

- 
- iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid; or
  - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
  - b. To submit a bid using epost Connect service, the Bidder must either:
    - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
  - c. If the Bidder sends an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
  - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
  - e. The email address of PWGSC Bid Receiving Unit in Headquarters is: [TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
  - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
    - i. receipt of a garbled or incomplete bid;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the bid;
    - v. failure of the Bidder to properly identify the bid;
    - vi. illegibility of the bid;
    - vii. security of bid data; or
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

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### **2.1.1 SACC Manual Clauses**

B1000T (2014-06-26) Condition of Material - Bid

### **2.2 Submission of Bids**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by mail, by facsimile, in person or by Epost by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 6 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 the province of Quebec.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer: two (2) hard copies  
Section II: Financial Offer: one (1) hard copy  
Section III: Certifications: one (1) hard copy

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.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

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### **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. The Bidders will be evaluated according to the Mandatory Technical Criteria to be identified in **Annex C - Mandatory Technical Criteria to be identified**.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment. The total amount of applicable taxes must be indicated separately.

#### 3.1.1 Electronic Payment of Invoices – Bid

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.

#### 3.1.2 Exchange Rate Fluctuation C3011T (2013-11-06)

### **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 to be identified**

The Bidder must offer products that meet all technical specifications and components described in Annex A. Bids will be evaluated on the mandatory technical requirements to be identified in Annex C.

Bidder must clearly demonstrate how their proposed products meet each and every mandatory criteria in Annex C. It is mandatory to provide technical/ descriptive documents and/or technical literature/notes, at the submission of your bid for all products offered to allow the technical evaluation. Failure to comply will render your bid non-responsive.

All bids that do not clearly demonstrate the conformity of each Mandatory Technical Criteria to be identified listed in Annex C, will be considered as non-receivable

#### **4.1.2 Financial Evaluation**

According to the price of the articles A and B.

A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bid

**\* Any proposal submitted in foreign currency will be assessed in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

The Bidder must complete and include with its proposal Annex B - Basis of Payment. If a field is left empty, the price will be considered as \$0.00.

### **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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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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 in Annex A - Requirement.

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

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

#### 6.3.1 General Conditions

[2010A](#) (2018-06-21), 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 to March 31, 2021 inclusive.

#### 6.4.2 Delivery Date

All deliverables described in Annex A, sections 1 and 2 must be delivery by no later than March 15, 2019.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made at the delivery point identified in Annex A, Section 4

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephane Dubé  
Title: Supply Officer  
Public Services and Procurement Canada (PSPC)  
Acquisitions Branch  
Supply and Compensation Directorate  
Place Bonaventure, South-West portal  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

Telephone: 514-603-9967  
Facsimile: 514-496-3822  
E-mail address: stephane.dube@tpsgc-pwgsc.gc.ca

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

### 6.5.2 Project Authority (Will be completed by Canada once awarded)

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.

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**6.5.3 Contractor's Representative (to be filled out by the bidder)**

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

**6.6 Payment**

6.6.1 Basis of Payment

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

**The Contract will be awarded in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor

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 Single Payment

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

6.6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign Based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.6.4 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);

## 6.7 Invoicing Instructions

6.7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices must not be submitted until all the work identified on the invoice has been completed.

Invoices must be distributed as follows:

- i. Send one PDF copy of the invoice by e-mail to the Contracting and Technical Authorities as identified under sub-articles 6.5.1 and 6.5.2 of the contract with copy to the following CSA e-mail address: (to be supplied in the contract)
- ii. 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (if the bid has been clarified or modified, insert at the time of contract award: "clarified on \_\_\_\_\_" or ", modified on \_\_\_\_\_" and include the date or dates of clarifications or modifications) ..

## 6.11 SACC Manual Clauses

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

## ANNEX "A" - REQUIREMENT

### REQUIREMENT

#### 1.0 Objectives

Agriculture and Agri-Food Canada is interested in acquiring an optical microscope to take pictures of insects and plants for the inventory of specimens, as well as for the measurement of certain specimen parts. The equipment must be delivered at St-Jean-sur-Richelieu Research and Development Center before March 15, 2019.

#### 2.0 Deliverable

An optical microscope with the following specifications:

##### Lens and support

- 2.1 Optical lens allowing magnification for a field of view between 15.1mm and 1.5mm
- 2.2 Optical field depth greater than 34 mm at 20x and 0.44mm at 200x (digital magnification not accepted)
- 2.3 Motorized XY table and motorized Z axis (at least 0.1mm resolution)
- 2.4 Tilting support (180 °)
- 2.5 Ability to remove the lens from the base for hands-free imaging
- 2.6 Ability to generate multilayer and mosaic images
- 2.7 Includes the following light adapters: polarizer and light diffuser > 20 mm wide

##### Imaging system

- 2.8 High resolution images (minimum 3200 (H) x 2400 (V))
- 2.9 Recording formats: JPEG, TIFF
- 2.10 Ability to make HDR (high-dynamic-range) photos
- 2.11 Ability to take 3D images
- 2.12 Ability to generate videos of a minimum of 50 frames per second
- 2.13 Automation of processes to accelerate the taking of multiple images. The device must be able to reapply the same conditions for taking a photo from the same series (magnification, exposure, color and image management).
- 2.14 Capacity for user programming capability (open source) to modify the software code to adapt the experimental protocols used. For example, must be able to modify all the steps of taking pictures to add external components such as time laps or analysis of different images (stacking).
- 2.15 Image analysis software for linear and circular measurement, counting of distinct structures, structure / color recognition.
- 2.16 Bilingual Analysis Software (French / English)
- 2.17 All measurements, controls, displays and recordings must be available in SI units (International System).
- 2.18 Includes a computer and its accessories (keyboard, mouse, control console, USB port)

##### After sales service

- 2.19** Provide on-site training in French of 7.5h for a maximum of 10 people following the delivery of the microscope and offer advanced training of 15h for experienced users (maximum of 5 people) one year after delivery. **Must include course notes in PDF format.**
- 2.20** Provide a replacement unit free of charge in case of breakage within 24 hours during the first 2 years.

### **3.0 Mandatory criteria to be demonstrated**

#### **Lenses and support**

- 3.1** Optical lens allowing magnification for a field of view between 15.1mm and 1.5mm
- 3.2** Optical field depth greater than 34 mm at 20x and 0.44mm at 200x (digital magnification not accepted)
- 3.3** Motorized XY Table and motorized Z Axis (at least 0.1mm resolution)
- 3.4** Tilting support (180 °)
- 3.5** Must be able to remove the lens from its base to make hands free images
- 3.6** Ability to generate multilayer and mosaic images
- 3.7** Includes the following light adapters: polarizer and light diffuser > 20 mm wide

#### **Imaging system**

- 3.8** High resolution images (minimum 3200 (H) x 2400 (V))
- 3.9** Recording formats: JPEG, TIFF
- 3.10** Ability to do HDR
- 3.11** Ability to take 3D images
- 3.12** Ability to generate videos of a minimum of 50 frames per second
- 3.13** Process automation to speed up the process of taking multiple pictures. The device must be able to reapply the same conditions for taking a photo from the same series (magnification, exposure, color and image management).
- 3.14** Operational user programming capability (open source) to modify the software code to adapt the experimental protocols used. For example, must be able to modify all the steps of taking pictures to add external components such as time laps or stacking analysis.
- 3.15** Image analysis software for linear and circular measurement, counting of distinct structures, structure / color recognition.
- 3.16** Bilingual Analysis Software (French / English)
- 3.17** All measurements, controls, displays and recordings shall be made in SI units (International System).
- 3.18** Includes a computer and its accessories (keyboard, mouse, control console, USB port)

### **4.0 Delivery point**

430 Boulevard Gouin  
St-Jean-sur-Richelieu,

Québec,

J3B

3E6

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01755-190302

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTA-8-41150

Id de l'acheteur - Buyer ID  
MTA225  
N° CCC / CCC No./ N° VME - FMS

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## ANNEX "B" – BASIS OF PAYMENT

### BASIS OF PAYMENT

	Description	Qty	Unit price (\$)	Total price (\$)
<b>A</b>	<b>Optical microscope</b>	1		
<b>B</b>	<b>Training</b> (as describes in Annex A, 2.19)	1		
<b>C</b>	<b>Replacement service</b> (as describes in Annex A, 2.20)	1		
	<b>TOTAL</b>			

## ANNEX "C" - MANDATORY TECHNICAL CRITERIA TO BE DEMONSTRATED

The minimum performance characteristics of the equipment described in the following table are first and foremost minimums to meet, and are a non-exhaustive list.

Any performance characteristics of equipment necessary to operate the equipment that are not described in the table below, form an integral part of this annex and the prices of these are included in the price of the quote.

es caractéristiques de rendement minimal de l'équipement décrites dans le tableau suivant sont d'abord

**Optical microscope.** The equipment must have the descriptions and specifications listed in Annex A 3.0 Mandatory criteria to be demonstrated. These descriptions and specifications are referred to below by their numbers from 1 to 18.

No.	Mandatory technical criteria	Référence
	<b>Lenses and support</b>	
1	Optical lens allowing magnification for a field of view between 15.1mm and 1.5mm  Ability to generate multilayer and mosaic images	
2	Optical field depth greater than 34 mm at 20x and 0.44mm at 200x (digital magnification not accepted)	
3	Motorized XY table and motorized Z axis (at least 0.1mm resolution)	
4	Tilting support (180 °)	
5	Ability to remove the lens from the base for hands-free imaging	
6	Ability to generate multilayer and mosaic images	
7	Includes the following light adapters: polarizer and light diffuser > 20 mm wide	
	<b>Imaging system</b>	
8	High resolution images (minimum 3200 (H) x 2400 (V))	
9	Recording formats: JPEG, TIFF	
10	Ability to do HDR	
11	Ability to take 3D images	
12	Ability to generate videos of a minimum of 50 frames per second	
13	Automation of processes to accelerate the	

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	taking multiples images. The device must be able to reapply the same conditions for taking a photo from the same series (magnification, exposure, color and image management).	
14	Operational user programming capability (open source)	
15	Image analysis software allowing linear and circular measurement, counting of distinct structures, structure / color recognition.	
16	Bilingual Analysis Software (French / English)	
17	All measurements, controls, displays and recordings must be made in SI units (International System).	
18	Includes a computer and its accessories (keyboard, mouse, control console, USB port)	

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### **ANNEX "D" - 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);

