



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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Karl Fischer Titrator	
Solicitation No. - N° de l'invitation H4004-182962/A	Date 2018-11-15
Client Reference No. - N° de référence du client H4004-18-2962	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-630-7628	
File No. - N° de dossier KIN-8-50127 (630)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-04	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Holt, Judy	Buyer Id - Id de l'acheteur kin630
Telephone No. - N° de téléphone (613) 536-4995 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH HEALTH PRODUCTS LABORATORY 2301 MIDLAND AVE TORONTO Ontario M1P4R7 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

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) 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 in the bid solicitation.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

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

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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

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 - Mandatory Technical Evaluation Criteria

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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.

Lowest evaluated price = Lot price for Item #1

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#>).

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 the "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) (<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.

The [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) is appended with Section 32 - Intellectual Property Infringement and Royalties, as follows:

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.3.2 Supplemental General Conditions

4001 (2015-04-01), Hardware Purchase Lease or Maintenance
4003 (2010-08-16), Licensed Software

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before 29 March 2019.

6.4.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before 27 March 2020 by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Judy Holt
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

86 Clarence Street, 2nd Floor
Kingston, ON K7L 1X3

Telephone: 613 – 536 - 4995
Facsimile: 613 – 545 - 8067
E-mail address: judy.holt@pwgsc-tpsgc.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

The Project Authority for the Contract is: *To be determined*

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

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 lot price as specified in Annex B – Basis of Payment for a cost of \$ *to be determined*. 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](#) (2017-08-17) Limitation of Price

6.6.3 Single Payment

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

6.6.4 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30) Taxes – Foreign-based Contractor

6.6.5 Electronic Payment of Invoices – Contract

To be determined

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.

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2015-04-01), Hardware Purchase Lease or Maintenance;
- (c) the supplemental general conditions 4003 (2010-08-16), Licensed Software;
- (d) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations
SACC Manual clause B1501C (2018-06-21) Electrical Equipment
SACC Manual clause B7500C (2006-06-16) Excess Goods
SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

ANNEX "A"

REQUIREMENT

1. TITLE
Purchase, Installation, and Qualification of Dual Volumetric / Coulometric Karl Fischer Titrator

2. SCOPE

2.1. Introduction

The laboratory is requesting the purchase, installation, and qualification of one (1) Dual Volumetric / Coulometric Karl Fischer Titrator with an option to purchase two (2) additional dual Volumetric / Coulometric Karl Fischer Titrators. The instruments will be used to conduct routine and non-routine analysis of reference standards, health products, and active pharmaceutical ingredients. be used to conduct routine and non-routine analysis of reference standards, health products, and active pharmaceutical ingredients.

2.2. Objectives of the Requirement

The objective is for the purchase a Dual Volumetric / Coulometric Karl Fischer Titrator(s) to be purchased, installed and subjected to full qualification of hardware and software in the Ontario Health Products Laboratory.

2.3. Background and Specific Scope of the Requirement

The Mission of the Ontario Health Products Laboratory is to provide its clients with reliable analytical results, along with scientific advice on those analyses, in order to support inspections, compliance verifications, border integrity activities, and investigations related to health products. Karl Fisher titration is used for analysis of reference standards, health products, and active pharmaceutical ingredients for moisture content. The Ontario Health Products Laboratory is purchasing Dual Volumetric / Coulometric Karl Fischer Titrator(s) for this purpose.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

The Contractor must supply, install, and qualify fully-functioning hardware and software meeting the minimum specifications stated below and provide related documentation. The contractor is to install and qualify one (1) instrument at 2301 Midland Avenue in Toronto by March 29, 2019. If the optional requirement for the supply, installation, and qualification of additional instruments is invoked, they must be supplied, installed, and qualified by March 27, 2020.

The equipment offered, including all internal components, must be new. No old equipment, demonstrator model, or refurbished parts will be accepted.

The Contractor must provide a warranty covering a minimum period of three years from the date of delivery. Support for the purchased instrument must be available for a minimum of 10 years after delivery. Trained technical personnel must be available for technical assistance services in English during business hours, Monday - Friday.

The Contractor must provide all applicable user manuals in electronic format upon delivery of the system.

3.2. Specifications and Standards

The system must meet or exceed the following specifications.

Hardware requirements:

-
- .1 Operating modes must include Karl Fischer Coulometric (KFC) and Karl Fisher Volumetric (KFV) titrations with automatic conditioning and endpoint recognition
 - .2 Must be able to perform two separate analyses such as KFC and KFV titration simultaneously
 - .3 Must have USB control to allow an unrestricted real time high-speed data stream and plug-and-play capability and immediate identification.
 - .4 Must connect to external devices through a USB connection and have native support in the base model for three (3) titrating burettes
 - .5 Must use exchangeable burette system available in 2, 5, 10, 20 and 50 mL sizes
 - .6 Must automatically recognize burette size and burette serial number
 - .7 Must automatically recognize titrant identification, standardization value and history of last 10 standardizations
 - .8 Reagent dosing technology must use an overhead burette drive for top-down dosing and zero dead volume for automated reagent exchange, cleaning and preparing.
 - .9 Must have the ability to check for the correct reagent before starting analysis
 - .10 Must automatically recognize peripheral instruments (stirrers, dosing devices, pumps) including model number and serial number
 - .11 Instrument and burette communications must be conducted only via hardwired connection and not RFID

Computer requirements:

- .12 The offer must include a computer sufficient to support all functions of the instrument and its software
- .13 The equipment must be solely controlled by the computer
- .14 The offer must include a colour printer that is compatible with the computer and software

Software requirements:

- .15 Titration control software must be able to export data files in multiple common machine readable formats including PDF, CSV and SLK
- .16 Software must be able to control third party RS232 devices (balance)
- .17 Software must have graphical method editor with built in templates for common analysis types
- .18 Software must comply with directives according to FDA 21 CFR Part 11
- .19 Software must maintain a full audit trail registering all activities in a traceable manner
- .20 Software must allow two titrations to be conducted in parallel

3.3. Technical, Operational and Organizational Environment

N/A

3.4. Method and Source of Acceptance

The Ontario Health Products Laboratory will review the Contractor's qualification report before accepting the deliverables.

3.5. Reporting Requirements

Upon conclusion of installation and qualification, the Contractor is to provide a report detailing the qualification results.

3.6. Project Management Control Procedures

N/A

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

All contractors will be accompanied at all times by a laboratory staff member during their work at 2301 Midland Avenue. The laboratory will provide the Contractor with access to a staff member who will be available to coordinate activities.

4.2. Contractor's Obligations

- .1 For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.
- .2 Notwithstanding the fact that the equipment under this Contract become vested in Canada, the equipment must remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment.

4.3. Location of Work, Work site and Delivery Point

The Contractor is to deliver the equipment to:
Ontario Health Products Laboratory
2301 Midland Avenue
Toronto, Ontario M1P 4R7

The Contractor will have access to the Ontario Health Products Laboratory (2301 Midland Avenue, Toronto, ON). During this access, all contractors will be accompanied at all times by a laboratory staff member.

4.4. Language of Work

English

4.5. Travel and Living

N/A

5. PROJECT SCHEDULE

5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)

The contractor must contact the laboratory by March 1, 2019. The contractor and laboratory will coordinate the scheduling of date(s) for the installation and qualification of the instrument.

The contractor must complete installation and qualification of one (1) instrument by March 29, 2019. If the optional requirement for additional instruments is invoked, the contractor must complete installation and qualification of the additional instruments by March 27, 2020.

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

N/A

6.2. Relevant Terms, Acronyms and Glossaries

CSV – Comma-Separated Values (file format)

KFC – Karl Fischer Coulometric (type of analysis)

KFV – Karl Fischer Volumetric (type of analysis)

PDF – Portable Document Format (file format)

Solicitation No. - N° de l'invitation
H4004-182962/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50127

Buyer ID - Id de l'acheteur
KIN630
CCC No./N° CCC - FMS No./N° VME

RFID – Radio-Frequency Identification (electronic communication protocol)
SLK – Symbolic Link Format (file format)
USB – Universal Serial Bus (electronic communication protocol)

ANNEX B

BASIS OF PAYMENT

1. One (1) Dual Volumetric/Coulometric Karl Fischer Titrator as detailed in Annex A, for supply, delivery and qualification at 2301 Midland Avenue, Toronto. \$ _____/lot

Make/Model Offered: _____

Optional Goods

2. Two (2) Dual Volumetric/Coulometric Karl Fischer Titrator as detailed in Annex A, for supply, delivery and qualification at 2301 Midland Avenue, Toronto. \$ _____/lot

Make/Model Offered: _____

ANNEX "C" to PART 3 OF THE BID SOLICITATION

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

Mandatory Technical Evaluation Criteria

Bidders should indicate opposite each specification under MANDATORY SPECIFICATIONS, in the right hand margin under DETAIL OFFERED, whether or not the equipment being offered meets / does not meet the requirements.

It will be to your advantage to furnish as much detail as possible to support your comments / claims of compliance for each specification. If technical literature, etc. is provided, please reference the page number and highlight the specification that supports your compliance. If there is no technical literature to support a specification, you should indicate so.

ITEM	MANDATORY SPECIFICATIONS	DETAIL OFFERED	
		Met	Not Met
	Hardware Requirements		
3.2.1	Operating modes must include Karl Fischer Coulometric (KFC) and Karl Fisher Volumetric (KFV) titrations with automatic conditioning and endpoint recognition		
3.2.2	Must be able to perform two separate analyses such as KFC and KFV titration simultaneously		
3.2.3	Must have USB control to allow an unrestricted real time high-speed data stream and plug-and-play capability and immediate identification.		
3.2.4	Must connect to external devices through a USB connection and have native support in the base model for three (3) titrating burettes		
3.2.5	Must use exchangeable burette system available in 2, 5, 10, 20 and 50 mL sizes		
3.2.6	Must automatically recognize burette size and burette serial number		
3.2.7	Must automatically recognize titrant identification, standardization value and history of last 10 standardizations		
3.2.8	Reagent dosing technology must use an overhead burette drive for top-down dosing and zero dead volume for automated reagent exchange, cleaning and preparing.		
3.2.9	Must have the ability to check for the correct reagent before starting analysis		
3.2.10	Must automatically recognize peripheral instruments (stirrers, dosing devices, pumps) including model number and serial number		
3.2.11	Instrument and burette communications must be conducted only via hardwired connection and not RFID		
	Computer requirements		
3.2.12	The offer must include a computer sufficient to support all functions of the instrument and its software		
3.2.13	The equipment must be solely controlled by the computer		
3.2.14	The offer must include a colour printer that is compatible with the computer and software		
	Software requirements		
3.2.15	Titration control software must be able to export data files in multiple common machine readable formats including PDF, CSV and SLK		
3.2.16	Software must be able to control third party RS232 devices (balance)		
3.2.17	Software must have graphical method editor with built in templates for common analysis types		

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Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50127

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3.2.18	Software must comply with directives according to FDA 21 CFR Part 11		
3.2.19	Software must maintain a full audit trail registering all activities in a traceable manner		
3.2.20	Software must allow two titrations to be conducted in parallel		