



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**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 Liquid Chromatograph - Gas Chromato	
Solicitation No. - N° de l'invitation 5K003-181401/B	Date 2019-04-02
Client Reference No. - N° de référence du client 5K003-181401	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-005-10802	
File No. - N° de dossier WPG-8-41143 (005)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-13	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Guilford, Alison	Buyer Id - Id de l'acheteur wpg005
Telephone No. - N° de téléphone (204) 228-7215 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADIAN GRAIN COMMISSION GRAIN RESEARCH LAB 9th Floor - 303 MAIN ST WINNIPEG Manitoba R3C3G8 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 Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

This bid solicitation cancels and supersedes previous bid solicitation number 5K003-181401/A dated 2018-12-03 with a closing of 2019-01-21 at 14:00 (CST). A debriefing or feedback session will be provided upon request to bidders/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

The Canadian Grain Commissions (CGC) Grain Research Laboratory (GRL), Oilseeds unit has a requirement for the supply, delivery, installation and training of (1) one Liquid Chromatograph- Gas Chromatography (LC-GC) equipped with a flame ionization detector (FID) system including auto sampler, hydrogen generator (for FID), accessories, and software for a CGC supplied computer.

Vendors are responsible for contacting the Contracting Authority (6.5.1) to arrange paid shipping method for test solutions. For additional information, consult APPENDIX 2 – POINT RATED CRITERIA: ANALYSIS OF SAMPLES.

All the deliverables must be received on or before September 30, 2019.

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).

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

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

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26) Condition of Material – Bid

2.2 Submission of Bids

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Bids/Offer will not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

DUE TO THE NATURE OF THE BID SOLICITATION, BIDS TRANSMITTED BY FACSIMILE TO PWGSC WILL NOT BE ACCEPTED.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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 Manitoba.

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 08 of the 2003 standard instructions. Bidders must 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 Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy) and 1 soft copy on USB key

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copies)

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.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 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.

3.1.3 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

Mandatory technical evaluation criteria are included in **APPENDIX 1**.

4.1.1.2 Point Rated Technical Criteria

Pont rated technical evaluation criteria are included in **APPENDIX 2**.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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 Integrity declaration form available on the [Forms for the Integrity Regime](#) 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 specified 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 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.1.1 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 the expiry of the Contract by sending a written notice to the Contractor.

6.2 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.

6.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to 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 September 30, 2021 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before September 30, 2019.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alison Guilford
Procurement Specialist
Public Works and Government Services Canada
Procurement and Compensation Services
100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: 204-228-7215
Facsimile: 204-983-7796
E-mail address: alison.guilford@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.

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File No. - N° du dossier
WPG-8-41143

Buyer ID - Id de l'acheteur
wpg005
CCC No./N° CCC - FMS No./N° VME

6.5.2 Project Authority

The Project Authority for the Contract is: **(to be determined)**

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

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 \$ **TBD**. 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 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.6.4 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

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

6.6.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

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 Manitoba.

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 [2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods;
- (c) Annex "A", Requirement;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*).

6.11 Foreign Nationals (Foreign Contractor)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

6.12 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations
[B1501C](#) (2018-06-21) Electrical Equipment
[B7500C](#) (2006-06-16) Excess Goods
[D0018C](#) (2007-11-30) Delivery and Unloading
[G1005C](#) (2016-01-28) Insurance - No Specific Requirement

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Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41143

Buyer ID - Id de l'acheteur
wpg005
CCC No./N° CCC - FMS No./N° VME

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

REQUIREMENT

1. SCOPE

The Canadian Grain Commissions (CGC) Grain Research Laboratory (GRL), Oilseeds unit has a requirement for the supply, delivery, installation and training of (1) one Liquid Chromatograph- Gas Chromatography (LC-GC) equipped with a flame ionization detector (FID) system including auto sampler, hydrogen generator (for FID), accessories, and software for a CGC supplied computer.

INTRODUCTION:

The term "mineral oil" is a generic term. It refers to complex mixtures of hydrocarbon mixtures of various molecular weights derived from crude oil processing. Mineral oil can contain various ratios of saturated hydrocarbons (mineral oil saturated hydrocarbons or MOSHs) and aromatic hydrocarbons (mineral oil aromatic hydrocarbons or MOAHs) which do have different properties.

Mineral oil can be analyzed using a long method involving chromatography on a silver nitrate column followed by a GC-FID step. However, this method could not be internationally validated as not enough laboratories were performing it. Several laboratories switched to LC-GC with a LC silica step replacing the silver nitrate step, to gain analytical time, avoid cost of silver nitrate waste cost and improve the sensitivity, the repeatability and reproducibility of the method. Since more laboratories are performing the LC-GC method, this method is likely going to become the official method to analyze grains and grain products containing mineral oil.

The GRL is also conducting research on grain quality and is interested in developing new techniques to analyze seed minor compounds, e.g. sterol, phenolics.... The LC-GC technique can likely be modified to allow other analysis than mineral oils. The LC part of the technique can be considered as a cleaning step (solid phase extraction or SPE, column clean-up) prior GC analysis; therefore the GLR is interested in a "flexible/upgradable" instrument that could be used for other analyses than mineral oils.

OBJECTIVE/BACKGROUND:

The LC-GC must be able to analyze minor compounds found in grains and grains products (e.g. seed flour and seed meal) and to monitor seed contaminants especially mineral oils, mineral oil saturated hydrocarbons (MOSHs) and mineral oil aromatic hydrocarbons (MOAHs) that must be analyzed simultaneously in grain and grain products. The LC step will be used to remove interfering substances from the extract while allowing a concentration of the analyte, which will be then injected and quantified by GC-FID.

CGC requires an instrument that will analyze and monitor the mineral oil contents of seeds and seed derived products (e.g. oils, grain flours and grain meals) through MOAH and MOSH. This instrument will be used to ensure that mineral oil used as a dust suppressant on feed and food grains does not affect the intrinsic quality of the grains to ensure that Canadian grain quality is not affected.

The focus for the LC-GC instrument is to perform analysis of mineral oil in grains and grain products however the LC-GC must also be able to analyze grain components such as sterols and phytosterols using this LC-GC technique.

2. GENERAL SPECIFICATIONS

- 2.1. All equipment must be new (not previously used for demonstration or loan), in that it must not include refurbished equipment, and in that all equipment must be of current manufacture.

- 2.2 The instrument must be composed of standard equipment requiring no further research or development, must be a model in current production and conform to the current issue of the applicable specification and/or part number of the Original Equipment Manufacturer
- 2.3 The system must be completely installed and training provided within four weeks of delivery.
- 2.4 The Bidder must be an Authorized seller for the Unit they are offering to the Crown.
- 2.5 Instrument must be powered solely by electricity and certified or approved for use in accordance with the Canadian Electrical Code.
- 2.6 Must provide the electrical and laboratory infrastructure requirements for the LC-GC system at time of bid.
- 2.7 The equipment must be approved by the Canadian Standards Association (CSA), CSA International OR a National Certification body for the Country of Manufacture (i.e. CE, UL) before shipping to the Canadian Grain Commission (CGC).
- 2.8 The Contractor must provide a complete and current set of end-user documentation with each system delivered. Also must provide technical reference manuals from the Original Equipment Manufacturer (OEM) for each item delivered. Manuals to be provided in English.

3. INSTRUMENT SPECIFICATIONS

- 3.1 The instrument must include an autoinjector, hydrogen generator (for FID), a liquid chromatography (LC) system and a gas chromatography (GC) equipped with flame ionization detector (FID) detector.
- 3.2 Equipment proposed for GC that uses carrier gas other than hydrogen e.g helium, nitrogen, must be identified and support documentation provided to corroborate benefit of use of other carrier gas e.g faster processing time, peak resolution, integration, etc.
- 3.3 The system must allow the simultaneous determination of mineral oil saturated hydrocarbons (MOSH) and mineral oil aromatic hydrocarbons (MOAH).
- 3.4 The LC system must allow the separation of MOSH and MOAH while removing all disturbing components to allow the quantification of MOSH and MOAH by GC-FID.
- 3.5 Automated epoxidation must be present in the system to allow MOAH analysis simultaneously with MOSH analysis.
- 3.6 LC must be a binary system equipped with an UV-visible variable wavelength detector, a column temperature controller and a degasser.
- 3.7 The LC system must allow (1) the backflush of the column to ensure that all material bound to the column can be removed and (2) the reconditioning of the column to perform a new injection.
- 3.8 Valve connection system that allow the on-column injection of large volumes on the GC column for each compound (MOAH and MOSH).
- 3.9 Valve system to allow MOAH and MOSH fractions to be collected from the LC column and injected at once without any losses.

-
- 3.10 The accuracy and repeatability of the MOAH and MOSH results must be $\pm 5.0\%$ for MOSH and MOAH levels higher than 50 ppm. 6 samples containing known amounts of mineral oils (MOSH and MOAH) will be provided upon request for testing. The results will have to be reported as duplicate analysis. The provided results will be compared with the known results and statistical analyses will be done to assess if the accuracy and repeatability of the bidder reported results. Two samples of know MOSH and MOAH concentrations plus a paraffin standard will be provided as control samples to ensure optimal analysis of the 6 test samples.
- 3.11 A second set of the 6 samples will be provided at time of install and must be run on the new equipment. The sample results must be within $\pm 5.0\%$ of bidders submitted Appendix 2, item 2. D) Sample Entry Results provided at time of bid.
- 3.12 The instrument must collect and display measured data electronically.
- 3.13 Instrument must be delivered with all necessary supplies and accessories required for the installation, start up and specification checkout.
- 3.14 The instrument software must be included with the system.
- 3.15 Software must be compatible with Windows 10 Enterprise 64 Bit.

4. WARRANTY

- 4.1 Must provide a minimum 1 year full parts and labour warranty, which begins on the date of acceptance of the system (after installation and testing of the know samples)
- 4.2 Warranty must provide on-site service by certified field service engineers.
- 4.3 Warranty period must provide telephone consultation, without charge, for system operations and troubleshooting.
- 4.4 Must be able to provide technical support after the warranty period for minimum 5 years.
- 4.5 Telephone technical support must be provided by a qualified service engineer/support specialist for one year to increase knowledge in new methods application for the LC-GC system and to solve any issues with the system.

5. TRAINING

- 5.1 Must provide minimum 4 day, on-site training for up to three Canadian Grain Commission staff by a qualified service engineer. Training must include at minimum, instruction on software and processing method, on sample preparation and technique to perform analysis using the LC-GC and on instrument diagnostic and maintenance. If available, provide the CGC access to free web based training for updates and to obtain and improve on-going knowledge of LC-GC uses, diagnostic and maintenance.
- 5.2 A second set of identical samples as per Appendix 2, item 2.D will be provided at time of install/training for instrument testing. Samples must be re-analyzed on site during the minimum 4 day training to validate the method and ensure that software and all modes of operation of the instrument with all features of the operating /data handling software are understood.

6. DELIVERY

- 6.1 FOB Destination: Canadian Grain Commissions (CGC)
9th floor 303 Main St

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Winnipeg, MB
R3C 3G8
Canada

- 6.2 On site delivery, install and training is required as soon as possible but must be delivered no later than September 30, 2019.

7. MANDATORY OPTIONAL GOODS UPGRADE SPECIFICATIONS

- 7.1 The LC-GC system must be upgradable/flexible to allow other analyses than mineral oils, e.g. sterols.
- 7.2 Additional on-site in-depth training must be provided for up to three Canadian Grain Commission staff. Additional training must be provided by an application specialist to expand the use of the LC-GC system to applications other than mineral oil analyses, e.g. sterols and other compounds. If kits are needed for additional training, the vendor must provide.

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APPENDIX 1: MANDATORY TECHNICAL CRITERIA

To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria. Bidders must demonstrate their ability to meet those requirements.

It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each mandatory technical criteria to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the mandatory technical criteria. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

Bidders must address any concerns with the mandatory technical criteria in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

Failure to meet each mandatory technical criteria will result in the bid being deemed non-responsive, and be given no further consideration.

ITEM	DESCRIPTION	BIDDER'S CROSS REFERENCE AND/OR RESPONSE	WHAT'S EXPECTED IN YOUR PROPOSAL
1	Part 1: INSTRUMENT SPECIFICATIONS		
1.1	The instrument must include an autoinjector, hydrogen generator (for FID), a liquid chromatography (LC) system and a gas chromatography (GC) equipped with flame ionization detector (FID) detector.		
1.2	Equipment proposed for GC that uses carrier gas other than hydrogen e.g helium, nitrogen, must be identified and support documentation provided to corroborate benefit of use of other carrier gas e.g faster processing time, peak resolution, integration, etc.		Provide detailed documentation, brochures with proposal to demonstrate compliance with the specifications of the solicitation.

1.3	The system must allow the simultaneous determination of mineral oil saturated hydrocarbons (MOSH) and mineral oil aromatic hydrocarbons (MOAH).		
1.4	The LC system must allow the separation of MOSH and MOAH while removing all disturbing components to allow the quantification of MOSH and MOAH by GC-FID.		
1.5	Automated epoxidation must be present in the system to allow MOAH analysis simultaneously with MOSH analysis.		
1.6	LC must be a binary system equipped with an UV-visible variable wavelength detector, a column temperature controller and a degasser.		
1.7	The LC system must allow (1) the backflush of the column to ensure that all material bound to the column can be removed and (2) the reconditioning of the column to perform a new injection.		
1.8	Valve connection system that allow the on-column injection of large volumes on the GC column for each compound (MOAH and MOSH).		
1.9	Valve system to allow MOAH and MOSH fractions to be collected from the LC column and injected at once without any losses.		
1.10	The accuracy and repeatability of the MOAH and MOSH results must be $\pm 5.0\%$ for MOSH and MOAH levels higher than 50 ppm. 6 samples containing known amounts of mineral oils (MOSH and MOAH) will be provided upon request for testing. The results will have to be reported as duplicate analysis. The provided results will be compared with the known results and statistical analyses will be done to assess if the accuracy and repeatability of the bidder reported results. Two samples of known MOSH and MOAH concentrations plus a paraffin standard will be provided as control samples to ensure optimal analysis of the 6 test samples.		Provide detailed documentation, brochures with proposal to demonstrate compliance with the specifications of the solicitation.
1.11	A second set of the 6 samples will be provided at time of install and must be run on the new equipment. The sample		Provide detailed documentation, brochures with proposal to demonstrate compliance with the specifications of the solicitation.

	results must be within $\pm 5.0\%$ of bidders submitted Appendix 2, item 2. D) Sample Entry Results provided at time of bid.	
1.12	The instrument must collect and display measured data electronically.	
1.13	Instrument must be delivered with all necessary supplies and accessories required for the installation, start up and specification checkout.	
1.14	The instrument software must be included with the system.	
1.15	Software must be compatible with Windows 10 Enterprise 64 Bit.	
2	Part 2: ELECTRICAL SPECIFICATIONS	
2.1	Instrument must be powered solely by electricity and certified or approved for use in accordance with the Canadian Electrical Code.	Provide details on electrical requirements for each component of the proposed equipment.
2.2	Must provide the electrical and laboratory infrastructure requirements for the LC-GC system at time of bid.	
3	Part 3: DELIVERY, INSPECTION, PACKAGING	
3.1	On site delivery, install and training is required as soon as possible but must be delivered no later than September 30, 2019.	Confirm your commitment to these supply requirements.
4	Part 4: TRAINING	
4.1	Must provide minimum 4 day, on-site training for up to three Canadian Grain Commission staff by a qualified service engineer. Training must include at minimum, instruction on software and processing method, on sample preparation and technique to perform analysis using the LC-GC and on instrument diagnostic and maintenance. If available, provide the CGC access to free web based training for updates and to obtain and improve on-going knowledge of LC-GC uses, diagnostic and maintenance.	Provide detailed documentation on available training with proposal to demonstrate compliance with the training specifications of the solicitation.

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4.2	<p>A second set of identical samples as per Appendix 2, item 2.D will be provided at time of install/training for instrument testing. Samples must be re-analyzed on site during the minimum 4 day training to validate the method and ensure that software and all modes of operation of the instrument with all features of the operating /data handling software are understood</p>
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MANDATORY OPTIONAL GOODS UPGRADE TECHNICAL CRITERIA

ITEM	DESCRIPTION	BIDDER'S CROSS REFERENCE AND/OR RESPONSE	WHAT'S EXPECTED IN YOUR PROPOSAL
5.1	The LC-GC system must be up-gradable/flexible to allow other analyses than mineral oils, e.g. sterols.		Provide detailed documentation of additional equipment needed to meet this specification.
5.2	Additional on-site in-depth training must be provided for up to three Canadian Grain Commission staff. Additional training must be provided by an application specialist to expand the use of the LC-GC system to other applications than mineral oil analyses, e.g. sterols and other compounds. If kits are needed for additional training, the vendors must provide.		Provide detailed documentation on available training.

APPENDIX 2 – POINT RATED CRITERIA: ANALYSIS OF SAMPLES

1.0 Instructions and General Guidelines

*Vendors are responsible for contacting the Contracting Authority (6.5.1) to arrange paid shipping method for test solutions to be transported to their facilities safely and in a timely manner, which includes obtaining proper clearance from customs agencies if required. Extra time to perform analyses of test solutions will not be granted.

2.0 General Guidelines and instructions for Vendors:

2.1 Samples and Reference Standard Solutions

- Vendors will be supplied with 6 samples to analyze. Each of the 6 samples is to be analyzed for mineral oil aromatic hydrocarbons (MOAHs) and mineral oil saturated hydrocarbons (MOSHs).
- A paraffin standard (Merck reference # 107160) will be provided. It is suggested to vendors to use it with the internal standard n-octadecane (C18 standard at 99% minimum purity, CAS # 593-45-3) as a hexane solution to test for the performance of the GC analysis. The recovery of the paraffin (R_{HC}) can be calculated as follow:

$$R_{HC} = (\sum A_{HC} \times C_{IS} \times 100) / (A_{IS} \times C_{HC})$$

With:

$\sum A_{HC}$ = peak area of paraffin peak

C_{IS} = concentration of internal standard in milligrams per milliliters (mg/mL)

A_{IS} = peak area of internal standard

C_{HC} = concentration of paraffin in the solution of internal standard in mg/mL

An optimize gas chromatography system will give recovery equal or better than 90%.

It is suggested to prepare the paraffin solution ($p = 0.5\text{mg/mL}$) in n-octadecane ($p = 0.08\text{ mg/mL}$). For example, about 500 mg of paraffin can be weighted with 80 mg of n-octadecane and diluted 10 ml with n-hexane. Then 1 mL of this concentrated solution can be subsequently diluted to 100 ml with n-hexane to obtain the paraffin testing solution.

- Vendors will also be supplied with 2 samples of known MOSH and MOAH concentrations to also test the performance of their system. Testing sample 1 will be a soybean meal sample containing 44 mg/kg of MOSH and 17 mg/kg of MOAH. Testing sample 2 will be a canola oil sample containing 20 mg/kg of MOSH and below the limit of detection of MOAH.

2.2 Method Information use to analyze samples

Analysis of samples must adhere to the following:

1. Samples must be extracted to analyze MOSH and MOAH. All sample processing steps: extraction, injection volume on LC, LC column, solvents, separation column, solvent, UV detection wavelengths, fractions collected, GC column, GC-run information and epoxy conditions will have to be reported.
2. The samples must be reported in ascending numerical order i.e. begin with sample 1, 2, etc. up to sample 6.

2.3 Reporting of Results

1. The concentrations of MOSH and MOAH in the 6 samples must be entered in the Sample Entry Results Table 2.D in Excel format. All of the information requested in the form for each element must be provided.
2. The following information must also be provided electronically in Word, Excel or PDF electronically on a USB drive:
 - A) All information on the instrument set up and method conditions should be provided including, but not limited to:
 - Sample introduction conditions and make and model of autosampler, LC and GC used.
 - Overall method times including time required for the analysis
 - All analyses must be conducted in duplicate
 - Limit of quantification (LOQ) for MOSH and MOAH
 - B) Data must be reported in word or excel worksheet
 - C) Results must be reported in mg/kg

D) Sample Entry Results table:

Test	Mineral oil content of the sample (mg/kg)					
	Run 1		Run 2		Average of two runs	
	MOSH	MOAH	MOSH	MOAH	MOSH	MOAH
Sample 1 Pig Feed						
Sample 2 Chicken Feed						
Sample 3 Wheat sample						
Sample 4 Canola oil A						
Sample 5 Canola oil B						
Sample 6 Canola Oil C						

NOTE: Vendor may be asked to provide additional information on method and data files for clarification of material provided.

2.4 Marking guide

1. Points will be awarded for each sample and each analysis (MOSH and MOAH).
2. Points will be given based on a combination of how close the vendor result is to the known concentration and the % RSD result of the replicates for each sample
3. Vendors will be ranked dependent on their total points obtained.

Part 1: points will be awarded as follows on the submitted results:

For each sample, the average will be calculated using the duplicate reported data and it will be compared to the known true value of the samples.

5 points: if results (mg/kg) are within or equal to $\pm 5.0\%$ of the result

2 points: if results (mg/kg) are greater than $\pm 5.1\%$ but less or equal $\pm 10.0\%$

1 point: if results (mg/kg) are greater than $\pm 10.1\%$ but less or equal $\pm 15.0\%$

0 point: if results (mg/kg) are not provided or greater than $\pm 15.1\%$

Part 2: Marks will not be deducted for the % Relative Standard Deviation (RSD) less or equal to 5.0 %

For each sample, the RSD will be calculated using reported value for each run.

Points will be deducted as follows:

1 points if % RSD greater than 5.1 % but less than 10.0%.

2 points if % RSD greater than 10.1 % but less than 15.0%.

All points will be removed if % RSD is greater than 15.1%.

Note 1: Any results showing an accuracy and repeatability higher than 5.0% for MOSH and MOAH higher than 50 mg/Kg will received 0 points.

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Note 2: The reduction of points will not result in a negative number. If the points deducted are less than the points awarded the final score will be 0 points.

Total points per sample: 10 (5 points for MOSH and 5 points for MOAH)
Total maximum points: 60

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ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Requirement, Annex "A" attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Delivery Address: Canadian Grain Commissions (CGC)
9th floor 303 Main St,
Winnipeg, MB
R3C 3G8
Canada

Broker Information: *TBD*

PRICING SCHEDULE 1: All the deliverables must be received on or before September 30, 2019.

ITEM NO.	DESCRIPTION	QTY	UNIT OF ISSUE	FIRM UNIT PRICE	EXTENDED PRICE (CAD)
1.	Liquid-Chromatograph- Gas Chromatography (LC-GC) equipped with a flame ionization detector system including auto sampler, hydrogen generator, accessories, and software as described in Annex "A"	1	Lot	\$	\$
2.	On-site training for up to 3 staff as described in Annex "A" to be delivered on or before September 30, 2019	1	Lot	\$	\$
3.	Installation	1	Lot	\$	\$
4.	Delivery to Destination Canadian Grain Commissions (CGC) 9 th floor 303 Main St, Winnipeg, MB R3C 3G8 Canada	1	Lot	\$	\$
Subtotal (i):					\$

OPTIONAL GOODS (The Contracting Authority may exercise the option at any time before the expiry of the Contract)

PRICING SCHEDULE 2: OPTIONAL UPGRADE TO PURCHASED LC-GC

ITEM NO.	DESCRIPTION	QTY	UNIT OF ISSUE	FIRM UNIT PRICE	EXTENDED PRICE (CAD)
1.	Upgrade to Liquid-Chromatograph- Gas Chromatography (LC-GC) to allow other analyses than mineral oils, e.g. sterols, as described in Annex "A"	1	Lot	\$	\$
2.	Additional on-site training for up to 3 staff as described in Annex "A"	1	Lot	\$	\$
Subtotal (ii):					\$

PRICING SCHEDULE 3: OPTIONAL ADDITIONAL LC-GC

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ITEM NO.	DESCRIPTION	QTY	UNIT OF ISSUE	FIRM UNIT PRICE	EXTENDED PRICE (CAD)
1.	Liquid-Chromatograph- Gas Chromatography (LC-GC) equipped with a flame ionization detector system including auto sampler, hydrogen generator, accessories, and software as described in Annex "A"	1	Lot	\$	\$
2.	On-site training for up to 3 staff as described in Annex "A"	1	Lot	\$	\$
3.	Upgrade to Liquid-Chromatograph- Gas Chromatography (LC-GC) to allow other analyses than mineral oils, e.g. sterols, as described in Annex "A"	1	Lot	\$	\$
4.	Additional on-site training for up to 3 staff as described in Annex "A"	1	Lot	\$	\$
5.	Installation	1	Lot	\$	\$
6.	Delivery to Destination Canadian Grain Commissions (CGC) 303 Main St, Winnipeg, MB R3C 3G8 Canada	1	Lot	\$	\$
Subtotal (iii):					\$

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) = \$ _____

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)