



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11 rue, Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**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> Vacuum Freeze Dryer	
<b>Solicitation No. - N° de l'invitation</b> C1701-181101/A	<b>Date</b> 2019-05-03
<b>Client Reference No. - N° de référence du client</b> C1701-181101	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-960-77026	
<b>File No. - N° de dossier</b> pv960.C1701-181101	<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 2019-06-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> O'Gorman, Cindy	<b>Buyer Id - Id de l'acheteur</b> pv960
<b>Telephone No. - N° de téléphone</b> (819) 712-1748 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF CANADIAN HERITAGE 1030 INNES RD OTTAWA Ontario K1B4S7 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**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
L'Esplanade Laurier  
140 O'Connor Street,  
East Tower, 7th Floor  
Ottawa  
Ontario  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<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 Security Requirements**

Contractor/Offer personnel MAY NOT ENTER sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### **1.2 Requirement**

The requirement is detailed under Annex A.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

### **1.5 epost Connect service**

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.

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003 (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**

SACC Manual clause [B1000T](#) (2014-06-26) Condition of Material

### 2.2 **Submission of Bids**

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

#### **Bid Receiving - PWGSC**

Place du Portage, Phase III, Tower B  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6  
For regular mail: K1A 0S5

Telephone: (819) 420-7201  
Fax No.: (819) 997-9776

For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

No proposal shall be sent directly to the PWGSC Contracting Authority.

2.2.1 SACC Manual clause [A9076T](#) (2007-05-25) Improvement of Requirement During Solicitation Period

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

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

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

### 2.4 **Applicable Laws**

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

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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.

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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.

### 3.2 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.

The technical bid consists of the following:

- (a) **Supporting Technical documentation:** Technical brochures or technical data to demonstrate compliancy to the requirement as described in Annex **A**.
- (b) **List of Products:** Bidders must include a complete product list identifying: the product name; the name of manufacturer; the model and part number of each component which make up the system. Bidders must also state the point of manufacture and shipping of goods or where service is to be performed: The bidder is requested to use the form provided in Annex **C**.
- (c) **Installation Plan:** Bidders should include an installation plan (including the installation schedule), which must demonstrate that the Bidder's installation plan meets all the mandatory requirements for installation described in Annex **A**.
- (d) **Training Plan:** Bidders should include a training plan, which must demonstrate that the Bidder's training plan meets all the mandatory requirements for training described in Annex **A**. The training plan must include, at a minimum, a description of the course materials that will be provided to participants; the training schedule; and the duration of the training.
- (e) **Description of the Bidder's Maintenance and Support Services:** Bidders should include a description of its warranty, maintenance and support services, which must be consistent with all the requirements described in Annex **A**. At a minimum, Bidders should include the following:
  - (i) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.
  - (ii) Locations of available replacement parts from consumables to major components.
  - (iii) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
  - (iv) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment including Annex **B** – Basis of Payment. Pricing is not to exceed the maximum budget of \$100,000.00 CAD (all applicable taxes extra).

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- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.3.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 of Bid Solicitation "Electronic Payment Instruments", to identify which ones are accepted.

If Attachment 1 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.

### 3.3.2 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### 3.3.3 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$100,000.00 CAD (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

### 3.4 Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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### **Attachment 1 - 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);

## **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 Evaluation Criteria**

The mandatory technical evaluation criteria are detailed in Annex **A**, Part 2.1.

##### **4.1.1.2 Point Rated Technical Evaluation Criteria**

The point rated technical evaluation criteria are detailed in Annex **A**, Part 2.2.

#### **4.1.2 Financial Evaluation**

The financial evaluation will be conducted by calculating the Total Aggregated Bid Price in accordance with the pricing tables provided in Annex **B** – Basis of Payment.

##### **Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Ottawa, ON Canada Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

### **4.2 Basis of Selection**

#### **4.2.1 SACC Manual Clause A0027T (2012-07-16) - 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 technical evaluation criteria stated under Annex **A**, part 2.1; and
  - c. meet the budget requirements defined in part 3.3.3
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%**. The maximum number of points available is 40.

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.
8. In the event that two or more responsive bids have resulted in the same highest combined rating, the responsive bid with the highest technical score will be recommended for award of a contract.
9. Where a bid has been allocated scores for any of the Point-Rated Evaluation Criteria found in Annex **A**, part 2.2 of the bid solicitation, these criteria will be incorporated as requirement obligations in the Resulting Contract under Annex **A** – Requirement. After Contract award, the Bidder selected by Canada must perform the work in accordance with the Resulting Contract and the Requirement therein.

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
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		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 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 [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.

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## Attachment 2 - COMPLETE LIST OF DIRECTORS

(As per PART 5, article 5.2.1)

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **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** Contractor/Offer personnel MAY NOT ENTER sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### **6.2 Requirement**

**6.2.1** 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.

#### **6.3.2 Supplemental General Conditions**

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance,

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 begins on the date the Contract is awarded and ends one year from date of acceptance of the requirement.

#### **6.4.2 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Cindy O'Gorman  
Supply Specialist  
Scientific, Medical and Photographic Division - PV

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Public Services and Procurement Canada  
Commercial Consumer Products Directorate  
L'Esplanade Laurier, East Tower, 7<sup>th</sup> floor  
140 O'Connor Street, Ottawa, Ontario, K1A 0R5

E-mail address: Cindy.O'Gorman@tpsgc-pwgsc.gc.ca  
Telephone: (819) 712-1748

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 Technical Authority** *(to be filled in only at contract award)*

The Technical Authority for the Contract is: *(to be filled in only at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

The Technical Authority named above 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 Technical Authority, however the Technical 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 Accounts Payable Contact** *(to be filled in only at contract award)*

Name:  
Telephone:  
E-mail address:

**6.5.4 Contractor's Representative** *(to be completed by the bidder)*

The telephone number (with extension if applicable) of the person responsible for:

**General enquiries**

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Delivery Follow-up**

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_  
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 unit price, as specified in Annex **B** – Basis of Payment for a cost of \$\_\_\_\_\_ (*to be filled in only at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### 6.7 Method of Payment

SACC Manual clause [C2000C](#) (2007-11-30) Taxes - Foreign-Based Contractor  
SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

### 6.8 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

### 6.9 Invoicing Instructions

**6.9.1** 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.

**6.9.2** Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment. (*to be filled in only at contract award*)

\_\_\_\_\_  
\_\_\_\_\_

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

- (c) Invoices and order confirmations can be sent via e-mail to:

\_\_\_\_\_

- (d) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to

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do so will delay payment and the date used for calculating interest on overdue accounts.

## 6.10 Certifications and Additional Information

### 6.10.1 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.

### 6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 6.12 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 and Maintenance;
- (c) the general conditions [2010A](#) (2018-06-21) General Conditions - Goods (Medium Complexity);
- (d) Annex **A**, Requirement;
- (e) Annex **C**, List of Products;
- (f) Annex **B**, Basis of Payments; and
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

### 6.13 SACC Manual Clauses

SACC Manual clause [G1005C](#) (2016-01-28) Insurance  
SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment  
SACC Manual clause [D2000C](#) (2007-11-30) Marking  
SACC Manual clause [D2025C](#) (2017-08-17) Wood Packaging Materials  
SACC Manual clause [D9002C](#) (2007-11-30) Incomplete Assemblies  
SACC Manual clause [D3010C](#) (2016-01-28) Delivery of Dangerous Goods/Hazardous Products  
SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)  
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)  
SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

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## **6.14 Shipping Instructions**

### **6.14.1 Shipping Instructions - Delivery at Destination**

**6.14.1.1** Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Ottawa, ON Canada as listed in Annex **A** Incoterms® 2010 for shipments from a commercial contractor.

**6.14.1.2** The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

## ANNEX A

### Part 1 - REQUIREMENT

#### **Overview**

The Canadian Conservation Institute (CCI), a Special Operating Agency within the Department of Canadian Heritage, has a requirement for the supply and delivery of one vacuum freeze-dryer system for use in its professional conservation service. The requirement includes all of the following:

- One Vacuum freeze-dryer system;
- Delivery, Installation and Testing;
- Training; and
- Manuals

#### **Background**

This vacuum freeze-dryer will be used primarily by the archaeological conservation laboratory for the drying of wet archaeological artifacts. This includes objects made of wood, leather, paper, textiles, rope, basketry, and organic/metal composites. Wet organic archaeological artifacts are primarily excavated from Canada's northern regions, Nunavut, the Northwest Territories, and northern British Columbia. These artifacts are often unique and extremely significant to Canada's history. They can be irreparably damaged if not dried properly.

The requirement must work and operate at all times in accordance with the following mandatory technical requirements and the mandatory evaluation criteria as specified below at Part 2 – Mandatory Technical Evaluation Criteria.

#### **1. General Requirements**

- 1.1.** The complete vacuum freeze-dryer system must consist of the following components:
  - product chamber;
  - condenser;
  - vacuum pump;
  - refrigeration system;
  - control system; and
  - piping to connect the components.
- 1.2.** The system components must be made of, at minimum, treated mild steel (e.g. epoxy painted, powder-coated, etc.). Preference will be given to stainless steel.
- 1.3.** The system must have castors for mobility.
- 1.4.** The entire system must be no more than 154.95 cm (61 inches) wide to allow it to pass through the door of the laboratory.

#### **2. Product Chamber**

- 2.1.** The product chamber must be made of, at minimum, treated mild steel (e.g. epoxy painted, powder-coated, etc.). Preference will be given to stainless steel.
- 2.2.** The interior product chamber must be at minimum 91.44 cm wide by 91.44 cm high by 213.36 cm deep (36 inches wide by 36 inches high by 84 inches deep).
- 2.3.** The chamber door must be, at minimum, a steel door with a minimum 15.25 cm (6 inches) viewport. Preference will be given to a clear hinged acrylic door.
- 2.4.** The chamber door must open fully and not obstruct removal of loaded trays.
- 2.5.** The product chamber must deliver, enable and support cooling by external refrigeration coils wrapped around the outside of the chamber.

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- 2.6. The interior surface of the chamber must have a smooth interior with no piping or protrusions so that it is easy to clean and free of obstructions.
  - 2.7. The chamber must include shelving and trays configured with the following specifications:
    - 2.7.1. Shelving must not be heated;
    - 2.7.2. Side rails only, no solid shelves to support trays;
    - 2.7.3. Open perforated trays that are either powder coated steel or stainless steel;
    - 2.7.4. Vertical shelf spacing must be minimum 10.16 cm (4 inches);
    - 2.7.5. Minimum two trays deep per shelf;
    - 2.7.6. Tray sides minimum one inch high; and
    - 2.7.7. Each tray must support a load of up to 22.68 kg (50 pounds)
  3. **Condenser**
    - 3.1. The condenser must be stainless steel.
    - 3.2. The condenser must have a clear acrylic door.
    - 3.3. The condenser must deliver, enable and support cooling by external refrigeration coils wrapped around the chamber to allow easy defrosting partway through the drying run.
    - 3.4. The condenser must deliver, enable and support either hot gas defrosting or electric defrosting.
    - 3.5. The condenser must have an internal volume of at least 35 liters (9.25 gallons).
  4. **Vacuum system**
    - 4.1. The vacuum system must be either a rotary vane or scroll pump.
    - 4.2. The vacuum system must have a minimum blank off pressure of 5 millitorr.
    - 4.3. The system must have a leak rate of less than 30 millitorr per hour.
    - 4.4. The system must pump down to less than 100 millitorr in 30 minutes as measured with an empty chamber.
  5. **Refrigeration systems**
    - 5.1. The refrigeration system must use non-proprietary refrigerants.
    - 5.2. The refrigeration system must use at minimum a water-cooled compressor. Preference will be given to an air-cooled compressor.
    - 5.3. The product chamber must be controlled between 0°C and -29°C (32°F and -20.2°F).
    - 5.4. The condenser must reach a temperature of at least -50°C (-58°F).
  6. **Control systems**
    - 6.1. The system must have a screen that digitally display the temperature inside the product chamber, the pressure inside the product chamber, and the temperature in the condenser.
  7. **Isolation valves**
    - 7.1. The system must have isolation valves that are open between the product chamber and the condenser during normal operation and that can be manually switched closed.
    - 7.2. The system must have a valve that prevents oil blowback during a power failure or if the pump is turned off while the chamber is under pressure. This valve must normally be closed between the vacuum pump and the condenser but open when the pump is turned on.
  8. **Electrical**
    - 8.1. The system must meet CSA electrical standards.
  9. **Installation**
    - 9.1. Installation and testing must begin within 14 days of delivery and installation must be completed within 7 days of start date, unless otherwise approved by the Technical Authority. CCI will be responsible for room preparation prior to commencement of installation.

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**10. Training**

- 10.1. Hands-on training must be provided on site (at CCI) for safe operation/cycle options.
- 10.2. Training must be provided in English for up to 10 trainees.
- 10.3. Training must begin within 30 days of installation and must be completed within 7 days, unless otherwise approved by the Technical Authority.

**11. Warranty**

- 11.1. The system must include at minimum one-year warranty on parts and labour.

**12. Documentation**

- 12.1. One operation manual in English must be provided. A PDF version is acceptable.
- 12.2. One copy of electrical and refrigeration schematics must be provided. A PDF version is acceptable.

**13. Timeframe and Delivery**

Delivery and set-up of vacuum freeze dryer at the Canadian Conservation Institute must be included and completed on or before December 31, 2019.

**14. Delivery Address**

Canadian Conservation Institute  
1030 Innes Road  
Ottawa, ON K1B 4S7

### Part 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA

The following requirements are the mandatory technical evaluation criteria which will be evaluated during the Bid Evaluation. In addition the Contractor will be required to meet all of the mandatory technical requirements for the duration of the Contract

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

Criterion	CRITERIA	THE BIDDER MUST PROVIDE THE FOLLOWING DOCUMENTATION TO SUBSTANTIATE COMPLIANCE	REFERENCE (E.G. Document Name, Page, and Paragraph number) TO SUBSTANTIATION IN THE TECHNICAL BID	YES	NO
M1	Overall system dimensions: The entire system must be no more than 154.95 cm (61 inches) wide to allow it to pass through the door of the laboratory.	Data sheet, brochure or manual describing system dimensions			
M2	The interior product chamber must be at minimum 91.44 cm wide by 91.44 cm high by 213.36 cm deep (36 inches wide by 36 inches high by 84 inches deep).	Data sheet, brochure or manual describing chamber dimensions			
M3	The product chamber must be made of treated mild steel or stainless steel.	Data sheet, brochure or manual describing chamber material			
M4	The product chamber door must be a steel door with a minimum 15.25 cm (6 inches) viewport or a clear hinged acrylic door.	Data sheet, brochure or manual describing product chamber door			
M5	The condenser must be stainless steel.	Data sheet, brochure or manual describing condenser material			
M6	The condenser must have an internal volume of at least 35 liters (9.25 gal).	Data sheet, brochure or manual describing chamber volume			
M7	The product chamber must be controlled between 0°C and -29°C (32°F and -20.2°F).	Data sheet, brochure or manual describing chamber temperature			
M8	The condenser must reach a temperature of at least -50°C (-58°F).	Data sheet, brochure or manual describing condenser temperature			
M9	The piping that connects the components must be made of treated mild steel or stainless steel.	Data sheet, brochure or manual describing piping material			
M10	Product chamber trays must support a load of up to 22.68 kg (50 pounds)	Data sheet, brochure or manual describing tray support capability			

## Part 2.2 - POINT RATED EVALUATION CRITERIA

The following requirements are the point rated technical evaluation criteria which will be evaluated during the Bid Evaluation. These criteria will be incorporated as requirement obligations in the Resulting Contract under Annex A - Requirement. After Contract award, the Bidder selected by Canada must perform the work in accordance with the Resulting Contract and the requirement therein.

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

Item	Point Rated CRITERIA	Scoring Methodology	Minimum	Maximum	THE BIDDER MUST PROVIDE THE FOLLOWING DOCUMENTATION TO SUBSTANTIATE COMPLIANCE	REFERENCE (E.G. PAGE NUMBER) TO SUBSTANTIATION IN THE TECHNICAL BID
R1	<b>Product Chamber</b> The product chamber must be made of, at minimum, treated mild steel (e.g. epoxy painted, powder-coated mild steel, etc.).	Points will be awarded based on demonstrating the following elements:  Treated mild steel = 0 points (mandatory minimum) Stainless Steel = 10 points	0	10	Data sheet, brochure or manual describing chamber material	
R2	<b>Product Chamber Door</b> The product chamber door must be, at minimum a steel door with a minimum 15.25 cm (6 inches) viewport. Preference will be given to a clear hinged acrylic door.	Points will be awarded based on demonstrating the following elements:  Steel door with a minimum 6 inches viewport = 0 points (mandatory minimum) Clear hinged acrylic door = 10 points	0	10	Data sheet, brochure or manual describing product chamber door	
R3	<b>Piping</b> The piping that connects the components must be made, at minimum, treated mild steel (e.g. epoxy painted, powder-coated mild steel, etc.).	Points will be awarded based on demonstrating the following elements:  Treated mild steel = 0 points (mandatory minimum) Stainless Steel = 10 points	0	10	Data sheet, brochure or manual describing piping material	
R4	<b>Refrigeration system</b> The refrigeration system must use at minimum a water-cooled compressor, with preference given to an air-cooled compressor.	Points will be awarded based on demonstrating the following elements:  Water-cooled compressor = 0 points (mandatory minimum) Air-cooled compressor = 10 points	0	10	Data sheet, brochure or manual describing refrigeration system	
<b>Total</b>			<b>40</b>			

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### ANNEX B - BASIS OF PAYMENT

The Bidder must provide all of the pricing requested in the following Table in accordance with **Article 6.6.1 - Basis of Payment.**

**Table 1: Requirement:**

Item	Part#	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price
1		Vacuum freeze-dryer system in accordance with the technical requirements in Annex A.  Must include all of the following: <ul style="list-style-type: none"><li>• Delivery, Installation and Testing;</li><li>• Training; and</li><li>• Manuals</li></ul>	1	lot	\$	\$
		Grand Total ( <i>please identify currency</i> )				

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### ANNEX C - LIST OF PRODUCTS

Product Name	Model/Part Number	Name of Manufacture		