



**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

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

Title - Sujet Vacuum Freeze Dryer	
Solicitation No. - N° de l'invitation C1701-181101/B	Date 2019-08-29
Client Reference No. - N° de référence du client C1701-181101	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-960-77659	
File No. - N° de dossier pv960.C1701-181101	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-09-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: O'Gorman, Cindy	Buyer Id - Id de l'acheteur pv960
Telephone No. - N° de téléphone (819) 712-1748 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CANADIAN HERITAGE 1030 INNES RD OTTAWA Ontario K1B4S7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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 C1701-181101/A dated May 6th, 2019 with a closing of June 25th, 2019 at 14h00 EDT.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 REQUIREMENT	3
1.3 DEBRIEFINGS	3
1.4 TRADE AGREEMENTS	3
1.5 EPOST CONNECT SERVICE	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 SUBMISSION OF BIDS	4
2.3 ENQUIRIES - BID SOLICITATION	4
2.4 APPLICABLE LAWS	4
PART 3 - BID PREPARATION INSTRUCTIONS	5
3.1 BID PREPARATION INSTRUCTIONS	5
3.2 SECTION I: TECHNICAL BID	6
3.3 SECTION II: FINANCIAL BID	6
3.4 SECTION III: CERTIFICATIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE WITHIN BUDGET	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1 SECURITY REQUIREMENTS	11
6.2 REQUIREMENT	11
6.3 STANDARD CLAUSES AND CONDITIONS	11
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	12
6.6 PAYMENT	13
6.7 METHOD OF PAYMENT	13
6.8 ELECTRONIC PAYMENT OF INVOICES – CONTRACT	13
6.9 INVOICING INSTRUCTIONS	14
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION	14
6.11 APPLICABLE LAWS	14
6.12 PRIORITY OF DOCUMENTS	14
6.13 SACC <i>MANUAL</i> CLAUSES	15
6.14 SHIPPING INSTRUCTIONS	15

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

ANNEX A	16
PART 1 - REQUIREMENT.....	16
PART 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA	19
PART 2.2 - POINT RATED EVALUATION CRITERIA.....	20
ANNEX B - BASIS OF PAYMENT	21
ANNEX C - LIST OF PRODUCTS	22
ATTACHMENT 1 - ELECTRONIC PAYMENT INSTRUMENTS.....	23
ATTACHMENT 2 - COMPLETE LIST OF DIRECTORS	24
ATTACHMENT 3 – OEM CERTIFICATION FORM	25

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) (<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

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.

2.3 **Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 compliance 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).
- (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** 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**.

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 – Highest Combined Rating of Technical Merit and Price within Budget

4.2.1 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**

4.2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.3 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.**

4.2.4 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 **20**.**

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40%.**

- 4.2.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.7** 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.
- 4.2.8** 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.
- 4.2.9** 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
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 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. (complete **Attachment 2**)

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.

5.2.3 OEM Certification

- (i) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form (complete **Attachment 3**) included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (ii) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (iii) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

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 ([date of contract award](#)) and ends one year from date of acceptance of the requirement.

6.4.2 Delivery Date

All the deliverables must be received on or before **March 31, 2020**.

6.4.3 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
Public Services and Procurement Canada
Commercial Consumer Products Directorate
L'Esplanade Laurier, East Tower, 7th 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

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

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

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

Delivery Follow-up

Name: _____

Name: _____

Tel. No. _____ ext: _____

Tel. No. _____ ext: _____

E-mail address: _____

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):
(to be updated at contract award based on responses in Attachment 1)

- 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: *(to be filled in only at contract award)*

- (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 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 as further specified in **Annex A, 9.1.**
SACC Manual clause [D2000C](#) (2007-11-30) Marking
SACC Manual clause [D2001C](#) (2007-11-30) Labeling
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

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;
- Manuals; and
- Warranty including maintenance and support

Background

This vacuum freeze-dryer system 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 system must work and operate at all times in accordance with the following mandatory technical requirements:

1. General Requirements

1.1. The complete vacuum freeze-dryer system must consist of all of the following components:

- product chamber;
- condenser;
- vacuum pump;
- refrigeration system;
- control system; and
- piping to connect the components.

1.2. The vacuum freeze-dryer system must have castors for mobility.

1.3. The overall vacuum freeze-dryer system must be no more than 154.94 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 treated mild steel (e.g. epoxy painted, powder-coated, etc) or stainless steel.

2.2. The interior of the 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). A tolerance range of ± 5.08 cm (± 2 inches) at each dimension is acceptable.

2.3. The product chamber door must be a clear hinged acrylic door.

2.4. The product 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.

2.6. The interior surface of the product chamber must have a smooth interior with no piping or protrusions so that it is free of obstructions.

2.7. The product chamber must include shelving and trays configured with the following specifications:

2.7.1. The shelving must not be heated;

- 2.7.2. The shelving must be configured using side rails only, no solid shelves to support trays;
- 2.7.3. There must be a minimum of 3 side rail pairs.
- 2.7.4. Vertical side rail spacing must be at minimum 10.16 cm (4 inches);
- 2.7.5. The trays must be made of perforated stainless steel.
- 2.7.6. The trays must slide into the side rails and fit the width of the product chamber.
- 2.7.7. The shelving must be able to fit a minimum of 2 trays per side rail pair.
- 2.7.8. There must be a minimum of 6 removable trays in total; and
- 2.7.9. 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
- 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 US gallons).

4. Vacuum pump

- 4.1. The vacuum pump must be either a rotary vane or scroll pump.
- 4.2. The vacuum pump must be a two-stage vacuum pump with an oil mist eliminator.
- 4.3. The vacuum pump must have a minimum blank off pressure of 5 millitorr.
- 4.4. The vacuum freeze-dryer system must have a leak rate of less than 30 millitorr per hour.
- 4.5. The vacuum freeze-dryer system must pump down to less than 100 millitorr in 60 minutes as measured with an empty chamber.

5. Refrigeration system

- 5.1. The refrigeration system must use non-proprietary refrigerants.
 - 5.1.1. The refrigerants must be free of chlorofluorocarbons (CFC-free).
 - 5.1.2. The contractor must ensure that the refrigerants are approved for use in Canada.
- 5.2. The refrigeration system must use 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 system

- 6.1. The control system must have a screen that digitally displays the temperature inside the product chamber, the pressure inside the product chamber, and the temperature in the condenser.

7. Piping

- 7.1. The piping that connects the components must be made of treated mild steel (e.g. epoxy painted, powder-coated, etc) or stainless steel.

8. Isolation valves

- 8.1. The vacuum freeze-dryer 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.
- 8.2. The vacuum freeze-dryer 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.

9. Electrical

- 9.1. The vacuum freeze-dryer system must be Canadian Standard Association (CSA) compliant; any cost incurred to make the system compliant is the responsibility of the Contractor.
- 9.2. The electrical requirements for the system must fall within the following ranges: 208-230 volts and 30-40 amps.

10. Installation and Testing

- 10.1.** The contractor must provide installation and testing.
- 10.2.** The Installation must begin within 14 days of delivery and must be completed within 7 days of start date, unless otherwise approved by the Technical Authority.
- 10.3.** The Testing consists of demonstrating that the system meets the performance specifications listed in the requirement at **3.4, 4.3, 4.4, 4.5, 5.3 and 5.4**. CCI will be responsible for room preparation prior to commencement of installation.

11. Training

- 11.1.** The Contractor must provide Training as follows:
 - 11.1.1.** Hands-on training must be provided on site (at CCI) for safe operation/cycle options.
 - 11.1.2.** Training must be provided in English for up to 3 trainees.
 - 11.1.3.** Training must begin within 30 days of installation and must be completed within 7 days, unless otherwise approved by the Technical Authority.

12. Documentation

- 12.1.** The Contractor must provide all of the following documentation:
 - 12.1.1.** One operation manual in English must be provided. A PDF version is acceptable; and
 - 12.1.2.** One copy of electrical and refrigeration schematics must be provided. A PDF version is acceptable.

13. Delivery Address

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

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.

Item No.	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	The overall vacuum freeze-dryer system must be no more than 154.94 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 of the 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). A tolerance range of ± 5.08 cm (± 2 inches) at each dimension is acceptable.	Data sheet, brochure or manual describing the product chamber dimensions			
M3	The product chamber must be made of treated mild steel (e.g. epoxy painted, powder-coated, etc) or stainless steel.	Data sheet, brochure or manual describing the product chamber material			
M4	The product chamber door must be 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 US gallons).	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 product 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 (e.g. epoxy painted, powder-coated, etc) 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			

M11	The vacuum freeze-dryer system must have a leak rate of less than 30 millitorr per hour.	Data sheet, brochure or manual describing the vacuum freeze-dryer system.			
M12	The vacuum freeze-dryer system must pump down to less than 100 millitorr in 60 minutes as measured with an empty chamber.	Data sheet, brochure or manual describing the vacuum freeze-dryer system.			
M13	The electrical requirements for the system must fall within the following ranges: 208-230 volts and 30-40 amps.	Data sheet, brochure or manual describing electrical requirements			

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. Where a bid has been allocated points for any of the Point Rated Technical Evaluation Criteria below, these criteria will be incorporated as mandatory requirements 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 No.	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	Product Chamber The product chamber should be Stainless Steel.	Points will be awarded based on demonstrating the following elements: Treated mild steel = 0 points Stainless Steel = 10 points	0	10	Data sheet, brochure or manual describing chamber material	
R2	Piping The piping that connects the components should be Stainless Steel.	Points will be awarded based on demonstrating the following elements: Treated mild steel = 0 points Stainless Steel = 10 points	0	10	Data sheet, brochure or manual describing piping material	
Total			20			

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

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">• Delivery, Installation and Testing;• Training;• Manuals; and• Warranty including maintenance and support	1	lot	\$	\$
		Grand Total (<i>please identify currency</i>)				

ANNEX C - LIST OF PRODUCTS

The Bidder must provide 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 in the following Table in accordance with **Article 3.2 (a) – List of Products**.

Table 2: List of Products:

Product Name	Model/Part Number	Name of Manufacture		

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

Attachment 1 - ELECTRONIC PAYMENT INSTRUMENTS

(As per PART 3, article 3.2.1)

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);

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

Attachment 2 - COMPLETE LIST OF DIRECTORS

(As per PART 5, article 5.2.1)

Name	Position
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Solicitation No. - N° de l'invitation
C1701-181101/B
Client Ref. No. - N° de réf. du client
C1701-181101

Amd. No. - N° de la modif.
File No. - N° du dossier
pv960.C1701-181101

Buyer ID - Id de l'acheteur
pv960
CCC No./N° CCC - FMS No./N° VME

Attachment 3 – OEM CERTIFICATION FORM

(As per PART 5, article 5.2.3)

OEM Certification Form	
This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.	
Name of OEM	_____
Signature of authorized signatory of OEM	_____
Print Name of authorized signatory of OEM	_____
Print Title of authorized signatory of OEM	_____
Address for authorized signatory of OEM	_____
Telephone no. for authorized signatory of OEM	_____
Fax no. for authorized signatory of OEM	_____
Date signed	_____
Solicitation Number	_____
Name of Bidder	_____