



**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 High Temperature Inert/Air Oven	
Solicitation No. - N° de l'invitation 31184-199898/A	Date 2019-09-30
Client Reference No. - N° de référence du client 31184-199898	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$PV-950-77800	
File No. - N° de dossier pv950.31184-199898	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-12	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: Matsunaga, Lisa	Buyer Id - Id de l'acheteur pv950
Telephone No. - N° de téléphone (613) 859-0976 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

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31184-199898/A
Client Ref. No. - N° de réf. du client
31184-199898

Amd. No. - N° de la modif.
File No. - N° du dossier
pv950.31184-199898

Buyer ID - Id de l'acheteur
pv950
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 SACC Manual Clauses

[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

Note: 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 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 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 (2 hard copies)

Section III: Certifications (2 hard copies)

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.

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 and describe their approach 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.

To facilitate evaluation, Bidders are requested to complete **Part 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA**, indicating the page number in their Technical Bid where they address each mandatory additional specification. While Bidders must address each mandatory additional specification found in Annex A – Statement of Requirement in their Technical Bid, use of **Part 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA** to do so, is optional.

The technical bid should consist of, but is not limited to the following:

- (a) **Supporting Technical documentation:** Technical brochures or technical data to demonstrate compliancy to the requirement as described in Annex A.
- (b) **Training Plan:** Bidders should include a training plan, demonstrating that the Bidder's training plan meets all the mandatory requirements for training described in Annex A.

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.
- (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.

3.1.1 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 the bid solicitation, to identify which ones are accepted.

If Attachment 1 to part 3 of the bid solicitation is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation Criteria

The mandatory technical evaluation criteria are detailed in Annex A – Statement of Requirement

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, DAP Ottawa, Ontario 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 A0031T (2010-08-16) - Basis of Selection - Mandatory Technical Criteria

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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Product Conformance

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A.

Bidder's authorized representative signature

Date

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the

additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

6.2.1 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.2 Additional General Conditions

6.3.2.1 Conduct of the Work

- 1) The Contractor represents and warrants that:
 - a. it is competent to perform the Work;
 - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
- 2) The Contractor must:
 - a. perform the Work diligently and efficiently;
 - b. except for Government Property, supply everything necessary to perform the Work;
 - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - d. select and employ a sufficient number of qualified people;
 - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
 - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

6.3.2.2 Subcontracts

The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

6.3.2.3 Harassment in the workplace

- 1) The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [Policy on Harassment Prevention and Resolution](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.
- 2) The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

6.3.2.4 Access to information

Records created by the Contractor, and under the control of Canada, are subject to the [Access to Information Act](#). The Contractor acknowledges the responsibilities of Canada under the [Access to Information Act](#) and must, to the extent possible, assist Canada in discharging these

responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the [Access to Information Act](#) provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the [Access to Information Act](#) is guilty of an offence and is liable to imprisonment or a fine, or both.

6.3.3 Supplemental General Conditions

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

applies to and forms 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 delivery and acceptance of the equipment.

6.4.2 Delivery Date

The equipment, manuals and training must be received no later than March 2, 2020.

6.4.3 Delivery Point

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:

Name: Lisa Matsunaga
Title: Intern Officer

Public Works and Government Services Canada
Commercial Consumer Products Directorate
140 O'Connor Street, 7th floor
East Tower, L'Esplanade Laurier (LEL)
Ottawa, Ontario, K1A 0R5

Telephone: 613-859-0976
E-mail address: Lisa.Matsunaga@pwgsc-tpsgc.gc.ca

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

6.5.2 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

Delivery Follow-up

Name: _____
Tel. No. _____ ext: _____
E-mail address: _____

Name: _____
Tel. No. _____ ext: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a **Public Service Superannuation Act** (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

- a) In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex **B** – Basis of Payment, Tables B1 and B2 for a total cost of \$ _____ **(to be filled in only at contract award)**. Customs duties are excluded 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.

6.7.2 SACC Manual Clauses

C2000C (2010-01-11) Taxes - Foreign-Based Contractor
C2001C (2010-01-11) Duties and Taxes - Drawback Certificate
C2605C (2008-05-12) Canadian Customs Duty and Sales Tax
H1000C (2008-05-12) Single Payment

6.7.3 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

6.8.1 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.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

6.8.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment. ***(Will be inserted upon 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:

_____ *(Will be inserted upon 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.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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:
 - i. 4001 (2018-04-01), Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A (2018-06-21) General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payments;
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.12 SACC Manual Clauses

G1005C (2018-06-21) Insurance – No Specific Requirement
B1501C (2018-06-21) Electrical Equipment
A9068C (2010-01-11) Government Site Regulations
A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) or A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
D2000C (2007-11-30) Marking
D2001C (2007-11-30) Labeling
D2025C (2017-08-17) Wood Packaging Materials
D6010C (2007-11-30) Palletization
D9002C (2007-11-30) Incomplete Assemblies

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6.13 Shipping Instructions

6.13.1 Shipping Instructions - Delivery at Place

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

Delivery at Place (DAP) to the location named in Annex A Incoterms® 2010 for shipments from a commercial contractor.

ANNEX A

Part 1- STATEMENT OF REQUIREMENT

The Natural Research Council Canada (NRC) has a requirement for the supply of an Inert Gas Sealed Laboratory Box Furnace, which must meet all of the mandatory technical requirements as specified below and the mandatory criteria as specified at Part 2.1 – Mandatory Technical Evaluation Criteria. The requirement must include all of the following:

- a) The Inert Gas Sealed Laboratory Box Furnace must be electrically heated and operate at 208/240 V, 3 phase, 60 Hz;
- b) The Inert Gas Sealed Laboratory Box Furnace must have a front loading door with a water cooled O-ring door seal;
- c) The Inert Gas Sealed Laboratory Box Furnace must have an inert gas sealed option, which completely seals the inner shell, enabling processing in atmospheres other than air;
- d) The Inert Gas Sealed Laboratory Box Furnace must have a high temperature continuous operation capability of Tsoak = 1700°C in air and Tsoak = 1600°C in inert atmosphere;
- e) The Inert Gas Sealed Laboratory Box Furnace must have heating elements capable of heating to the desired maximum temperatures in 60 minutes or less;
- f) The Inert Gas Sealed Laboratory Box Furnace must be able to provide an inert atmosphere of less than 150ppm oxygen concentration;
- g) The Inert Gas Sealed Laboratory Box Furnace must be double wall construction with high purity block graded Alumina insulation;
- h) The Inert Gas Sealed Laboratory Box Furnace must have active cooling to allow cooling in 120 minutes or less;
- i) The heated chamber dimensions of the Inert Gas Sealed Laboratory Box Furnace must be a minimum of 16" (W) x 16" (D) x 16" (H), with no obstruction, allowing full access for items of width and/or height up to 16". The opening must be a minimum of 13" (W) x 13" (H);
- j) The Inert Gas Sealed Laboratory Box Furnace's external dimensions must not exceed 25" (W) x 25" (D) x 32" (H)
- k) The Inert Gas Sealed Laboratory Box Furnace control capability must be a PID controller with 2 PID loops, 50 programs with multiple segments, alarms (Dev, Event, Heater fail, Hi, Lo, Sensor Break), real time clock, multi-line display, and digital communications;
- l) The Inert Gas Sealed Laboratory Box Furnace must have programmable multi-ramp/soak cure profiles;
- m) The Inert Gas Sealed Laboratory Box Furnace must have a variable set point over temperature protection that is independent of the main controller;
- n) The Inert Gas Sealed Laboratory Box Furnace must have two gas sealed type B thermocouples; and
- o) The Inert Gas Sealed Laboratory Box Furnace must be compatible with the NRC's existing Rapid Temp Model 1610 BL Laboratory Box Furnace in terms of settings. The Inert Gas Sealed Laboratory Box Furnace must be able to be programmed to mirror the settings on the existing equipment.

Certifications

The Inert Gas Sealed Laboratory Box Furnace must meet all applicable Canadian Standard Association (CSA) or Underwriters' Laboratories of Canada (ULC) standards

Manuals

The Contractor must deliver 1 complete set of documentation, in English with the deliverables.

This documentation must include all publications pertaining to technical specifications, installation requirements and operating instructions.

This documentation must be in electronic format. If available, the Contractor will provide an English hard copy of the documentation.

Training

The Contractor must provide onsite training (at NRC- Ottawa location to be confirmed upon contract award) for up to two trainees. Training must be provided in English and include but is not limited to the following:

- Hands-on training for operation and manipulation of the equipment. The training should include but not be limited to product functionality, product features and limitations.

The Contractor must deliver the on-site training within seven calendar days of installation.

Maintenance and Support Services and Warranty

The Contractor must provide Maintenance and Support Services of the system in accordance with supplemental general conditions 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance.

The Contractor must provide at least a one year warranty.

Delivery Point

National Research Council Canada
Central Shipping and Receiving
100 Sussex Drive
Ottawa K1A 0R6, 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	CRITERIA	THE BIDDER MUST PROVIDE THE FOLLOWING DOCUMENTATION TO SUBSTANTIATE COMPLIANCE	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID.
a)	The Inert gas sealed laboratory box furnace must be electrically heated and operate at 208/240 v, 3 phase, 60 Hz;	Data sheet, brochure, or manual describing the criteria.	
b)	The Inert Gas Sealed Laboratory Box Furnace must have a front loading door with a water cooled O-ring door seal;	Data sheet, brochure, or manual describing the criteria.	
c)	The Inert Gas Sealed Laboratory Box Furnace must have an inert gas sealed option, which completely seals the inner shell, enabling processing in atmospheres other than air;	Data sheet, brochure or manual describing the requirement.	
d)	The Inert Gas Sealed Laboratory Box Furnace must have a high temperature continuous operation capability of Tsoak = 1700°C in air and Tsoak = 1600°C in inert atmosphere;	Data sheet, brochure, or manual describing the criteria.	
e)	The Inert Gas Sealed Laboratory Box Furnace must have heating elements capable of heating to the desired maximum temperatures in 60 minutes or less;	Data sheet, brochure, or manual describing the criteria.	
f)	The Inert Gas Sealed Laboratory Box Furnace must be able to provide an inert atmosphere of less than 150ppm oxygen concentration;	Data sheet, brochure, or manual describing the criteria.	
g)	The Inert Gas Sealed Laboratory Box Furnace must be double wall construction with high purity block graded Alumina insulation;	Data sheet, brochure, or manual describing the criteria.	
h)	The Inert Gas Sealed Laboratory Box Furnace must have active cooling to allow cooling in 120 minutes or less;	Data sheet, brochure, or manual describing the criteria.	
i)	The heated chamber dimensions of the Inert Gas Sealed Laboratory Box Furnace must be a minimum of 16" (W) x 16" (D) x 16" (H), with no obstruction, allowing full access for items of width and/or height up to 16"; The opening must be a minimum of 13" (W) x 13" (H).;	Data sheet, brochure, or manual describing the criteria.	

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j)	The Inert Gas Sealed Laboratory Box Furnace's external dimensions must not exceed 25" (W) x 25" (D) x 32" (H);	Data sheet, brochure, or manual describing the criteria.	
k)	The Inert Gas Sealed Laboratory Box Furnace control capability must be a PID controller with 2 PID loops, 50 programs with multiple segments, alarms (Dev, Event, Heater fail, Hi, Lo, Sensor Break), real time clock, multi-line display, and digital communications;	Data sheet, brochure, or manual describing the criteria.	
l)	The Inert Gas Sealed Laboratory Box Furnace must have programmable multi-ramp/soak cure profiles;	Data sheet, brochure, or manual describing the criteria.	
m)	The Inert Gas Sealed Laboratory Box Furnace must have a variable set point over temperature protection that is independent of the main controller;	Data sheet, brochure, or manual describing the criteria.	
n)	The Inert Gas Sealed Laboratory Box Furnace must have two gas sealed type B thermocouples; and	Data sheet, brochure, or manual describing the criteria.	
o)	The Inert Gas Sealed Laboratory Box Furnace must be compatible with the NRC's existing Rapid Temp Model 1610 BL Laboratory Box Furnace in terms of settings. The Inert Gas Sealed Laboratory Box Furnace must be able to be programmed to mirror the settings on the existing equipment.	Data sheet, brochure, or manual describing the criteria.	
p)	The Inert Gas Sealed Laboratory Box Furnace must meet all applicable Canadian standard association (CSA) or underwriters' laboratories of Canada (ULC) standards	Proof of certification.	

ANNEX B

BASIS OF PAYMENT

The Bidder must provide all of the pricing requested in the following Tables in accordance with **Article 6.7.1 Basis of Payment**

1. Firm Price

1.1 Inert Gas Sealed Laboratory Oven

Table 1:

Item	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price (Number of Units X Firm Unit Price)
1	Inert Gas Sealed Laboratory Oven in accordance with Annex A and including all of the following: <ul style="list-style-type: none">- Manuals- Maintenance and Support Services, and Warranty	1	Each	\$	\$ Number of Units X Firm Unit Price

1.2 Onsite training

Table 2:

Item	Description	Firm All-inclusive Price *
1	Training in Accordance with Annex A	\$

*** Note: No additional travel and living shall be charged**

2. Total Bid Price (Applicable Taxes are extra)

Table 3: Total Aggregated Bid Price:

Item	Description	Evaluated Price
1	Inert Gas Sealed Laboratory Oven	As per Evaluated Price from Table 1
2	Onsite training	As per Evaluated Price from Table 2
3	Total Aggregated Bid Price	Sum of Table 1, and Table 2

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ANNEX C

COMPLETE LIST OF DIRECTORS

(As per Standard Instructions, Clauses and Conditions Part 2)

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

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ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.1, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)