



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Ouest

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Ouest

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

Title - Sujet Portable benchtop encapsulator	
Solicitation No. - N° de l'invitation 31241-190449/A	Date 2019-10-15
Client Reference No. - N° de référence du client 31241-190449	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-170-15495	
File No. - N° de dossier MTA-9-42122 (170)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-25	Time Zone Fuseau horaire Heure Normale du l'Est HNE
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: Cimpan, Cristina	Buyer Id - Id de l'acheteur mta170
Telephone No. - N° de téléphone (514) 604-3855 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CONSEIL NATIONAL DE RECHERCHES DU CANADA Portes6&7via entree reception march 6100 ROYALMOUNT AVE. MONTREAL Québec H4P2R2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc.	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

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	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES	6
4.2 BASIS OF SELECTION	6
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	6
5.1 CERTIFICATIONS REQUIRED WITH THE BID	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	7
PART 6 - RESULTING CONTRACT CLAUSES	8
6.1 SECURITY REQUIREMENTS	8
6.2 REQUIREMENT	8
6.3 STANDARD CLAUSES AND CONDITIONS	8
6.4 TERM OF CONTRACT	8
6.5 AUTHORITIES	8
6.6 PAYMENT	9
6.7 CERTIFICATIONS AND ADDITIONAL INFORMATION	10
6.8 APPLICABLE LAWS (TO BE FILLED BY THE BIDDER)	10
6.9 PRIORITY OF DOCUMENTS	10
6.10 SACC MANUAL CLAUSES	10
ANNEX "A"	12
REQUIREMENT	12
ANNEX "B"	14
BASIS OF PAYMENT	14
ANNEX "C"	15
MANDATORY TECHNICAL CRITERIA	15
ANNEX "D"	16
ELECTRONIC PAYMENT INSTRUMENTS	16

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"	17
COMPLETE LIST OF COMPANY BOARD OF DIRECTORS.....	17

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this document.

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](#) ((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 – Bid

2.1.2 Best Delivery Date – Bid (to be filled by the bidder)

While delivery is requested as soon as possible, the best delivery that could be offered is _____.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit, the email address is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than seven (7) 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 Québec.

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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 hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" 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.

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

The technical evaluation will be based on the technical mandatory criteria to be demonstrated detailed in Annex C. Every proposal must meet the technical mandatory criteria described in Annex C in order to be technically compliant.

It is mandatory to provide, with your bid, all technical / descriptive documents that allow the technical evaluation. Failure to comply will render your bid non-responsive.

Bidders should complete the grid in Annex C and include it with their proposal.

4.1.2 Financial Evaluation

According to the grand total of items A, B, C, D and E indicated in Annex B - Basis of Payment.

4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, Customs duties, Excise taxes and Applicable Taxes excluded.
2. 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.
3. Bidders must provide prices Delivered at Place (DAP) Montreal, Quebec, Canada Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on DAP basis.

4.2 Basis of Selection

4.2.1 SACC Manual Clause

[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 (see Annex E)

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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.

5.2.3 Additional Certifications Precedent to Contract Award

Authorized distributor: *(To be provided by the bidder if applicable)*

Any bidder that is not the original equipment manufacturer (OEM) for every item proposed as part of its bid is required to submit a certificate signed by the OEM (not the bidder) certifying the bidder's authority to provide and maintain the OEM's items. No contracts will be awarded to a bidder that is not the original equipment manufacturer of the items proposed to Canada unless the manufacturer certification has been provided to Canada.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract award until the acceptance of all deliverables (inclusive).

6.4.2 Delivery Date

All the deliverables must be received on or before _____ (to be filled at contract award).

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:

Name: Cristina Cimpan
Title: Acting Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch Directorate Supply
Address: 800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6
Telephone: 514-604-3855
Facsimile: 514-496-3822
E-mail address: cristina.cimpan@tpsgc-pwgsc.gc.ca

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

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

6.5.2 Project Authority *(to be completed by Canada at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(to be filled by the bidder)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ _____ *(insert the amount at contract award)*. Customs duties and Applicable Taxes are extra.

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

6.6.2 Multiple Payments

H1001C (2008-05-12), Multiple Payments

6.6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

6.6.4 Electronic Payment of Invoices – Contract (As per bidder's choice-s in Annex D)

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).

6.6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice has been completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7 Certifications and Additional Information

6.7.1 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.

6.8 Applicable Laws (to be filled by the bidder)

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the CANADIAN province or territory as specified by the Bidder in its bid, if applicable*).

6.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), General conditions: Goods (medium complexity)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.10 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9068C (2010-01-11), Government Site Regulations

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

B1501C (2018-06-21), Electrical equipment
D0018C (2007-11-30), Delivery and Unloading
G1005C (2016-01-28), Insurance - No Specific Requirement

ANNEX "A"

REQUIREMENT

1.0 Objective

The Aquatic and Crop and Resource Development (ACRD) Research Center of the National Research Council Canada (NRCC) requires the supply and delivery of a portable benchtop encapsulator to fulfill its mandate of bio-based chemical synthesis, biomass characterization and valorization in Canada. Specifically, the encapsulator will allow the controlled encapsulation of active ingredients and materials for laboratory-scale research and development work. The system has to be simple to use and adaptable to a variety of areas including materials, the food industry, agriculture and pharmaceuticals.

The encapsulator system will be located in a chemistry laboratory ("Analytical Chemistry Wet Lab" Facility) that is dedicated to synthesis, sample preparation and analysis. This laboratory has limited space due to the presence of existing equipment and hence requires a fully functioning standalone and compact benchtop system that would fit comfortably in a 3 feet fumehood. The encapsulator will be moved to alternate laboratories as needed for various other projects, therefore portability of the instrument will be vital.

In both cases, the encapsulator will allow the production of monodisperse microbeads and microcapsules that will contain encapsulated microorganisms, organic and inorganic substances. The instrument must produce particles of a very narrow particle size distribution.

The work consists of supply, delivery, installation of the portable, benchtop encapsulator system at the NRC address and training on equipment use.

2.0 Constraints

The system must be a benchtop, portable, single box, standalone unit with no external computer required, but have the option for computer connectivity for operation and data processing. The total footprint must not be greater than 50 cm x 50 cm. The equipment must be lightweight (maximum weight 15 kg), so that it can easily be placed on a cart for transportation from one lab to another.

3.0 Mandatory technical specifications. The delivered equipment must have the following specifications:

- 3.1** The microencapsulation system can work on regular laboratory bench or in a fumehood.
- 3.2** The microencapsulation system must contain an integrated nozzle heating and a liquid pumping by air pressure.
- 3.3** The microencapsulator must be capable of encapsulating microorganisms and chemical substances of both organic and/or inorganic nature.
- 3.4** The microencapsulator must produce monodisperse beads with a very narrow particle size distribution range (about 5% relative standard deviation of bead size, or better).

-
- 3.5** The microencapsulator must be able to produce monodisperse beads or capsules within the range of 200 µm – 2 mm.
- 3.6** The microencapsulator must have a vibration frequency ranging from 40 to 6000 Hz.
- 3.7** The microencapsulator must have an integrated heating system that can heat up at least to 70°C.
- 3.8** The microencapsulator must have a set of single external vibration flow nozzles (minimum of 5 nozzles with openings ranging from 0.1 to 1.0 mm) for matrix encapsulation or bead production.
- 3.9** The microencapsulator must have a set of concentric external nozzles (minimum of 5 nozzles with openings ranging from 0.1 to 1.0 mm) for capsule production.
- 3.10** The nozzles must be made of stainless steel.
- 3.11** The microencapsulator must be able to work with samples from 5 mL to 1 L, at least.
- 3.12** The microencapsulator must include at least three pressure bottles that can accept volume from 250 mL to 2 L and that can be autoclaved.

4.0 Certification

The vendor must be an authorized distributor (see section 5.2.3).

5.0 Deliverables

Technical documentation: The encapsulator system must include, at least, one operating manual (hard and/or soft copy, no preference) in English upon delivery.

6.0 Training

The Contractor must also include a 1-day on-site training within 2 weeks after delivery and installation for, at least, 2 operators (English or French).

7.0 Delivery and Installation

The system must be delivered and installed at:

NRCC
6100, Royalmount Avenue
Montreal, QC, H4P 2R2

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"
BASIS OF PAYMENT

Item	Quantity	*Price
A) Portable benchtop encapsulator and its components (see Annex A)	1	_____ \$
B) On-site installation (see Annex A)	1	_____ \$
C) Technical documentation (operating manual) (see Annex A)	1	_____ \$
D) On-site training (see Annex A)	1	_____ \$
E) All packaging, shipping and delivery costs	1	_____ \$
TOTAL \$ (A+B+C+ D+E)		_____ \$

* If currency other than CAD\$, please indicate: _____

*Customs duties and applicable taxes extra.

ANNEX "C"

MANDATORY TECHNICAL CRITERIA

MANDATORY TECHNICAL CRITERIA TO BE DEMONSTRATED	Reference: Please specify where these technical criteria are demonstrated within your technical bid.
3.1 The microencapsulation system can work on regular laboratory bench or in a fumehood.	
3.2 The microencapsulation system must contain an integrated nozzle heating and a liquid pumping by air pressure.	
3.3 The microencapsulator must be capable of encapsulating microorganisms and chemical substances of both organic and inorganic nature.	
3.4 The microencapsulator must produce monodisperse beads with a very narrow particle size distribution range (about 5% relative standard deviation of bead size, or better).	
3.5 The microencapsulator must be able to produce monodisperse beads or capsules within the range of 200 µm – 2 mm.	
3.7 The microencapsulator must have an integrated heating system that can heat up at least to 70°C.	
3.8 The microencapsulator must have a set of single external vibration flow nozzles: minimum of 5 nozzles with openings ranging from 0.1 to 1.0 mm.	
3.9 The microencapsulator must have a set of concentric external nozzles: minimum of 5 nozzles with openings ranging from 0.1 to 1.0 mm.	
3.10 The nozzles must be made of stainless steel.	
3.11 The microencapsulator must be able to work with samples from 5 mL to 1 L, at least.	

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

ANNEX “D”

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI).

Solicitation No. - N° de l'invitation
31241-190449 /A
Client Ref. No. - N° de réf. du client
31241-190449

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-9-42122

Buyer ID - Id de l'acheteur
MTA170
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS

PROCUREMENT – BUSINESS NUMBER (PBN) : _____