



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

| | |
|---|---|
| Title - Sujet Microwave Digestion System | |
| Solicitation No. - N° de l'invitation 01555-200437/A | Date 2019-10-18 |
| Client Reference No. - N° de référence du client 01555-200437 | |
| GETS Reference No. - N° de référence de SEAG PW-\$VAN-592-8685 | |
| File No. - N° de dossier VAN-9-42121 (592) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-02 | Time Zone Fuseau horaire Pacific Standard Time PST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Leboeuf, Thomas | Buyer Id - Id de l'acheteur van592 |
| Telephone No. - N° de téléphone (604) 671-2613 () | FAX No. - N° de FAX (604) 775-7526 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Agriculture and Agri-Food Canada Agassiz R & D Centre 6947 #7 Highway AGASSIZ British Columbia V0M1A0 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

| | |
|--|--|
| 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 |

TABLE OF CONTENTS

| | |
|---|-----------|
| PART 1 - GENERAL INFORMATION | 2 |
| 1.1 SECURITY REQUIREMENTS | 2 |
| 1.2 REQUIREMENT | 2 |
| 1.3 DEBRIEFINGS | 2 |
| 1.4 TRADE AGREEMENTS | 2 |
| 1.5 EPOST CONNECT SERVICE | 2 |
| PART 2 - BIDDER INSTRUCTIONS | 3 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... | 3 |
| 2.2 SUBMISSION OF BIDS..... | 3 |
| 2.3 ENQUIRIES - BID SOLICITATION..... | 3 |
| 2.4 APPLICABLE LAWS..... | 3 |
| PART 3 - BID PREPARATION INSTRUCTIONS..... | 5 |
| 3.1 BID PREPARATION INSTRUCTIONS | 5 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 7 |
| 4.1 EVALUATION PROCEDURES..... | 7 |
| 4.2 BASIS OF SELECTION..... | 7 |
| PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION | 8 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID | 8 |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION | 8 |
| PART 6 - RESULTING CONTRACT CLAUSES | 10 |
| 6.1 SECURITY REQUIREMENTS | 10 |
| 6.2 REQUIREMENT | 10 |
| 6.3 STANDARD CLAUSES AND CONDITIONS..... | 10 |
| 6.4 TERM OF CONTRACT | 10 |
| 6.5 AUTHORITIES | 10 |
| 6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS | 11 |
| 6.7 PAYMENT | 11 |
| 6.8 INVOICING INSTRUCTIONS | 12 |
| 6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 12 |
| 6.10 APPLICABLE LAWS..... | 12 |
| 6.11 PRIORITY OF DOCUMENTS | 12 |
| ANNEX “A” - REQUIREMENT | 13 |
| ANNEX “B” – BASIS OF PAYMENT | 15 |
| ANNEX “C” TO PART 1 OF THE BID SOLICITATION | 16 |
| ANNEX “D” – EVALUATION CRITERIA..... | 17 |
| FORM 1 – BIDDER’S SUBMISSION INFORMATION..... | 19 |

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

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.

Bid Receiving Unit
Public Services and Procurement Canada
800 Burrard Street, Room 219
Vancouver, B.C. V6Z 0B9

TPSGC.RPReceptiondessoumissions-PRBidReceiving.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.

Facsimile number: **604-775-7526**

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

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 there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

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

Section I: Technical Bid

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

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "D"

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

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 OEM Certification

As part of the evaluation, Canada requires OEM Certifications for the Microwave Digestion System being bid. If the Bidder is itself the OEM, it must provide the certification entitled "OEM Certification – Bidder is the OEM of Products Offered". If the Bidder is not the OEM, it must provide the certification entitled "OEM Certification – Bidder is not the OEM of Products Bid". If the Bidder is bidding products from multiple OEMs, a separate certification must be provided in respect of each OEM.

Solicitation No. - N° de l'invitation
 01555-200437
 Client Ref. No. - N° de réf. du client
 01555-200437

Amd. No. - N° de la modif.

 File No. - N° du dossier
 VAN-9-42121

Buyer ID - Id de l'acheteur
 VAN592
 CCC No./N° CCC - FMS No./N° VME

| OEM Certification – Bidder is the OEM of Products Bid | |
|--|--------------|
| On behalf of the Bidder, I certify that the Bidder is itself the OEM of the products being offered in response to the Solicitation identified below. | |
| Solicitation Number | 01555-200437 |
| Name of Bidder | |
| Signature of Bidder's Authorized Representative | |
| Name of Bidder's Authorized Representative | |
| Date Signed | |
| If this Certification is limited to specific products or specific services, please provide details | |

Note for Joint Venture Bidder: Where one of the members of the joint venture is the OEM, then this certification is required to be signed by that member of the joint venture.

| OEM Certification – Bidder is not the OEM of Products Bid | |
|---|--------------|
| The OEM identified below authorizes the Bidder named below to provide its products and provide warranty service in relation to those products under the Contract issued as a result of the Solicitation identified below. | |
| Name of OEM | |
| Address of OEM | |
| Name of OEM's Authorized Representative | |
| Title of OEM's Authorized Representative | |
| Telephone Number of OEM's Authorized Representative | |
| Fax Number of OEM's Authorized Representative | |
| Signature of OEM's Authorized Representative | |
| Date Signed | |
| Solicitation Number | 01555-200437 |
| Name of Bidder | |
| If this Certification is limited to specific products or specific services, please provide details | |

Note for Joint Venture Bidders: Certifications made by the OEM must name (as the Bidder) ALL members of the joint venture Bidder that will be involved in delivering or servicing that OEM's equipment in the performance of the Work, or the joint venture itself must be named (if the joint venture has been given a name).

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

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the item 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 date of Contract to the end of the warranty inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before _____ (to be determined).

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Thomas Leboeuf
Title: Intern Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Vancouver Commercial Acquisitions
Address: 800 Burrard Street, Vancouver, V6Z 0B9
Telephone: 604-671-2613
E-mail address: Thomas.leboeuf@tpsgc-pwgsc.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.

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be inserted prior to contract award)

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 Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
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 - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in Annex "B"* for a cost of \$TBD. Customs duties are *included* and Applicable Taxes are extra.

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

6.7.2 Method of Payment

SACC Manual clause [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).

6.7.4 SACC Manual Clauses

SACC Manual Clause C2000C (2007-11-30) Taxes – Foreign-based Contractor

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

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;
2. Invoices must be distributed as follows:
 - a. The original and two copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 British Columbia.

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 general conditions 2010A (2018-06-21)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Evaluation Criteria
- (f) 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))

ANNEX “A” - Requirement

MICROWAVE DIGESTION SYSTEM (NEW) – Quantity 1

1.0 INTRODUCTION/BACKGROUND

1.1 This standard applies to the supply and delivery of one microwave digestion system to be in accordance with the following specs. The microwave digestion system must meet the requirement to provide complete digestion of a wide variety of environmental samples. The instrument is required for a variety of current and anticipated research studies at Pacific Agriculture Research Centre (PARC) for a range of field, laboratory and greenhouse programs. The potential range of studies will include those related to nutrient dynamics in soil-plant-atmosphere systems especially in relation to nitrogen, waste management, composting and post-harvest physiology of human and animal food. Digestion of samples could be for one of two general research purposes:

- i. “routine” analyses of numerous experimental samples including long-term research experiments, and
- ii. analyses of research samples for methods development and evaluation oriented research

2.0 MANDATORY ESSENTIAL REQUIREMENTS

- 2.1 The microwave system must be able to perform complete digestion of environmental samples of any type
- 2.2 The microwave system must have at least 2 magnetrons capable of delivering combined a total of at least 1800 watts
- 2.3 The microwave system must accommodate and include at least 12 digestion vessels with associated accessories for digestion
- 2.4 The microwave system must accommodate 75mL volume Teflon or Quartz vessels
- 2.5 The vessels must be able to release pressure and reseal in the case of overpressure and the microwave system must turn off in extreme cases of overpressure
- 2.6 The microwave system must reach and maintain temperatures of at least 120°C
- 2.7 The microwave system must monitor and have the option to log the temperature inside of each of the vessel contents throughout the digestion using infrared sensors. The infrared sensors must be under the floor of the cavity
- 2.8 The microwave system must come with a library of methods that adhere to ISO standards or capable of storing methods
- 2.9 Vessels should be cooled in the microwave using a built in exhaust system to cool samples in a timely manner.
- 2.10 The microwave system must be controlled by an onboard touch screen. It must not use any external controllers such as a PC. For connectivity and transfer of data it must have at least one USB connection port
- 2.11 The microwave system cavity must be constructed of industry approved 316 stainless steel with a non-metal corrosion resistant coating
- 2.12 The microwave system must have multiple safety features in place in the event of explosion
- 2.13 The microwave system must have automatic door locking system to ensure the system does not start in the event the door is not properly sealed
- 2.14 The instrument must have:
 - a low operator requirement
 - operator, technical, maintenance manual(s) and spare parts catalogue, in English
 - minimum one year return to depot warranty,
 - onsite training, and

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

- all components or accessories (e.g. cabling, tubing, connectors, vessels, startup and initial maintenance supplies, etc) for operation.
- 2.15 The instrument must:
- meet CSA safety regulations; Electrical Equipment for Measurement, Control and Laboratory Use.

3.0 Green considerations

Canada requests, if possible, that all plastic or Styrofoam packaging be labelled 1, 2, 4, 5 and 7 only. Biodegradable plastic is also acceptable. The delivery of the Microwave Digestion System should be made using as little packaging as possible.

Delivery:

Agriculture and Agri-Food Canada Agassiz Research and Development Centre
6947 #7 Highway
Agassiz, B.C. V0M 1A0

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

ANNEX "B" – Basis of Payment

Prices are firm all-inclusive prices in Canadian Dollars, FOB Destination to **Agassiz Research and Development Centre, 6947 Hwy #7, Agassiz, BC V0M 1A0 Canada**, all taxes and duties are extra, if applicable.

| Item # | Description | Qty | U of I | Firm Unit Price | Ext. Total Price |
|-----------------------------|----------------------------|-----|--------|-----------------|------------------|
| 1. | Microwave Digestion System | 1 | Ea. | \$ | \$ |
| 2. | Shipping cost | | | \$ | \$ |
| Total Contract Value | | | | | \$ |

Solicitation No. - N° de l'invitation
01555-200437
Client Ref. No. - N° de réf. du client
01555-200437

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-9-42121

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 1 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only)

ANNEX “D” – Evaluation Criteria

The Microwave Digestion System must meet the following mandatory requirements:

1. Mandatory criteria

| Section | Specification | Comply (Yes/No) | Substantiation | Reference Bidders please clearly indicate where supporting documentation can be found in the bid. |
|---------|--|-----------------|----------------|--|
| M1 | The microwave system must be able to perform complete digestion of environmental samples of any type | Y/N | | |
| M2 | The microwave system must have at least 2 magnetrons capable of delivering combined a total of at least 1800 watts | Y/N | | |
| M3 | The microwave system must accommodate and include at least 12 digestion vessels with associated accessories for digestion | Y/N | | |
| M4 | The microwave system must accommodate 75mL volume Teflon or Quartz vessels | Y/N | | |
| M5 | The vessels must be able to release pressure and reseal in the case of overpressure and the microwave system must turn off in extreme cases of overpressure | Y/N | | |
| M6 | The microwave system must reach and maintain temperatures of at least 120oC | Y/N | | |
| M7 | The microwave system must monitor and have the option to log the temperature inside of each of the vessel contents throughout the digestion using infrared sensors. The infrared sensors must be under the floor of the cavity | Y/N | | |
| M8 | The microwave system must come with a library of methods that adhere to ISO standards or capable of storing methods | Y/N | | |

| | | | | |
|-----|---|-----|--|--|
| M9 | Vessels should be cooled in the microwave using a built in exhaust system to cool samples in a timely manner. | Y/N | | |
| M10 | The microwave system must be controlled by an onboard touch screen. It must not use any external controllers such as a PC. For connectivity and transfer of data it must have at least one USB connection port | Y/N | | |
| M11 | The microwave system cavity must be constructed of industry approved 316 stainless steel with a non-metal corrosion resistant coating | Y/N | | |
| M12 | The microwave system must have multiple safety features in place in the event of explosion | Y/N | | |
| M13 | The microwave system must have automatic door locking system to ensure the system does not start in the event the door is not properly sealed | Y/N | | |
| M14 | The instrument must have: •a low operator requirement •operator, technical, maintenance manual(s) and spare parts catalogue, English •minimum one year return to depot warranty , •onsite training, and •all components or accessories (e.g. cabling, tubing, connectors, vessels, startup and initial maintenance supplies, etc) for operation. | Y/N | | |
| M15 | The instrument must meet CSA safety regulations; Electrical Equipment for Measurement, Control and Laboratory Use. | Y/N | | |
| | | | | |
| M16 | While delivery is required at the latest by March 31 st , 2020, the best delivery that could be offered is _____ (to be completed by bidder). | | | |

Solicitation No. - N° de l'invitation
 01555-200437
 Client Ref. No. - N° de réf. du client
 01555-200437

Amd. No. - N° de la modif.
 File No. - N° du dossier
 VAN-9-42121

Buyer ID - Id de l'acheteur
 VAN592
 CCC No./N° CCC - FMS No./N° VME

Form 1 – Bidder’s Submission Information

| FORM 1 - Bidder’s Submission Information | |
|--|--------------|
| Bidder’s full legal name | |
| Authorized Representative of Bidder for evaluation purposes (e.g., clarifications) | Name |
| | Title |
| | Address |
| | Fax # |
| | Email |
| Bidder’s Procurement Business Number (PBN) [see the <i>Standard Instructions 2003</i>] | |
| Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) | |
| Federal Contractors Program for Employment Equity (FCP EE) Certification: | N/A |
| COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER: | |
| NAME | TITLE |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. | |
| Signature of Authorized Representative of Bidder | |