



**REQUEST FOR STANDING
OFFERS /
DEMANDE D'OFFRE À
COMMANDES**

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

By Email to: – par courriel à:

Marie-Diane.Payeur@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre: Laboratory Blind Testing Material		Solicitation No / No de l'invitation: W6369-19-A056/C	
Amendment No. - N° de la modification			
Date of Solicitation / Date de l'invitation: 13 November 2019			
Address Enquiries to – Adresser toutes questions à: Marie-Diane Payeur Marie-Diane.Payeur@forces.gc.ca			
Telephone No. / N° de téléphone: (819) 939-8469		FAX No / No de fax:	
Destination: See herein			

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

Solicitation Closes / L'invitation prend fin:	
At / à :	2:00 PM, Eastern Standard Time (EST)
On / le :	28 November 2019

Delivery required / Livraison exigée: See herein		Delivery offered / Livraison proposée:	
Vendor Name and Address / Raison sociale et adresse du fournisseur:			
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):			
Name / Nom: _____		Title / Titre: _____	
Signature: _____		Date: _____	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement, the Basis of Payment, the Standing Offer reporting and any other annexes.

1.2 Summary

- A. Department of National Defence (DND) Canadian Forces Health Services (CFHS) has a requirement to acquire Laboratory Blind Testing Material to test laboratory equipment of 14 CAF laboratories across Canada which are located at Halifax, Greenwood, Gagetown, Borden, Valcartier, St-Jean, Petawawa, Trenton, Kingston, Edmonton, Cold Lake, Esquimalt, Comox and Winnipeg. The implementation of the proficiency testing at all CAF laboratories must ensure compliance with the accreditation Canada standards. Upon receipt of the tests conducted by the various DND laboratories, the Contractor must create statistical reports.
- B. The period of the Standing Offer is for two (2) years with two (2) additional one (1) year optional periods.
- C. The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA), Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA) and Canada-Chile Free Trade Agreement (CCFTA).
- D. The Request for Standing Offers (RFSO) is to establish National Individual Standing Offer (NISO) for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.



1.3 Security Requirements

- A. There is no security requirement applicable to the Standing Offer.

1.4 Debriefings

- A. Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- A. All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.
- B. Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).
- C. The [2006 \(2019-03-04\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
- (ii) Section 05, Submission of offers, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
- d. send its offer only to the Department of National Defence location specified on page 1 of the RFSO or to the address specified in the RFSO, as applicable.
- (iii) Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:
- Delete: 60 days
Insert: 120 days
- (iv) Section 07, Delayed offers, is deleted in its entirety and replaced with the following:
- 07 Delayed offers
1. It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire offer. Misrouting or other electronic delivery issues resulting in late delivery of offers will not be accepted.
- (v) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety; and
- (vi) Section 20, Further information, is deleted in its entirety.

2.2 Submission of Offers

- A. Offers must be submitted only to Department of National Defence (DND) by the date, time and place indicated on page 1 of the RFSO.
- B. Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DND will not be accepted.

2.2.1 Electronic Submissions

- A. **Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros, and/or links, may be rejected by DND e-mail system and/or firewall(s) without notice to the Offeror or Contracting Authority.** Larger offers may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Offeror to ensure that their entire offer submission has been received. Offerors must not assume that all documents have been received unless DND confirms receipt of each document. Due to the



possibility of e-mail rejection and/or other technical issues, Offerors are requested to allow sufficient time before the closing time and date to submit their Offer and for DND to confirm receipt. Offer documents **received** after the closing time and date will not be accepted.

2.3 Enquiries - Request for Standing Offers

- A. All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.
- B. Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

- A. The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- A. Canada requests that the Offeror provides its offer in separately bound sections as follows:
- Section I: Technical Offer: one (1) soft copy in PDF format by e-mail;
- Section II: Financial Offer: one (1) soft copy in PDF format by e-mail;
- Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- C. Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:
- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
 - (ii) use a numbering system that corresponds to the RFSO.

Section I: Technical Offer

- A. In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

- A. Offerors must submit their financial offer in accordance with the Attachment 1 to Part 3 – Pricing Schedule and the Attachment 2 to Part 3 - Pricing Schedule – Optional Laboratory Blind Testing Material

3.1.1 Electronic Payment of Invoices – Offer

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 3 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 3 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

Section III: Certifications

- A. Offerors must submit the certifications and additional information required under Part 5.



Section IV: Additional Information

A. In Section IV of their offer, Offerors should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation;
- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Offeror to enter into communications with Canada with regards to their offer, and any contract that may result from their offer;

(iii) The Name and telephone number of the person responsible for:

1. Call-ups:

Name: _____
Telephone: ____ - ____ - ____
E-mail address: _____

2. Delivery follow-up

Name: _____
Telephone: ____ - ____ - ____
E-mail address: _____

- (iii) For Part 2, article 2.4, Applicable Laws, of the RFSO: the province or territory if different than specified;
- (iv) Any other information submitted in the offer not already detailed.



ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

- A. The Offeror must complete this pricing schedule and include it in its financial Offer.
- B. The volumetric data included in this pricing schedule are provided for offer evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the goods and services described in the RFSO will be consistent with this data.
- C. The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any Standing Offer that may result from its offer, including Blind Laboratory Testing Material required for 14 DND laboratories across Canada, all events, statistical reports, delivery, and help service for the duration of the Standing Offer.
- D. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

INITIAL PERIOD - (2) YEARS

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Initial Period total (A)																	

OPTIONAL PERIOD 1

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Period 1
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Optional Period 1 total (B)																	

OPTIONAL PERIOD 2

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Period 2
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Optional Period 2 total (C)																	



National Defence
National Defence Headquarters
Ottawa, Ontario

Défense nationale
Quartier général de la Défense nationale
Ottawa (Ontario)

TOTAL EVALUATED PRICE

A. The Total Evaluated Price must include the Initial Standing Offer Period and the two (2) optional Standing Offer Periods including HST.

TOTAL EVALUATED PRICE (A + B + C) \$ _____



ATTACHMENT 2 TO PART 3 – PRICING SCHEDULE – Optional Laboratory Blind Testing Material

- A. The Offeror must complete this pricing schedule for the Optional Laboratory Blind Testing Material and include it in its financial Offer.
- B. The Offeror must provide the price of the Laboratory Blind Testing Material that could be provided during the period of the Standing Offer
- C. The volumetric data included in this pricing schedule are not provided for the financial evaluation and are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the goods and services described in the RFSO will be consistent with this data.
- D. The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any Standing Offer that may result from its offer, including Optional Laboratory Blind Testing Material required at the various location detailed in the table below, all events, statistical reports, delivery, and help service for the duration of the Standing Offer.
- E. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

INITIAL PERIOD - TWO (2) YEARS - OPTIONAL LABORATORY BLIND TESTING MATERIAL

Please note price for every listed material is not required for all locations. Price required in individual locations are identified by a sign of “\$”.

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period		
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg					
Chemistry Program																			
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology Program																			
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Other Program																			
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Initial Period Total																			



OPTIONAL PERIOD 1 - OPTIONAL LABORATORY BLIND TESTING MATERIAL

Please note price for every listed material is not required for all locations. Price required in individual locations are identified by a sign of "\$".

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period		
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg					
Chemistry Program																			
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology Program																			
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Other Program																			
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Optional Period 1 Total																			

OPTIONAL PERIOD 2 - OPTIONAL LABORATORY BLIND TESTING MATERIAL

Please note price for every listed material is not required for all locations. Price required in individual locations are identified by a sign of "\$".

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period		
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg					
Chemistry Program																			
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology Program																			
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Other Program																			
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Optional Period 2 Total																			



ATTACHMENT 3 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Offeror 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); and
- () Large Value Transfer System (LVTS) (Over \$25M).



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- A. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

- A. To be considered technically responsive, an offer must meet all the Mandatory Criteria and obtain at a minimum sixty (60) points for the all the Rated Criteria. Failure to meet the aforementioned will result in the offer being declared non-responsive and will be given no further consideration.

4.1.1.1 Mandatory Technical Criteria

<p>To demonstrate its experience, the Offeror must provide at a minimum the following information for Mandatory Criteria M5 and M6:</p> <p>The Offeror must provide for each contract:</p> <ul style="list-style-type: none"> a) The name of the client/organization; b) The duration of the services (start and end dates), in a format including month and year information, e.g. from (month/year) to (month/year) for each contract; c) Short description of the services provided to the client; and d) The name and contact information of the individual who would be able to confirm the information provided by the Offeror. 				
	REQUIREMENT	MET	NOT MET	COMMENTS (I.E. LOCATION IN PROPOSAL, PAGE NUMBER, SECTION, ETC)
MA1	The Offeror must hold a current Accreditation ISO 17043. Copy of certification required with offer.			<u>Technical Proposal location:</u>
MA2	The Offeror must provide their company product catalogue, manual or pamphlet, demonstrating that their Chemistry Program includes the following Laboratory Blind Testing Material: <ul style="list-style-type: none"> - Albumine - ALT - ALKP - Amylase - AST - Bilirubine Total - Bilirubine Direct - Calcium - Chloride - Cholesterol - HDL - LDL - CO2 - Creatinine Kinase - Creatinine - GGT 			<u>Technical Proposal location:</u>



	<ul style="list-style-type: none"> - Glucose - Lipase - Magnesium - Sodium - Potassium - Phosphorous - Protein, Total - Urea - Uric acid - Triglyceride - LDH 			
MA3	<p>The Offeror must provide their company product catalogue, manual or pamphlet, demonstrating that their Hematology Program includes the following Laboratory Blind Testing Material:</p> <p>a. Hematology:</p> <ul style="list-style-type: none"> - White Blood Cell Count (WBC), - Red Blood Cell Count(RBC), - Hemoglobine,(Hgb) - Hematocrit(Hct), - Mean Corpuscular Hemoglobine (MCH), - Mean corpuscular volume (MCV) - Mean Corpuscular Hemoglobine concentration (MCHC), - Mean Platelet Volume(MPV), and - Platelet(PLT). <p>b. Coagulation:</p> <ul style="list-style-type: none"> - PT, PTT, INR. <p>c. ABO Rh manual technique</p> <p>d. D-Dimere quantitative</p>			<u>Technical Proposal location:</u>
MA4	<p>The Offeror must provide their company product catalogue, manual or pamphlet, demonstrating that their other Program includes the following Laboratory Blind Testing Material:</p> <ul style="list-style-type: none"> - hCG 			<u>Technical Proposal location:</u>
MA5	<p>The Offeror must demonstrate experience for shipping medical testing material across Canada in accordance with Canadian Transportation of Dangerous Goods (TDG) Regulations by referencing three (3) Contracts satisfactorily rendered in the last five (5) years.</p>			



MA6	The Offeror must demonstrate experience in the provision of Technical Service Calls by referencing three (3) Contracts satisfactorily rendered in the last five (5) years.			
	Compliant (Yes/No)?			

4.1.1.2 Point Rated Technical Criteria

#	CRITERIA	SCORING GUIDELINES	MAX POINTS	SCORE
R1	<p>The Offeror should check off, from the list in the next column, Laboratory Blind Testing Materials that he could provide.</p> <p>A copy of the offerors company product catalogue, manual or pamphlet must be included in the Offer.</p> <p>Points will be awarded for each Laboratory Blind Testing Materials provided by the Offeror.</p> <p>Laboratory Blind Testing Materials, from the list in the next column, must be delivered in the requested locations identified by a sign of \$ in Appendix 2 of Annex B – Basis of Payment - Optional Blind Testing Material.</p>	<p>Chemistry Program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Glucose Whole Blood for POCT: 10 points <input type="checkbox"/> Cardiac Marker and Troponin on Triage meter 10 points <p>Hematology Program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hematology 5 part differential to include: Neutrophils, Lymphocytes, Monocytes, Eosinophils, Basophils: 15points <input type="checkbox"/> Hematology Cell morphology: 15 points <input type="checkbox"/> HA1c: 5 points <p>Other Program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Urinalysis Cobas 411 & miditron: 15 points <input type="checkbox"/> Infectious Mono: 15 points <input type="checkbox"/> Urine drug of abuse screening: 10 points <input type="checkbox"/> Syphilis: 5 point. 	100	
Total:		Minimum Passing Score: 60 points	Maximum Score: 100 points	



4.1.2 Financial Evaluation

- A. The price of the offer will be evaluated as follows:
- (i) Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - (ii) Foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
- B. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers 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 RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.
- C. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
- D. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Price Per Point

- A. To be declared responsive, a bid must:
- (i) Comply with all the requirements of the bid solicitation;
 - (ii) Meet all mandatory technical evaluation criteria; and
 - (iii) obtain the required minimum of 60 percent overall (60 points) for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- B. Offers not meeting (i) or (ii) or (iii) above will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for issuance of a standing offer.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Offerors must provide the required certifications and additional information to be issued a standing offer.
- B. The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.
- C. The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

- A. Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

- A. In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

- A. The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

- A. 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.



PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

A. The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

6.2 Security Requirements

A. There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

A. All clauses and conditions identified in the Standing Offer and resulting contract(s) 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

A. [2005 \(2017-06-21\)](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

A. The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

B. The Offeror must provide this data in accordance with the reporting requirements detailed in annex D – Standing Offer Reporting. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

C. The data must be submitted on a quarterly basis to the Standing Offer Authority.

D. The quarterly reporting periods are defined as follows:

- (i) first quarter: April 1 to June 30
- (ii) second quarter: July 1 to September 30
- (iii) third quarter: October 1 to December 31
- (iv) fourth quarter: January 1 to March 31

E. The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

A. The period for making call-ups against the Standing Offer is from the effective date of the Standing Offer to _____. **Date to be updated in the resulting Standing Offer.**

6.4.2 Extension of Standing Offer

A. If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year Optional periods under the same conditions and at the rates or



prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

- B. The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

- A. The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

6.4.4 Delivery Points

- A. Delivery of the requirement will be made to delivery point(s) specified at Appendix 1 of Annex A of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

- A. The Standing Offer Authority is:
Contact information to be detailed in the resulting Standing Offer.

Name: _____
 Title: _____
 Organisation: _____
 Directorate: _____
 Address: _____

 Telephone: ____ - ____ - ____
 Facsimile: ____ - ____ - ____
 E-mail address: _____

- B. The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

- A. The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.
- B. The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.



6.5.3 Offeror's Representative

- A. The Offeror's Representative is:
Contact information to be detailed in the resulting Standing Offer.

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.6 Identified Users

- A. The Identified User authorized to make call-ups against the Standing Offer is the Department of National Defence.

6.7 Call-up Procedures

- A. Authorized call-ups against this Standing Offer must be made using the duly completed forms identified in section 6.8, Call-up Instrument, by methods such as facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.
- A. No costs incurred before the receipt of a signed Call-up or equivalent document can be charged to this Standing Offer.
- B. If by error or omission the Identified User fails to apply the correct price to an item, it is the responsibility of the Offeror to notify the Identified User of the error prior to delivery.
- C. Any modifications to the original call-up must be supported by the issuance of a subsequent form in accordance with the Standing Offer terms and conditions in effect at the time of call-up.
- D. For urgent requirement only Identified Users may request goods/services by telephone/facsimile/ e-mail which must be followed up by issuing a call-up or equivalent document no later than the next working day, to confirm the request for goods.
- E. Call-ups against the Standing Offer paid for with an acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up.

6.8 Call-up Instrument

- A. The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.
- (i) Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
- (ii) Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
- PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery



or

- (iii) An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

- A. Individual call-ups against the Standing Offer must not exceed \$2,000.00 (Applicable Taxes included).
- B. Requirements exceeding \$2,000.00 (Applicable Taxes included) must be submitted to Standing Offer Authority for processing.

6.10 Financial Limitation

- A. The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$2,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.
- B. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 Priority of Documents

- A. 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.
- (i) The call up against the Standing Offer, including any annexes;
- (ii) The articles of the Standing Offer;
- (iii) The general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- (iv) Annex A, Statement of Requirement
- (v) Annex B, Basis of Payment
- (vi) The Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, "as clarified on _____" **or** "as amended on _____".
date to be specified in the resulting contract.

6.12 Certifications and Additional Information

6.12.1 Compliance

- A. Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will



constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.13 Applicable Laws

- A. The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (or as specified by the Offeror in its offer, if applicable).

6.14 Transition to an e-Procurement Solution (EPS)

- A. During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.
- B. Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.
- C. If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.



B. RESULTING CONTRACT CLAUSES

- A. The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Requirement

- A. The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

- The following clause will be inserted if payment by credit cards is accepted by the Offeror.
- B. Section _____ (*insert section number*) Interest on Overdue Accounts, of _____ (*insert the number, date and title of applicable general conditions*) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

- A. The period for making call-ups against the Standing Offer is from the date of the Standing Offer awarded to two (2) years later.
- B. The period during which the Standing Offer is extended, if Canada chooses to exercise the options set out in the Standing Offer

6.3.2 Delivery Date

- A. Delivery must be completed in accordance with the call-up against the Standing Offer.

6.3.3 Shipping Instruction

- A. Goods must be consigned and delivered to the destination specified in the contract:
- B. FOB Destination as per Appendix B of Annex A including all delivery charges and customs duties and Applicable Taxes.

6.4 Payment

6.4.1 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. Customs duties are included and Applicable Taxes are extra.

6.4.2 Limitation of Price

- A. 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.



6.4.3 Multiple Payments

- A. Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) the Work delivered has been accepted by Canada.

6.4.4 Taxes - Foreign-based Contractor

- A. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
- B. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered

6.4.6 Electronic Payment of Invoices – Call-up

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
List to be updated in the resulting Standing Offer.
- (i) Visa Acquisition Card;
 - (ii) MasterCard Acquisition Card;
 - (iii) Direct Deposit (Domestic and International);
 - (iv) Electronic Data Interchange (EDI);
 - (v) Wire Transfer (International Only);
 - (vi) Large Value Transfer System (LVTS) (Over \$25M)

6.5 Invoicing Instructions

- A. 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.
- A. Invoices must be distributed as follows:
- (i) The original and one (1) copy must be forwarded to the consignee for acceptance and payment; and
 - (ii) One (1) copy must be forwarded or e-mail to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

6.6 Insurance

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



6.7 Defence Contract

- A. The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

6.8 Excess Goods

- A. The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.9 Labelling

- A. The Contractor must ensure that the manufacturer's and specification numbers appear on each item, either printed on the container or on an adhesive label of highest commercial standard affixed to the container.

6.10 Delivery of Dangerous Goods/Hazardous Products

- A. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
 - (i) shipping container - in accordance with the [Transportation of Dangerous Goods Act](#), 1992, c. 34; and
 - (ii) immediate product container - in accordance with the [Hazardous Products Act](#), R.S., 1985, c. H-3.
- B. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:
 - (i) two hard copies:
 - a. one copy to be enclosed with the shipment, and
 - b. one copy to be mailed to:
National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Attention: DSCO 5-4-2
 - (ii) one copy sent in any electronic format to the following address: MSDS-FS@FORCES.GC.CA.
- C. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- D. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.



- E. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

6.11 Transportation of Dangerous Goods/Hazardous Products

- A. The Contractor must obtain the authorization from the Department of Transport to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

6.12 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

- A. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
- B. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- C. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
- D. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

6.13 Shipping Instructions - Free on Board Destination and Delivered Duty Paid

- A. FOB Destination as per Appendix 1 to Annex A including all delivery charges and customs duties and Applicable Taxes.

6.14 Inspection and Acceptance

- A. The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.



ANNEX "A"- STATEMENT OF REQUIREMENT

1. TITLE

Laboratory Blind Testing Material

2. BACKGROUND

Department of National Defence (DND) Canadian Forces Health Services (CFHS) support the health of 65000 military members and produces approximately 1,600 000 workload units per year. There are 14 laboratories across Canada that provides external clinic testing.

As per Accreditation Canada standard , ISO 15189 art 3.8 and CSA Z902-10 art 4.3.3, the Canadian Armed Forces (CAF) laboratories are required to have a proficiency testing program for most of the test done in the clinics. Therefore CFHS has to test the equipment of all laboratories. A minimum of three (3) events per test per year are mandatory in order to maintain its accreditation.

3. OBJECTIVE

The objective is to acquire Laboratory Blind Testing Material to test laboratory equipment in order to ensure high quality laboratory results and safe practice for patient. The implementation of the proficiency testing at all CAF laboratories must ensure compliance with the accreditation Canada standards.

4. SCOPE

CFHS through DND has a requirement to acquire Laboratory Blind Testing Material to test laboratory equipment of 14 CAF laboratories across Canada which are located at Halifax, Greenwood, Gagetown, Borden, Valcartier, St-Jean, Petawawa, Trenton, Kingston, Edmonton, Cold Lake, Esquimalt, Comox and Winnipeg. Upon receipt of the tests conducted by the various DND laboratories, the Contractor must create statistical reports.

5. APPLICABLE DOCUMENTS AND RELEVANT INFORMATION

- 5.1 Accreditation Canada;
- 5.2 ISO 15189, Article 3.8; and
- 5.3 CSA Z902-10, Article 4.3.3.

6. TASKS

The Contractor must perform the following task:

- 6.1 Supply and deliver Laboratory Blind Testing Materials to 14 CAF laboratories located at various Canadian Forces (CF) bases across Canada;
- 6.2 Deliver Laboratory Blind Testing Materials in accordance with Canadian Transportation of Dangerous Goods (TDG) Regulations;
- 6.3 Delivery of the Laboratory Blind Testing Materials must be in accordance with the product specific temperature requirement outlined from the manufacture;
- 6.4 DND CFHS will not accept any Laboratory Blind Testing Material that is damaged or unsuitable for testing. The Contractor must replace any damaged or unsuitable for testing the Laboratory Blind Testing Material at its own cost.
- 6.5 Provide Laboratory Blind Testing Materials for a minimum of three (3) events per year;



- 6.6 Provide CAF Laboratory Technologist access to the Contractor web site to input testing results and to consult testing reports; and
- 6.7 Provide the name of a Representative by region, for all location detailed in Appendix 1 of Annex A, with contact information or a help line service. The Representative or help line service must be available from Monday to Friday between 8:00 to 16:00, according to the time zones of each CAF Laboratory location. This service is required to help investigation of erroneous results.

7. LABORATORY BLIND TESTING MATERIAL

7.1 The Laboratory Blind Testing Material must include:

A. Chemistry Programs:

- (i) Albumine;
- (ii) ALT;
- (iii) ALKP;
- (iv) Amylase;
- (v) AST;
- (vi) Bilirubine Total;
- (vii) Bilirubine Direct;
- (viii) Calcium;
- (ix) Chloride;
- (x) Cholesterol;
- (xi) HDL;
- (xii) LDL;
- (xiii) CO₂;
- (xiv) Creatinine Kinase;
- (xv) Creatinine,
- (xvi) GGT;
- (xvii) Glucose;
- (xviii) Lipase;
- (xix) Magnesium;
- (xx) Sodium;
- (xxi) Potassium;
- (xxii) Phosphore;
- (xxiii) Protein, Total;
- (xxiv) Urea;
- (xxv) Uric acid;
- (xxvi) Triglyceride; and
- (xxvii) LDH.

B. Hematology Programs:

- (i) Hematology; White Blood Cell Count (WBC), Red Blood Cell Count(RBC), Hemoglobine,(Hgb) Hematocrit(Hct), Mean Corpuscular Hemoglobine (MCH), Mean Corpuscular Hemoglobine concentration (MCHC), Mean Platelet Volume(MPV), Mean corpuscular volume (MCV) and Platelet(PLT);
- (ii) Coagulation: PT, PTT, INR;
- (iii) ABO Rh manual technique; and
- (iv) D-Dimere quantitative.

C. Other Programs:

- (i) hCG.



7.2 The Optional Laboratory Blind Testing Material include:

A. Optional Chemistry Programs:

- (i) Glucose Whole Blood for POCT; and
- (ii) Cardiac Marker and Troponin on Triage meter

B. Optional Hematology Programs:

- (i) Hematology Cell morphology.
- (ii) Hemoglobine A1c; and
- (iii) Hematology 5 part differential to include: Neutrophils, Lymphocytes, Monocytes, Eosinophils, Basophils,

C. Optional Other Programs:

- (i) Urinalysis Cobas 411 & miditron;
- (ii) Infectious Mono;
- (iii) Urine drug of abuse screening; and
- (iv) Syphilis.

7.2.1 The contractor is to provide out of the following list, the Laboratory Blind Testing Material identified by him in the Basis of Payment (Appendix 2 of Annex B) for the duration of the contract for a minimum of three (3) events per year, per program; and

7.2.2 Laboratory Blind Testing Material varies per laboratory, required locations are detailed Appendix 2 of Annex B – Basis of Payment - Optional Laboratory Blind Testing Material.

8. DELIVERABLES

The Contractor must perform the following deliverables:

- 8.1 Create a statistical/summary report within 20 business days after each testing event deadline. An electronic copy in format compatible with Microsoft Word and/or Microsoft Excel 2010 must be sent to the Technical Authority and to each of the 14 CAF laboratories. The report must include but not limited to, comparison on mean, standard deviation, coefficient of variation and standard deviation index;
- 8.2 Create an annual summary statistical report within 20 business days of the end of the last testing events of the year. An electronic copy, in format compatible with Microsoft Word and/or Microsoft Excel 2010, must be sent to the Technical Authority and for each of the 14 CAF laboratories. The report must include but not limited to, comparison on mean, standard deviation, coefficient of variation and standard deviation index; and
- 8.3 Provide an annual delivery schedule for the test event within 20 business days of contract award and at the beginning of each year.

9. ACCREDITATION

9.1 The Contractor must hold a current Accreditation ISO 17043.

10. DELIVERY

10.1 The Contractor must provide the Laboratory Blind Testing Material at the locations listed in Appendix 1 Annex A.



11. LANGUAGE REQUIREMENT

- 11.1 Locations within the province of Quebec: written and verbal communications must be in French; and
- 11.2 All other locations listed in the Appendix 1 Annex A written and verbal communications must be in English.



ANNEX A - APPENDIX 1

The Contractor must provide the Laboratory Blind Testing Material at the following locations:

Alberta

Cold Lake: 22 CF Health Services Centre Cold Lake
Building 69 Kingsway Road (Canex Mall)
Canadian Forces Base/4 Wing Cold Lake
PO Box 6550 Station Forces
Cold Lake, Alberta T9M 2C6

Edmonton: 1 Field Ambulance Edmonton Clinic
Churchill Ave Building 162
PO Box 10500 Station Forces
Edmonton, Alberta T5J 4J5

British Columbia

Comox: 21 CF Health Services Centre Comox
Building 309 Heritage Boulevard
PO Box 1000 Station Main
Lazo, British Columbia V0R 2K0

Esquimalt: CF Health Services Centre (Pacific)
1200 Colville Road
PO Box 17000 Station Forces
Victoria, British Columbia V9A 7N2

Manitoba

Winnipeg: 23 CF Health Services Centre Winnipeg
Building 62 715 Wihuri Road
PO Box 17000 Station Forces
Winnipeg, Manitoba R3J 3Y5

Ontario

Borden: 31 CF Health Services Centre Borden
O-166, 30 route Ortona Road
PO Box 1000 Station Main
Borden, Ontario L0M 1C0

Kingston: Canadian Forces Base Kingston
33 CF Health Services Centre
26 Somme Avenue, Building ME-40
PO Box 17000 Station Forces
Kingston, Ontario K7K 7B4



Petawawa: 2 FD Amb Petawawa
CFB Petawawa BLDG BB-130
80 Montgomery Road
Petawawa ON, K8H 2X3

Trenton: 24 CF Health Services Centre
8 Wing Trenton
50 Yukon Street
P.O. Box 1000 Station Forces

Quebec

St. Jean: 41 CF Health Services Centre
Building 150
PO Box 100, Station Bureau-chef
Richelain, Quebec J0J 1R0

Valcartier: Canadian Forces Base Valcartier
Building 109
PO Box 1000 Station Forces
Courcellette, Quebec G0A 4Z0

New Brunswick

Gagetown: 42 CF Health Services Centre
Canadian Forces Base
Area Support Unit Gagetown
Building A-47, Champlain Avenue
PO Box 17000 Station Forces
Oromocto, New Brunswick E2V 4J5

Nova Scotia

Greenwood: Canadian Forces Base Greenwood
26 CF Health Services Centre
Building 266, Administration Drive
PO Box 5000 Station Main
Greenwood, Nova Scotia B0P 1N0

Halifax: CF Health Services Centre (Atlantic)
Canadian Forces Base Halifax
Building S-80, 2685 Sextant Lane
PO Box 99000 Station Forces
Halifax, Nova Scotia B3K 5X5



ANNEX B - BASIS OF PAYMENT

ANNEX B - APPENDIX 1 - LABORATORY BLIND TESTING MATERIAL

A. All cost associated with the performance of the work detailed in Annex A "Statement of Requirement" including Laboratory Blind Testing Material required for 14 DND laboratories across Canada, all events, statistical reports, and help service for the duration of the contract must be included in the quoted price. All prices and costs must be submitted in Canadian Funds. F.O.B destination including all delivery charges, Canadian Customs Duties and excise taxes included as applicable. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

INITIAL PERIOD - (2) YEARS Table to be completed in the resulting Standing Offer

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Initial Period total (A)																	

OPTIONAL PERIOD 1 Table to be completed in the resulting Standing Offer

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Period 1
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Optional Period 1 total																	

OPTIONAL PERIOD 2 Table to be completed in the resulting Standing Offer

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Period 2
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg			
Chemistry Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Hematology Program	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Other Program (hCG)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Optional Period 2 total																	



ANNEX B - APPENDIX 2 - OPTIONAL LABORATORY BLIND TESTING MATERIAL

- A. All cost associated with the performance of the work detailed in Annex A "Statement of Requirement" including Optional Laboratory Blind Testing Material required at the various location detailed in the table below, events, statistical reports, and help service for the duration of the contract must be included in the quoted price in Canadian Funds. F.O.B destination including all delivery charges, Canadian Customs Duties and excise taxes included as applicable. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

INITIAL PERIOD - TWO (2) YEARS - OPTIONAL LABORATORY BLIND TESTING MATERIAL Table to be completed in the resulting Standing Offer

Listed material is not required for all locations. Only the required in individual locations are priced.

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period	
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg				
Chemistry Program																		
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology Program																		
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Program																		
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Initial Period Total																		

OPTIONAL PERIOD 1 – OPTIONAL LABORATORY BLIND TESTING MATERIAL Table to be completed in the resulting Standing Offer

Listed material is not required for all locations. Only the required in individual locations are priced.

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period	
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg				
Chemistry Program																		
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology Program																		
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Program																		
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Optional Period 1 Total																		



OPTIONAL PERIOD 2 - OPTIONAL LABORATORY BLIND TESTING MATERIAL Table to be completed in the resulting Standing Offer

Listed material is not required for all locations. Only the required in individual locations are priced.

Laboratory Blind Testing Material	Canadian Armed Forces (CAF) Laboratories														Subtotal	GST/HST as applicable	Grand Total Initial Period	
	Halifax	Greenwood	Gagetown	Borden	Valcartier	St-Jean	Petawawa	Trenton	Kingston	Edmonton	Cold Lake	Esquimalt	Comox	Winnipeg				
Chemistry Program																		
Glucose Whole Blood for POCT	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology Program																		
Hematology Cell morphology	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hematology 5 part differential	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HA1c	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Program																		
Urinalysis Cobas 411 & miditron	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infectious Mono	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Urine drug of abuse screening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Syphilis	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cardiac Marker and Troponin	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Optional Period 2 Total																		



ANNEX C - STANDING OFFER REPORTING

A. Instructions for submission of standing offer usage data.

(i) The Contractor must submit quarterly usage report for call-ups against this Standing Order with the Department of National Defence (DND).

(ii) Quarterly Usage Report Schedule:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

(iii) The Contractor must e-mail the information identified below in the form of an electronic spreadsheet in the format below, to the following address:

Marie-Diane.Payeur@forces.gc.ca, and to the Project Authority of the Standing Offer.

Standing Offer number	Contractor	Start Date of Standing Offer	End Date of Standing Offer
DND Department / Delivery address		Start Reporting Period	End Reporting Period

Call-Up Number	Order Date	Product number	Item Description	Quantity	Subtotal of Order (Call-up)	GST/HST	Total of Order (Call-up)
A) Call-ups total value for the report period:							
B) Accumulated Call-up total to date:							
A+B) Total Accumulated Call-ups							

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____