



## 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

### 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

<b>Title - Sujet</b> Media Sterilizer + PetriDish Filler	
<b>Solicitation No. - N° de l'invitation</b> 39903-200429/A	<b>Date</b> 2019-11-26
<b>Client Reference No. - N° de référence du client</b> 39903-200429	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-524-8698	
<b>File No. - N° de dossier</b> VAN-9-42158 (524)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yamamoto, Albert	<b>Buyer Id - Id de l'acheteur</b> van524
<b>Telephone No. - N° de téléphone</b> (604) 562-8773 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian Food Inspection Agency 3155 Willingdon Green Burnaby British Columbia V5G4P2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

not applicable

### 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: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving  
Public Works and Government Services Canada  
800 Burrard Street, Room 219  
Vancouver, BC V6Z 0B9

[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca) - Bids/Offeres will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>)

Bid Facsimile Number: (604)775-7526

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 14 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.

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 (1hard copy)

Section III: Certifications (1hard 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.

Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid consists of the following:

#### **Bid Submission Form (Form A):**

Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the

information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to complete or correct this information.

**Substantiation of Technical Compliance – Mandatory Criteria (Form B):**

The bidder must substantiate compliance of its proposed solution with the specific articles of Annex A (Statement of Requirement) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in Form B.

**Bidders:**

Must designate the brand name, model and/or part number of the proposed products;  
Must provide Technical or descriptive literature to substantiate that the proposed product's meets the mandatory criteria that are specified in the bid solicitation (Form B); and  
If Technical and descriptive literature are not available to substantiate a Mandatory Criteria, the bidder must provide an explanation or demonstrate how their proposed solution meets the mandatory criterion.

Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified.

**Section II: Financial Bid**

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

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

**Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any elements of the bid solicitation that are identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

##### **4.1.2.2 Maximum Funding**

The maximum funding available for the Contract resulting from the bid solicitation is \$75,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

#### **4.2 Basis of Selection**

**4.2.1** SACC Manual Clause [A0031T](#) (2010-08-16) Basis of Selection - Mandatory Technical Criteria

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Requirement**

#### **Requirement - Contract**

The Contractor must provide an Automated Media Sterilizer System and Petri Dish Filler in accordance with the Requirement at Annex A.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

#### **6.3.2 Supplemental General Conditions**

[4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance apply to and form part of the Contract.



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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2021 inclusive.

### **6.4.2 Delivery Date**

See Annex B.

### **6.4.3 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Albert Yamamoto  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Pacific Region  
800 Burrard Street, Room 219  
Vancouver, British Columbia V6Z 0B9

**Telephone :** 604-562-8773

**Fax :** 604-775-7526

E-mail address: albert.yamamoto@pwgsc-tpsgc.gc.ca

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

#### 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. 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.

**Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

### 6.6.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. 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;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.6.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.7 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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 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.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance
- (c) the general conditions 2010A (2018-06-21), - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (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)*)

## 6.11 SACC Manual Clauses

SACC Manual clause B1501C (2018-06-21) [Electrical equipment](#)

## **ANNEX "A" REQUIREMENT**

### **Automated Media Sterilizer System and Petri Dish Filler**

#### **General**

The Canadian Food Inspection Agency (CFIA) has a requirement for one Automated Media Sterilizer System and Petri Dish Filler. The CFIA's Burnaby Laboratory in British Columbia conducts diagnostic analysis of food pathogen samples using media prepared in house.

The automated media systems will increase throughput and improve lab efficiencies. It will increase throughput in the media lab by automating the preparation of agar plates and culture tubes.

#### **1. Scope**

The Contractor must supply and deliver to CFIA, Burnaby, B.C., one Automated Media Sterilizer System and Petri Dish Filler

#### **2. Equipment - Mandatory Specifications**

##### **2.1 Automated Media Sterilizer must be:**

- .1 The capacity of the automated media sterilizer must have a range of 1 - 9L of media
- .2 The automated media sterilizer must be equipped with an integrated printer able to record the batch sterilization including time and temperature readings for quality assurance purposes;
- .3 The purchase of the automated media sterilizer must include all required components for set up including: sterilization vessel, lid seal, magnetic stirrer and dispensing tubing;
- .4 The automated media sterilizer must be approved to Canadian Safety Standards;
- .5 The automated media sterilizer must provide variable heat cycles for media preparation;
- .6 The automated media sterilizer must prepare media which requires additional supplements such as antibiotics and blood;
- .7 The automated media sterilizer must provide homogeneous mixing;
- .8 The automated media sterilizer must have program cycles.

##### **2.2 Media Petri Dish Filler must be:**

- .1 The media petri dish filler must have a carousel which accommodates, at a minimum, 360 standard size petri plates (90 - 100 mm).
- .2 The media petri dish filler must include a silicone tubing set which includes the silicone tubing and the filling nozzle
- .3 The media petri dish filler must have an optional capability to carry out automated test tube filling. Due to budget constraints, the Canadian Food Inspection Agency may purchase the device required to permit automated test tube filling, at a later date, if necessary. Bidders must include this capability as an option to purchase.
- .4 The media petri dish filler must come with a rotor for 90 mm petri plates;
- .5 The media petri dish filler must have a filling rate of at least 800 dishes / hour at 15mL;
- .6 The media petri dish filler must be able to deliver a variable dosing range per plate from 1 mL - 99mL.

.7 The automated media sterilizer system with media petri dish filler system must have the capability to add on a printer kit for labeling of petri plates (for future use). The printer kit is not included in this procurement.

.8 The maximum dimensions per piece of the uncrated equipment are:

1. Height 1200 mm
2. Width 700 mm
3. Depth 700 mm

### **3. Manuals or documentation**

A user manual must be included with the Automated Media Sterilizer System and Petri Dish Filler.

### **4. Deliverables and Acceptance Criteria**

All necessary cables, cords, etc. must be included so that the system can be used immediately.

On site installation must be provided by the vendor, with the costs associated included in the purchase price.

A complete set of manuals and unique tools (as required) must be included so that the system can be used, maintained, and initial troubleshooting can be undertaken by the user.

The vendor must maintain service facilities and qualified service personnel accessible by laboratory personnel and capable of servicing all components of the system in Canada.

### **5. Timeframe and Delivery Dates**

The system must be received by 31 March 2020 at the CFIA Burnaby Laboratory.

## ANNEX "B"

### BASIS OF PAYMENT

All prices must be in Canadian Funds, Delivered Duty Paid (DDP) to:

Canadian Food Inspection Agency  
3155 Willingdon Green  
Burnaby, B.C. V5G 4P2  
Canada

Incoterms 2000, inclusive of all delivery costs, customs and duty charges, and applicable sales tax are extra.

### Table B.1 Deliverables

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

Item No.	Description	OEM Brand name and part number	Unit of Measure	Qty	Firm Unit Price	Firm Price (Quantity x Price)
1.	Automated Media Sterilizer System and Petri Dish Filler  Firm, all-inclusive price for the supply and delivery of the Requirement as described in Annex "A", Statement of Requirements		Per unit	1	\$ _____	\$ _____ (a)

### Maximum Funding (applies to Item no. 1 above only)

The maximum funding available for the Contract resulting from the bid solicitation is \$75,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

### Table B.2 Option to Purchase

The Contractor grants to Canada the option to purchase the item described below.  
Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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Item No.	Description	OEM Brand name and part number	Unit of Measure	Qty	Firm Unit Price	Firm Price (Quantity x Price)
2.	Device required to permit automated test tube filling.  Firm, all-inclusive price for the supply and delivery of the Requirement as described in Annex "A", Statement of Requirements		Per unit	1	\$_____	\$_____(b)

Total Evaluated Bid Price = \$\_\_\_\_\_ (a) + \$\_\_\_\_\_ (b) = \$\_\_\_\_\_

Note: The printer kit described in Annex A, 2.2.7 is not part of this procurement and not to be included the bid pricing above.

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## **ANNEX C to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

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

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



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**FORM A: Bid Submission Form**

<b>BID SUBMISSION FORM</b>		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Address</b>	
	<b>Telephone #</b>	
	<b>Fax #</b>	
	<b>Email</b>	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]		
<b>Jurisdiction of Contract:</b> Province or Territory in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently <b>directors of the Bidder</b> . Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.		
<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"><li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>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.</li></ol>		
<b>Signature of Authorized Representative of Bidder</b>		<b>Date</b>

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## FORM B: Substantiation of Technical Compliance Form

### GENERAL INSTRUCTION

All items listed in this FORM B are mandatory requirements or specification.

- 1) Bidders are requested to:
  - a) provide the proposed make and model of the items listed herein;
  - b) opposite each specification under **MANDATORY CRITERIA**, in the right hand margin "**Comply Yes/No**", indicate whether or not the proposed system being offered meets or does not meet the requirements;
  - c) opposite each specification under **MANDATORY CRITERIA**, in the right hand margin under **Substantiation**, provide technical literature or documentation to support this Mandatory Criteria. OR If Technical and descriptive literature is not available to substantiate a Mandatory Criteria, the bidder must provide an explanation or demonstrate how they propose to meet this criteria and
  - d) opposite each specification under **MANDATORY CRITERIA**, in the right hand margin under **Reference**, provide the reference page number(s) in the provided Technical literature and in the Technical literature, highlight the technical information that supports your compliance with the mandatory criteria.
- 2) It will be to your advantage to furnish as much detail as possible to support the specifications your comments or claims of compliance for each specification.
- 3) Canada is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Bidders should note that failure to demonstrate any capability to which they claim compliance will result in their proposal being considered non-responsive. Any deviation is to be clearly identified and supported with full details.

## FORM B - SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM

N°	Equipment – Mandatory Criteria	Proposed Make and Model
1	<b>Automated Media Sterilizer System</b>	
2	<b>Petri Dish Filler</b>	

### A. Automated Media Sterilizer System

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
A1.	The capacity of the automated media sterilizer must have a range of 1 - 9L of media		
A2.	The automated media sterilizer must be equipped with an integrated printer able to record the batch sterilization including time and temperature readings for quality assurance purposes		
A3.	The purchase of the automated media sterilizer must include all required components for set up including: sterilization vessel, lid seal, magnetic stirrer and dispensing tubing		
A4.	The automated media sterilizer must be approved to Canadian Safety Standards		
A5.	The automated media sterilizer must provide variable heat cycles for media preparation		
A6.	The automated media sterilizer must prepare media which requires additional supplements such as antibiotics and blood		
A7.	The automated media sterilizer must provide homogeneous mixing		
A8.	The automated media sterilizer must have program cycles.		

### B. Petri Dish Filler - MANDATORY SPECIFICATIONS

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
B1.	The media petri dish filler must have a carousel which accommodates, at a minimum, 360 standard size petri plates (90 - 100 mm).		

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
B2.	The media petri dish filler must include a silicone tubing set which includes the silicone tubing and the filling nozzle		
B3.	The media petri dish filler must have an optional capability to carry out automated test tube filling. Due to budget constraints, the Canadian Food Inspection Agency may purchase the device required to permit automated test tube filling, at a later date, if necessary. Bidders must include this capability as an option to purchase.		
B4.	The media petri dish filler must come with a rotor for 90 mm petri plates		
B5.	The media petri dish filler must have a filling rate of at least 800 dishes / hour at 15mL		
B6.	The media petri dish filler must be able to deliver a variable dosing range per plate from 1 mL - 99mL.		
B7.	The automated media sterilizer system with media petri dish filler system must have the capability to add on a printer kit for labeling of petri plates (for future use). The printer kit is not included in this procurement.		
B8.	The maximum dimensions per piece of the uncrated equipment are:  1. Height 1200 mm 2. Width 700 mm 3. Depth 700 mm		

#### C. Manuals or Documentation

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
C1.	A user manual must be included with the system in English language.		

#### D. Delivery and Acceptance Criteria

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
D1.	All necessary cables, cords, etc. must be included so that the system can be used immediately.		
D2.	On site installation must be provided by the vendor, with the costs associated included in the purchase price.		

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NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
D3.	A complete set of manuals and unique tools (as required) must be included so that the system can be used, maintained, and initial troubleshooting can be undertaken by the user.		
D4.	The vendor must maintain service facilities and qualified service personnel accessible by laboratory personnel and capable of servicing all components of the system in Canada.		

#### E. Timeframe and Delivery Dates

NO #	Mandatory Criteria	Comply (yes/no)	Substantiation
E1.	The system must be received by 31 March 2020 at the CFIA Burnaby Laboratory.		