



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions → TPSGC  
10th Floor, 4900 Yonge Street /  
10e étage, 4900 rue Yonge  
Toronto  
Ontario  
M2N 6A6

## 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  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Title - Sujet</b> Conversion Kinetics and Corrosivity	
<b>Solicitation No. - N° de l'invitation</b> 23584-200562/A	<b>Date</b> 2019-12-19
<b>Client Reference No. - N° de référence du client</b> 23584-200562	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-008-7868	
<b>File No. - N° de dossier</b> TOR-9-42078 (008)	<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 2020-01-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Leslie, Sandra	<b>Buyer Id - Id de l'acheteur</b> tor008
<b>Telephone No. - N° de téléphone</b> (416) 575-8256 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 183 LONGWOOD RD SOUTH HAMILTON Ontario L8P0A5 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 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes as indicated in the Table of Contents.

### **1.2 Summary**

- 1.2.1 Natural Resources Canada (NRCan) CanmetMATERIALS (CMAT), located in Hamilton, Ontario, has a requirement to develop innovative materials technology solutions for supporting Canadian forest and energy industry on the construction of advanced biomass gasification plants in which supercritical water or oxygen is applied as conversion medium.

To meet Canadian industrial demands, CMAT needs external support to (1) investigate conversion kinetics of various types of raw biomass feedstocks using supercritical water or oxygen as conversion medium; and (2) accurately identify the chemistry (particularly corrosively and toxicity) of gasification processes. CMAT also needs external contractor to conduct pilot-scale tests to examine whether the materials technology solutions developed from lab-scale corrosion tests are suitable for further field application.

The period of the Contract is from date of Contract to March 31, 2022 inclusive

- 1.2.2 The requirement is subject to a preference for Canadian goods and services.
- 1.2.3 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.

### **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.

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## 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: 90 days

#### 2.1.1 SACC Manual Clauses

### 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:

Courier/Post: Ontario Region – Tendering Office  
10th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6

epost: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

**Facsimile number: 416-952-1256**

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

## **2.7 Maximum Funding**

The maximum funding available for the Contract resulting from the bid solicitation is:

\$25,000 (Applicable Taxes extra) for the period from contract to 31 March 2020, and  
\$25,000 (Applicable Taxes extra) for the period of 1st April 2020 to 31 March 2021, and  
\$25,000 (Applicable Taxes extra) for the period of 1st April 2021 to 31 March 2022.

Bids valued in excess of these amounts will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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## 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  
Section IV: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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## **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex "E" 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.

### **3.1.3 Exchange Rate Fluctuation**

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

### **3.1.4 SACC Manual Clauses**

## **Section III: Certifications**

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



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## **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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex D.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection – Highest Rated Within Budget**

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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## 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 Integrity 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

### 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 specified will render the bid non-responsive.

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### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

### 5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### 5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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## 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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_

### 6.2 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.

#### 6.2.1 General Conditions

[2040](#) (2018-06-21), General Conditions - Research & Development, apply to and form part of the Contract.

#### 6.2.2 Supplemental General Conditions

K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Leslie  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Address: 10th Floor, 4900 Yonge Street  
Toronto, ON M2N 6A6  
Telephone: 416-575-8256  
E-mail address: [sandra.leslie2@pwgsc-tpsgc.gc.ca](mailto:sandra.leslie2@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:

(To be named in the contract)

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

## 6.5.3 Contractor's Representative

(To be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

For the Work described in Annex A. In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 6.7.3 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### **6.7.4 Electronic Payment of Invoices – Contract**

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

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

#### **6.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.  
Each claim must show:
  - a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
  - c. the description and value of the milestone claimed as detailed in the Contract.
2. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
3. The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2040 (2018-06-21), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Disclosures Certification
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 6.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 6.13 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

## 6.14 Inspection and Acceptance

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 WORK

### SW.1.0 TITLE

Conversion Kinetics and Corrosively of Biomass Gasification Using Supercritical Water or Oxygen

### SW.2.0 BACKGROUND

Natural Resources Canada (NRCan) CanmetMATERIALS (CMAT) has a project funded by the Office of Energy Research and Development (OERD) to develop innovative materials technology solutions for supporting Canadian forest and energy industry on the construction of advanced biomass gasification plants in which supercritical water or oxygen is applied as conversion medium. The project fits into NRCan architecture on clean and renewable energy production. The gasification processes are operated under high temperature toxic and corrosive conditions because of the production of hot syngas (a mixture of CO and H<sub>2</sub>), the application of corrosive catalysts, the presence of highly aggressive oxidants (supercritical water or oxygen), and the by-production of inorganic and organic impurities (e.g., H<sub>2</sub>S, Cl<sub>2</sub>, ammonia, and CH<sub>4</sub>) likely from raw biomass feedstocks.

To meet Canadian industrial demands, CMAT needs external support to (1) investigate conversion kinetics of various types of raw biomass feedstocks using supercritical water or oxygen as conversion medium; and (2) accurately identify the chemistry (particularly corrosively and toxicity) of gasification processes. CMAT also needs external contractor to conduct pilot-scale tests to examine whether the materials technology solutions developed from lab-scale corrosion tests are suitable for further field application.

### SW.3.0 OBJECTIVES

The main objective of this external Research and Development service is to develop conversion kinetics models of biomass gasification using supercritical water or oxygen and identify the corrosivity of the conversion processes. This service will help CMAT on the safe conduction of corrosion tests, the selection of cost-effective alloys suitable for the construction of gasification core-components, and the development of innovative materials technology solutions (such as surface coating and welding) for construction.

### SW.4.0 PROJECT REQUIREMENTS

#### SW.4.1 Tasks, Deliverables, Milestones and Schedule

Milestones	Tasks/Activities	Deliverables	Time Schedule
#1	Literature review of supercritical water gasification (SCWG) and oxygen gasification technologies, and laboratory test facility preparation and blank tests	One technical report or scientific journal paper	March 31, 2020



#2	Batch-mode and continuous-mode SCWG and oxygen gasification tests using different types of biomass feedstocks, gasification products characterization, and preliminary corrosion tests on candidate constructional materials under related conditions	Progress report of testing results about conversion kinetics model development and corrosion performance of candidate alloys	February 28, 2021
#3	Analyze and summarize all the test results; prepare and submit final report	Final report including (1) corrosion kinetics models describing materials performance under biomass SCWG and oxygen gasification; and (2) conversion kinetics models about the gasification of biomass feedstocks	February 28, 2022

#### **SW.4.2 Reporting Requirements**

Biweekly meetings will be required between the Contractor and CMAT for the duration of the contract. Meetings can be coincided with the date when a report is due. At the end of each task, a report that summarizes the work accomplished in the corresponding subproject will be required for submission. Meetings can take place via webex, video conference or teleconference.

#### **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

##### **SW.5.1 Contractor's Obligations**

1. Keep all documents and proprietary information confidential
2. Return all materials belonging to NRCan upon completion of the Contract
3. Submit all written reports in hard copy, electronic Microsoft Office Word
4. Attend meeting at NRCan sites, if required; and
5. Maintain all documentation in a safe place for storage

##### **SW.5.2 Location of Work, Work Site and Delivery Point**

The work is expected to be completed at Contractor's place of business and the deliverables will be delivered at CanmetMATERIALS (Hamilton, Ontario) electronic networks.

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## ANNEX "B" BASIS OF PAYMENT

***Note to Bidders: All information in italics will be removed from any resultant Contract.***

*The maximum funding available for the Contract resulting from the bid solicitation is:*

*\$25,000 (Applicable Taxes extra) for the period from contract to 31 March 2020, and  
\$25,000 (Applicable Taxes extra) for the period of 1st April 2020 to 31 March 2021, and  
\$25,000 (Applicable Taxes extra) for the period of 1st April 2021 to 31 March 2022.*

*Bids valued in excess of these amounts will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available*

The Contractor will be paid firm all-inclusive rates as follows, for work performed in accordance with Annex A - Statement of Work. Taxes are extra. Canada will not pay for any costs related to staffing or personnel beyond that explicitly stated herein.

The amount quoted must be in Canadian currency and must not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.

Item	MILESTONE/ DELIVERABLES	Milestone Firm Price
A	#1, in accordance with Annex "A", Statement of Work	\$
B	#2, in accordance with Annex "A", Statement of Work	\$
C	#3, in accordance with Annex "A", Statement of Work	\$
Total for items A - C		\$

*For evaluation purposes, the total for items A - C will represent the total price to be evaluated.*

**TOTAL EVALUATED PRICE \$**\_\_\_\_\_

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## ANNEX "C" DISCLOSURES CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Project Authority designated below:

**Contracting Authority**

Sandra Leslie  
Supply Specialist

**Project Authority**

(P.A.)

**CONTRACT TITLE:** Conversion Kinetics and Corrosivity of Biomass Gasification Using Supercritical Water or Oxygen

Please tick appropriate box:

- ☐ "We hereby certify that all applicable disclosures were submitted in compliance with Section 28, General Conditions 2040 - Research and Development.

**YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF** any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

- ☐ "We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in Section 28, General Conditions 2040 - Research and Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

## ANNEX “D” EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae (CV) must be included to demonstrate compliance to the mandatory technical criteria. If the CV is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

ITEM NO.	CRITERIA	Proposal Page #
M1	<p>Bidder must provide two (2) representative reference projects, in the same or similar capacity role, completed by the Proponent and/or Joint Venture.</p> <p>The referenced projects must have been rendered within the last ten (10) years up to and including the solicitation closing date.</p>	
M2	<p>The Bidder must identify <b>one (1) Leading Technical Staff</b>.</p> <p>Education: Leading technical staff must have PhD in chemical engineering, or a related field about bioenergy production.</p> <p>Bidder must provide the name of the proposed resource who will be assigned to this requirement.</p>	
M3	<p>Experience: Leading technical staff must have at least five (5) years of experience with biomass thermochemical conversion.</p> <p>Experience must be gained within the last ten (10) years up to and including the solicitation closing date.</p>	
M4	<p>Facilities: Bidder must demonstrate they have high temperature reactors to safely conduct batch and continuous gasification reactions, and related analytical instruments to identify gasification products.</p> <p>Evidence includes photos of reactors and analytical instruments, and scientific publications, technical reports, operations manuals or other related documents that demonstrate the existing specifications of reactors and analytical instruments.</p>	

### Rated Requirements (Technical Submission)

Proposals meeting the Mandatory Requirements will be evaluated on the basis of the following criteria.

	POINT- RATED TECHNICAL CRITERIA	MAXIMUM POINTS	PROPOSAL PAGE #
R1	<p>The Bidder should provide a summary of the two (2) projects in which they provided various technical services related to those required in M1.</p> <p>What should be submitted:</p> <p>A description of two (2) projects that meets the following conditions (total of six pages maximum). The selected projects must have been completed within the last ten (10) years.</p> <p>Bidder should clearly identify relevance to the scope of services required.</p> <ul style="list-style-type: none"> <li>a) At least one project must involve gasification technology development for improvement of existing gasification pathways; <ul style="list-style-type: none"> <li>Meet the requirement: 10 points</li> <li>Fail to meet the requirement: 0 points</li> </ul> </li> <li>b) At least one project must involve chemical simulation and conversion kinetics model development of biomass thermochemical conversion such as pyrolysis, hydrothermal liquefaction, gasification, torrefaction and/or combustion; <ul style="list-style-type: none"> <li>Meet the requirement: 10 points</li> <li>Fail to meet the requirement: 0 points</li> </ul> </li> <li>c) Both projects must involve conducting related tests in high temperature and/or high pressure environment; <ul style="list-style-type: none"> <li>Meet the requirement: 5 points</li> <li>Fail to meet the requirement: 0 points</li> </ul> </li> <li>d) The proposed resource must be the primary investigator for at least one of the projects cited. <ul style="list-style-type: none"> <li>Meet the requirement: 5 points</li> <li>Fail to meet the requirement: 0 points</li> </ul> </li> </ul> <p>For each project cited, the following information must be provided:</p> <ul style="list-style-type: none"> <li>i) Project commencement and completion dates, and proposed deadline of the project;</li> <li>ii) Project location;</li> <li>iii) Description of your exact role, and scope of services on that project.</li> </ul>	30	
R2	<p><b>Resource Competencies and Experience:</b></p> <p>The proposed resource has experience</p>	30	

	<p>a) Conducting gasification testing with different types of raw biomass feedstocks (including wood, agriculture and/or waste biomass) and products characterization using suitable analytical techniques;</p> <p>Meet the requirement: 10 points Fail to meet the requirement: 0 points</p> <p>b) Conducting tests to analyze corrosively and toxicity of biomass thermochemical conversion such as pyrolysis, hydrothermal liquefaction, gasification, torrefaction and/or combustion;</p> <p>Meet the requirement: 10 points Fail to meet the requirement: 0 points</p> <p>c) Conducting reliable chemical simulation under typical gasification conditions using model compounds as biomass feedstocks for the development of conversion process kinetics models.</p> <p>Meet the requirement: 10 points Fail to meet the requirement: 0 points</p>		
R3	<p><b>Resource Experience</b></p> <p>Bidder should demonstrate that the proposed resource have the work experience relevant to the services sought.</p> <p>What must be submitted:</p> <p><i>Curriculum vitae</i> (CV) of the proposed resource who will be assigned to this project. CV should be maximum two pages (not included in the overall proposal page count).</p> <p>CV should contain the following information:</p> <ul style="list-style-type: none"> <li>i. Academic;</li> <li>ii. Work experience which shows number of years of experience with biomass thermochemical conversion;</li> <li>iii. Role, responsibility and degree of involvement of individual in past projects (especially those two projects identified as reference projects).</li> </ul> <p>The proposed resource CVs will be evaluated as follows:</p> <p>Work Experience related to providing experience with biomass thermochemical conversion. (5 points)</p> <p>6-7 years (1 point) 8-10 years (3 points) 11 years and more (5 points)</p>	5	
R4	<p>The proposed resource has published scientific papers related to biomass gasification;</p>	10	

	<p>1 point will be allocated for each scientific publication, up to a maximum of 10 points.</p> <p>Detailed information of the publications must be provided, such as authors, article title, journal title, issue and year published, and page numbers.</p>		
R5	<p><b>Proposed work feasibility, approach and methodology</b></p> <p>The Bidder should clearly outline the approach and proposed methodology to meet the requirement. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be <b>provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.</b></p> <p>Excellent: The proposal addresses all the tasks outlined in the Statement of Work, identifies challenges that could arise pertaining to these tasks, and proposes solutions to these challenges = 20 points</p> <p>Very good: The proposal addresses all the tasks outlined in the Statement of Work, but does not identify potential challenges pertaining to these tasks and does not propose solutions to challenges = 15 points</p> <p>Good: The proposal addresses some but not all of the tasks outlined in the Statement of Work, identifies challenges that could arise pertaining to these tasks, and proposes solutions to these challenges = 10 points</p> <p>Passable: The proposal addresses some but not all of the tasks outlined in the Statement of Work, does not identify potential challenges pertaining to these tasks, and does not propose solutions to challenges = 4 points</p> <p>Weak: The proposal does not address any of the tasks outlined in the Statement of Work in any way = 0 points</p>	20	
R6	<p>The Bidder should provide evidence (including photos of reactors, and scientific publications, technical reports, operations manuals or other related documents that demonstrate the existing specifications of reactors) to demonstrate they have facilities to conduct required gasification tests described in the Statement of Work.</p> <p>a) Batch-mode reactor that can be operated in supercritical water and/or oxygen at high temperatures (at least 500 °C) and total pressure of at least 22.1 MPa;</p> <p>Meet the requirement: 10 points Fail to meet the requirement: 0 points</p> <p>b) Continuous-mode reactor that can be used in supercritical water and/or oxygen at high temperatures (at least 500 °C) and total pressure of at least 22.1 MPa.</p> <p>Meet the requirement: 10 points Fail to meet the requirement: 0 points</p>	20	

R7	<p>The Bidder should provide evidence (including photos of analytical instruments, and scientific publications, technical reports, operations manuals or other related documents that demonstrate the existing specifications of analytical instruments) to demonstrate they have following analytical instruments to identify gasification products:</p> <p>a) Gas chromatography – Mass spectrometer (GCMS) or equivalent for liquid products analysis;</p> <p>Meet the requirement: 5 points Fail to meet the requirement: 0 points</p> <p>b) Gas chromatograph (GC) or equivalent for gaseous products analysis.</p> <p>Meet the requirement: 5 points Fail to meet the requirement: 0 points</p>	10	
	Maximum Total Points Available	125	
	Minimum Points Acceptable	90	
	Total Points Awarded		



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## **ANNEX “E” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

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## ANNEX "F" to PART 5 OF THE BID SOLICITATION

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.2(a), Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number: \_\_\_\_\_

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.