



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Elemental Analysis System	
Solicitation No. - N° de l'invitation 23240-210527/A	Date 2020-12-22
Client Reference No. - N° de référence du client 23240-210527	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-223-8135	
File No. - N° de dossier VIC-0-43130 (223)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-01-18 Heure Normale du Pacifique HNP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Locke, Kelsey	Buyer Id - Id de l'acheteur vic223
Telephone No. - N° de téléphone (250) 507-2482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirements associated with this solicitation.

1.2 Requirement

Refer to Annex "A" – Requirement.

1.3 Comprehensive Land Claims Agreement(s)

N/A

1.4 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.

1.5 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 \(2020-05-28\)](#) 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

2.2 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:

PWGSC Pacific Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

N/A

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 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.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically 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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “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

Please refer to Annex "A" – Requirement – Mandatory Technical Criteria

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

Refer to Annex "A" – Requirement

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 \(2020-05-28\)](#), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

It is Mandatory that delivery is completed on or before March 31, 2021.

While installation is requested by March 31, 2021, the best installation date that could be offered is _____.

While training is requested by March 31, 2021, the best training date that could be offered is _____.

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It is Mandatory that installation and training is completed on or before June 30, 2021

6.4.2 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:

Name: Kelsey Locke
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 250-507-2482
E-mail address: Kelsey.locke@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.

In the event that you are unable to contact the above noted Authority, please contact:

PWGSC.PRVICCARP.TPSGC@pwgsc-tpsgc.gc.ca

6.5.2 Technical Authority

The Technical Authority for the Contract is: (to be completed at contract award)

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

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

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____

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Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

N/A

6.7 Payment

6.7.1 Basis of Payment

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

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

6.7.2 Limitation of Price

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

6.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.7.4 SACC Manual Clauses

N/A

6.7.5 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 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.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*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 general conditions 2010A (2020-05-28), General Conditions: Goods (Medium Complexity)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "* _____ *" or "* _____ *" and insert date(s) of clarification(s) or amendment(s)*)

6.12 SACC Manual Clauses

B7500C (2006-06-16), Excess Goods
B1501C (2018-06-21), Electrical equipment
A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
C2000C (2007-11-30), Taxes – Foreign-based Contractor
A9068C (2010-01-11), Government Site Regulations

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

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- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.14 Insurance – No Specific Requirement

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

6.15 Inspection and Acceptance

The Technical 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"
REQUIREMENT

Natural Resources Canada (NRCan) requires the supply, installation and training in the use of a combustion elemental analysis system in the Analytical Chemistry Laboratory at the Pacific Forestry Centre (PFC) in Victoria, BC. The System will be used for the qualitative and quantitative analysis of various materials including soil and plant material.

The instrument will be used as a research tool to support broad ranging forest science research priorities and initiatives within Natural Resources Canada.

Elemental Analysis System

The System shall consist of, but not be limited to, the following components, complete with all software/hardware and interfacing necessary to make a fully integrated system.

- Total CNS Analyzer(s).
- Autosampler(s) suitable for use with solid samples
- Analytical balance
- Instrument Control Software and computer workstation

SEE TABLE 1 & 2 BELOW

1. Bidders **MUST** indicate if they **MEET (YES)** or **DO NOT MEET (NO)** each item in Table 1 & 2. **Failure to meet the mandatory requirements will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.**
2. Bidders **MUST PROVIDE** documentation to demonstrate compliance with the specifications and cross-reference with the page number of their supplied documentation. **Simply stating that they meet the criterion is not sufficient.**
3. If the Bidder does not have a published brochure, a narrative submission **MUST BE PROVIDED** to demonstrate how the Bidder meets the specification.
4. Bidders are **REQUIRED** to provide the **MODEL NUMBERS** offered.

Table 1: Elemental Analysis System Specifications

Bidders are REQUIRED to provide the following information:

Mandatory Technical Evaluation Criteria			
		Criterion Met Y/N	Documented on page#
1	The System must be equipped to perform fully automated and unattended combustion elemental analysis in all run modes below: <ul style="list-style-type: none"> i. Total carbon (C) ii. Total nitrogen (N) iii. Total sulphur. (S) 		

	<p>iv. Simultaneous analysis of CN v. Simultaneous analysis of CNS</p> <p>Performance Requirement for solid samples:</p> <p><u>Minimum Detection limits:</u></p> <p>v. Total carbon: <100 parts per million (ppm) vi. Total nitrogen: <100 ppm vii. Total Sulphur: < 100 ppm</p> <p><u>Minimum Sample Size:</u></p> <p>vii. Carbon: analyze up to 1 gram of soil or plant material containing up to 200 mg carbon (absolute) viii. Nitrogen: analyze up to 1 gram of soil or plant material containing up to 200 mg nitrogen (absolute) ix. Sulphur: analyze up to 0.25 grams of soil or plant material containing up to 15 mg Sulphur (absolute)</p>		
2	<p>The system is equipped with:</p> <p>i. Inert oxidation reactor capable of heating to 1150°C or greater. ii. Efficient oxidation and reduction processes to ensure complete sample combustion and conversion to CO₂, N₂, and SO₂ analyte gases prior to detection. iii. Combustion water vapour removal prior to analyte detection. iv. Ability to switch between helium or argon as an inert carrier gas, depending upon application.</p>		
3	<p>The System is equipped with autosampler for use with solids, to permit unattended system operation.</p> <p>Performance Requirement:</p> <p>i. Autosampler capacity: ≥ 90 samples ii. Sample size: ≥ 1g soil or plant material iii. Equipped with automatic sample insertion and removal iv. Utilizes reusable crucibles</p>		
4	<p>The System is equipped with a laboratory balance:</p> <p>i. Meets or exceeds factory recommended specifications for use with the supplied CNS Elemental Analysis system. ii. Balance is connected to the System/PC workstation and configured to permit automatic weight transfer directly into instrument software.</p>		
5	<p>The System includes instrument control and data collection software:</p> <p>Performance Requirement:</p> <p>i. The instrument control and data collection software is</p>		

	<p>designed for unattended operation, is stable, reliable and documented (i.e. includes hardcopy or electronic manual).</p> <p>ii. Provides fully integrated computer control of the instrument, real-time monitoring, data collection and result processing.</p> <p>iii. Provides multipoint calibration with linear and polynomial fit.</p> <p>iv. Provides comprehensive reporting utility including formatted text output option for direct import into a Laboratory Information Management System (LIMS) and standard spreadsheet applications including MS Excel.</p>		
6	<p>The System includes PC workstation:</p> <p>Performance Requirement:</p> <p>i. PC workstation with Windows 10 64 bit operating system, mouse, keyboard and laser printer and MS Office (non-subscription).</p> <p>ii. PC workstation must meet or exceed factory recommended specifications for use with the supplied CNS Combustion Analysis system and software.</p>		

Table 2: General Requirements

Bidders are REQUIRED to provide the following information:

Mandatory Technical Evaluation Criteria			
		Criterion Met Y/N	Documented On page#
1	All system components must provide optimum performance using either 110 VAC or 208 VAC 50/60Hz power, or must include equipment to ensure full compatibility to the laboratory's power supply. System electrical power requirements, including acceptable variance , must be included in the bid documents in order to verify suitability.		
2	All electrical equipment supplied under the Contract must be certified or approved for use in Canada in accordance with national and local electrical codes.		
3	The instrument to include all necessary wiring, connectors, tubing, gas regulators, gas line and fittings for complete system installation.		
4	The system must be new, current production model(s), sold and serviced through a factory authorized representative. Refurbished models, those not currently in production, or those no longer supported by the original equipment manufacturer will not be accepted.		
5	The proposal includes software and hardware installation and training by a factory authorized representative		
6	The system must include consumable supplies sufficient for approximately 1000 analyses.		
7	The system must be supplied with primary or secondary reference material as required to validate system installation, calibration and verification of instrument performance; to be provided at time of		

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contract award.		
8	The system must be supplied with any specialized tools or tool kit(s) necessary for maintaining routine operation.	
9	The system, exclusive of PC workstation and balance, must fit on a laboratory bench measuring 60" (wide) x 29" (deep).	
10	Telephone support service calls must be responded to within one business day.	
11	On-site service technicians must be available within 5 business days of a service request.	
12	A minimum of one year warranty from installation must be included with the system offered.	
13	Training must occur within 5 business days of system installation and verification. Training must be for a minimum of one eight-hour day, and be offered for up to three personnel. Training to be scheduled during standard work hours, approximately 9:00 a.m. – 4:30 p.m., Monday – Friday	
14	Bidders are responsible for all packaging, crating and transportation; All deliverables must be properly packaged, crated and/or boxed to ensure no damage is sustained to the equipment during the transport, loading, unloading, or general handling of equipment prior to the final institution.	
15	NRCan will be responsible for unloading the equipment; All items must be able to be offloaded with a forklift.	
16	Bidders are to provide drawings and electrical schematics for NRCan to prepare the site for installation; to be provided at time of contract award	
17	The equipment must be supplied with at least one complete set of instruction manuals in English; to be provided at time of contract award.	

ANNEX "B"

BASIS OF PAYMENT

Bidders must submit their financial bid using the financial evaluation table provided in this Annex.

Pricing offered must be in **Canadian dollars**, Applicable Taxes excluded, Delivered Duty Paid (DDP) to 506 Burnside Road West, Room 3-324, Victoria BC, V8Z 1M5. Canadian customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

Failure to comply with any of the instructions provided in this Annex will render the bid non-responsive.

Financial Evaluation Table (Bidders must complete and submit this table with their bid).

It is Mandatory that delivery is completed on or before March 31, 2021

It is Mandatory that installation and training is completed on or before June 30, 2021

Firm Requirement				
Item	Description	Quantity	Unit of Issue	Unit Price
1	For the supply and delivery of: one (1) Elemental Analysis System in accordance with the requirement at Annex "A" Model/Part #	1	EACH	\$
2	Installation as per Annex "A"	1	LOT	\$
3	On-site Training as per Table 2, Item 13	1	LOT	\$
TOTAL PRICE FIRM REQUIREMENT				\$
Delivery Address: Natural Resources Canada 506 Burnside Rd West, Room 3-324 Victoria BC V8Z 1M5				

Solicitation No. - N° de l'invitation
23240-210527/A
Client Ref. No. - N° de réf. du client
23240-210527

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC223
CCC No./N° CCC - FMS No./N° VME

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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