



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**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 CFIA - Liquid Chromatograph ACIA - Chromatographe en phase liquide	
Solicitation No. - N° de l'invitation 39903-210743/A	Date 2021-03-25
Client Reference No. - N° de référence du client 39903-21-0743	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-104-6142	
File No. - N° de dossier HAL-0-84115 (104)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-04-27 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Nowakowski, Leanne	Buyer Id - Id de l'acheteur hal104
Telephone No. - N° de téléphone (902) 403-7112 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADIAN FOOD INSPECTION AGENCY 1992 Agency Dr Dartmouth Nova Scotia B3B 1Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

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 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Mandatory and Point-Rated Evaluation Criteria and the Electronic Payment Instruments.

1.2 Summary

The Canadian Food Inspection Agency requires an Ultra High Performance Liquid Chromatograph (UHPLC), coupled to a Tandem Mass Spectrometer (MS/MS) for quantitative analysis of a wide variety of organic residues and contaminants.

Delivery is required by September 30, 2021

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.

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.

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/Réception des soumissions Travaux publics et Services gouvernementaux Canada

1713 Bedford Row
Halifax, N.S. / Halifax, (N.É.)
B3J 1T3

Bid Fax: (902) 496-5016

Bid Email: TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 (*insert the name of the province or territory*).

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.

2.5 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

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 (one (1) hard copy)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (1) hard copy)

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

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

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 Annex B - Basis of Payment.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex D 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.

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

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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.

5.2 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.

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 Requirement

The Contractor must provide the items detailed under the Requirement at Annex A.

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire up to three (3) additional instruments described at Annex A Requirement of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor. Please note that delivery may be require to one of the following locations: Longueuil, QC; Ottawa, ON; Calgary, AB; Saskatoon, SK; or Burnaby, BC.

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

[2030 \(2020-05-28\)](#), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.3 Security Requirements

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, 2024 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before September 30, 2021.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Atlantic Region
Address: 1713 Bedford Row
Halifax, NS B3J 3C9

Telephone: (902) 403-7112
Facsimile: (902) 496-5016
E-mail address: Leanne.Nowakowski@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 – To be Announced.

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.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price per unit, as specified in Annex B, for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Single Payment

H100C (2008-05-12) Single Payment

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

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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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 general conditions 2030 (2020-05-28), General Conditions - Higher Complexity - Goods,
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

6.11 Insurance

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

6.12 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.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A - REQUIREMENT

General Requirements

The Canadian Food Inspection Agency (CFIA) requires an Ultra High performance Liquid Chromatograph (UHPLC), coupled to a Tandem Mass Spectrometer (MS/MS), henceforth known as the “Instrument” for quantitative analysis of a wide range of organic residues and contaminants including, but not limited to marine shellfish toxins, veterinary antibiotics, synthetic growth promoters, mycotoxins and pesticides. The instrument will be used in support of various CFIA regulatory programs related to food safety legislation in Canada.

The supplied instrument must include all computer parts/equipment/software/manuals required for control and optimization of the instrument as well as collection and analysis of complex chromatographic and mass spectrometric data, henceforth known as the “Data System”.

The supplier will be required to install, connect and ensure communication between the Data System and Instrument in addition to all other performance qualifications at time of installation.

The proposed system must be capable of data dependant product ion spectrum acquisition in Multiple Reaction Monitoring (MRM) mode, where a full product ion scan is performed when a targeted MRM transition reaches a user-defined threshold. Multiple triggered MRM scans in place of a full product ion scan are also acceptable. This requirement is necessary for confirmation of organic residues/contaminants without the need for additional analysis.

Each specification must be clearly and specifically responded to with supporting documentation that demonstrates how the bid meets each requirement. These specifications must be demonstrated by the supplier at the time of installation at no additional cost.

The System (Instrument and Data System) must be delivered, fully assembled, installed and tested by the supplier to ensure proper operation.

All equipment must be a new production model instrument. Demonstration models, used, refurbished or prototype models will not be considered.

The supplier must provide on-site training for routine operation and maintenance. Training will be conducted at the customer site.

The bid must include 1 year of full service warranty under a full service contract, all including at least one preventative maintenance visit before the end of the warranty period and a 48 hour on-site response for repairs (The CFIA understands that COVID protocols may affect these times while provincial states of emergency/restrictions remain in effect). Additional years of extended warranty should be included as options.

Due to the nature of the current COVID-19 pandemic, contractors must comply with all provincial requirements for traveling to the province of work. Contractors may also be required to comply with additional laboratory specific policies and procedures including, but not limited to: social distancing, additional disinfection requirements, donning of additional PPE (masks, gloves, etc), performing work at off-peak hours to minimize the number of people present at the laboratory. These procedures will be provided to the contractor while scheduling install/repair/maintenance visits.

Minimum Performance Specifications

The following minimum performance specifications are required to ensure that the system will be suitable for regulatory analysis under the CFIA's CAN-P-4E and/or CAN-P-1595 accreditations. Methods developed and validated for use on this instrument have been validated with other systems meeting these specifications.

Section 1-5 are *mandatory* specifications which all bids must meet in order to be considered.

1. Mass Spectrometer (MS)
 - a. MS type: Tandem Quadrupole or Tandem Quadrupole Linear Ion Trap.
 - b. Mandatory Modes of operation: Full MS Scanning, Product Ion Scanning, Neutral Loss scans, and Multiple Reaction Monitoring (MRM).
 - c. MS must have an operating mass range for fullscan, product ion scan and MRM of at least 50-2000 AMU.
 - d. MS must have a dynamic range of at least 5 orders of magnitude.
 - e. Minimum dwell time for MRM experiments must be 2 ms or less.
 - f. Instrument must have unit mass resolution across the entire mass range.
 - g. An atmospheric pressure ionization (API) source must be supplied with an electrospray ionization (ESI) probe.
 - h. ESI source must be capable of desolvating at least 1.5 mL/min of a 100% aqueous mobile phase.
 - i. ESI Source must be capable of both positive and negative ionization modes, with continuous polarity switching between positive and negative in less than 25 ms.
 - j. ESI Source must be compatible with N₂ as the desolvation/nebulizer gas.
 - k. The collision cell must be compatible with nitrogen, helium, or argon as the cell gas
 - l. The collision energies must be able to be manually set for optimal fragmentation in MRM and product ion modes.
 - m. Any other items, including hardware and software not explicitly stated, required for the system to be qualified as per protocols stipulated by the supplier and accompanying documentation thereof must be included.
 - n. Operator manual for all equipment and software must be provided as hard copy or electronic version.

2. Data System
 - a. Computer hardware must consist of at least a quad core processor with 16GB RAM, Minimum of 1TB total hard drive capacity and 2 wired gigabit ethernet adaptor interfaces.
 - b. A computer monitor, not less than 24".
 - c. Operating System must be Windows 10, 64-bit or later.
 - d. The included application software must control the instrument, operating parameters, data collection, data processing, storage, and report production.
 - e. The application software must be capable of running automated startup and shutdown methods at the beginning and end of a sample sequence.

- f. The application software must provide automatic, dynamic adjustment of the acquiring MRM transitions such that only compounds that elute within a specified time window are monitored. Dwell time must be automatically adjusted such that the total scan rate is maintained to ensure acceptable chromatographic peaks.
- g. The application software must provide functionality for full product ion confirmation scans **OR** multiple additional MRM scans, such that if a selected MRM transition reaches a user defined intensity threshold a product ion scan/Multi-MRM scan is initiated displaying all fragments at a specified collision energy for that ion.
- h. Application software must allow for automated tuning and optimization of compounds of interest, but also manual control of all ionization parameters when needed.
- i. A software productivity package including the current version of at least Microsoft Word and Excel must be included.
- j. Application software must be capable of exporting results to included Microsoft Excel package.
- k. Any additional software and licenses required to view/process data for special modes of operation including, but not limited to, scheduled MRM, data dependant product ion analysis, etc. must be included.
- l. Operator manuals for all equipment and software must be provided as hard copy or electronic version.

3. UHPLC Specifications

- a. The UHPLC pump must be able to deliver reproducible binary gradient profiles at flow rates from 0.1 – 1.5mL/min and be capable of operation at pressures up to at least 1200 bar (17405 psi).
- b. The UHPLC Pump accuracy must be $\pm 1\%$ or 10 $\mu\text{L}/\text{min}$, whatever is greater; pumping degassed H_2O at 100 bar (1450 psi).
- c. The UHPLC pump precision must be $\leq 0.075\%$ RSD or 0.02 min SD, whatever is greater (0.2 - 1.0 mL/min); based on retention time at constant temperature.
- d. The UHPLC must contain a thermostatted column compartment that is capable of heating and cooling and provides a reproducible regulated temperature from 10 - 60 °C selectable in at least 1°C increments (25°C ambient temperature).
- e. The UHPLC Column manager must have the capacity for at least 2 x 150 mm columns with software capable of automatically switching between the columns
- f. The UHPLC must include an autosampler providing capacity of at least 192, 1.5-2 mL autosampler vials.
- g. The autosampler must contain a temperature controlled compartment that can be set as low as 4°C.
- h. The autosampler must be capable of injection volumes from 0.1-10 μL .
- i. The autosampler must have an injection volume precision of less than 0.7%.
- j. The autosampler must be capable of injection volume accuracies of $\pm 2\%$.
- k. The autosampler must operate with a sample carryover of less than 0.004%.
- l. The UHPLC system must contain an in-line solvent degasser suitable for continuous vacuum degassing for solvent flow rates >0.1 mL/min and up to 1.5 mL/min.
- m. The UHPLC System must be fully controlled by the same application software as the MS allowing for programmable automated sample sequences.
- n. Operator manuals for all equipment and software provided as hard copy or electronic version.

4. Additional Services

- a. Installation and qualification of the instrument will be required. The installing service engineer must connect and verify communication and control between the instrument and data system.
- b. The installing service engineer must provide an on-site user familiarization course covering general use and maintenance of the instrument at the time of installation.
- c. 1 Year Full service warranty from date of instrument commissioning at laboratory site must be provided.
- d. Warranty and service contract (4c) must cover parts, labour, and travel for the proposed system and include a minimum of 1 preventive maintenance visit during the coverage period.
- e. Guaranteed response time to a service call must be two business days or less.
- f. At least 3 days (8 hours/day) of on-site applications support for method optimization and/or staff training with a application specialist must be included

5. Marine Toxin Method Performance Requirements

Please see Appendix A for full details of the methodology

- a. All certificates of analysis for the standards used must be included in the bid package
- b. All details for how standard dilutions were prepared must be included in the bid package to verify concentrations
- c. All instrument method conditions used for the performance test samples must be included in the bid package
- d. All processing method settings must be included in the bid package
- e. All chromatogram printout for all samples must be included in the bid package with the following information included:
 - i. Mass function used
 - ii. Retention Time
 - iii. Peak Height
 - iv. Peak Response
 - v. Date and time data was generated
- f. Under the test conditions detailed in Appendix A, the Instrument Detection Limit (IDL) for Pectenotoxin-2 (CAS#: 97564-91-5) must be lower than 100 fg on column.
- g. Under the test conditions detailed in Appendix A, the Instrument Detection Limit (IDL) for Azaspiracid-1 (CAS#: 214899-21-5) must be lower than 50 fg on column.
- h. Under the test conditions detailed in Appendix A, the Instrument Detection Limit (IDL) for Okadaic Acid (CAS#: 78111-17-8) must be lower than 350 fg on column.
- i. Under the test conditions detailed in Appendix A, the Instrument Detection Limit (IDL) for Dinophysistoxin-1 (CAS#: 81720-10-7) must be lower than 350 fg on column.

6. Optional Features

- a. Suppliers must quote (on an annual basis) additional years for full service coverage as described in Section "4d" for up to five years of total coverage.

Appendix A - Marine Toxin Method Performance Test

The details of the Marine Toxin Method Performance Test are provided below. Suppliers must use the information contained in Appendix A when providing results for the specification requirements in Annex "A", Section 5.

Background

All samples must be analyzed according to the following protocol to evaluate instrument performance. All tests for this procedure must be performed using the same model of system offered in the bid proposal.

Mass Spectrometry (MS) source conditions for these compounds may be optimized by the supplier by any means available; however, resolution settings for both quadrupoles must be set to unit resolution or better resolution (maximum 0.8 AMU at FWHM).

Data must to be acquired in Multiple Reaction Monitoring (MRM) mode. Mass transitions given are nominal and may be adjusted ± 1 AMU by the supplier during the tuning process to maximize sensitivity. All instrument conditions used must be included with the bids.

All standard dilutions should be prepared using **methanol**. Please include the procedures used to prepare the standards in the bid package. Compounds may be run separately, or as a mix, however the same instrument method which contains all compounds must be used for each analysis.

Test Compounds

Certified Reference Material standards listed below are available for purchase from the National Research Council Canada's Biotoxin CRM program (<https://nrc.canada.ca/en/certifications-evaluations-standards/certified-reference-materials/list>). Any reference material producer accredited to ISO 17034:2016 (formerly ISO Guide 34) is acceptable. Please include the certificate of analysis for the lot number used in each analysis with the bid.

- Pectenotoxin-2 (PTX-2), CAS#: 97564-91-5, NRCC Cat No. CRM-PTX2-b, or equivalent
 - PTX-2 should be monitored in ESI positive mode using the $[M+NH_4]^+$ (Typically the 876.5>823.3 transition is most sensitive)
- Azaspiracid-1 (AZA-1), CAS#: 214899-21-5, NRCC Cat No CRM-AZA1-b, or equivalent
 - AZA-1 should be monitored in ESI positive mode using the $[M+H]^+$ (Typically the 842.5>672.2 transition is most sensitive)
- Okadaic Acid (OA), CAS#: 78111-17-8, NRCC Cat No. CRM-OA-d, or equivalent
 - OA should be monitored in ESI negative mode using the $[M-H]^-$ (Typically the 803.5>255.1 transition is most sensitive)
- Dinophysistoxin-1 (DTX-1), CAS# 81720-10-7
 - DTX-1 should be monitored in ESI negative mode using the $[M-H]^-$ (Typically the 817.5>255.1 transition is most sensitive)

Successful duplication of the results will be mandatory for on-site acceptance.

Instrument Method Parameters

The supplier is free to optimize the parameters of the mass spectrometer to best represent the performance of the instrument. Resolution settings on Q1 and Q3 must not exceed 0.8 AMU FWHM for any compound in the 100-1000 AMU mass range. The supplier is also free to choose any fully porous, sub-2 micron, 100 x 2.1 mm UHPLC column for these tests. The reference column for the figure below was a 2.1 x 100 mm Waters ACQUITY BEH Shield RP-18. The parameters listed below must be followed:

- Mobile Phase A: 50 mM formic acid + 2 mM ammonium formate in water
- Mobile Phase B: 50 mM formic acid + 2 mM ammonium formate in 95% acetonitrile
- Flow Rate: 0.3 mL/min
- Gradient Profile: Linear ramp from 25% to 100% B in 5 minutes, hold 100% B if necessary to elute DTX-1 and re-equilibrate at 25% B.
- Column Temperature: 20°C
- Injection Volume: 0.2 - 1 µL
- All 4 MRM functions must be monitored for the duration of the analysis time so that the instrument is switching polarity for the entire acquisition.

Figure 1 is an example separation for reference purposes.

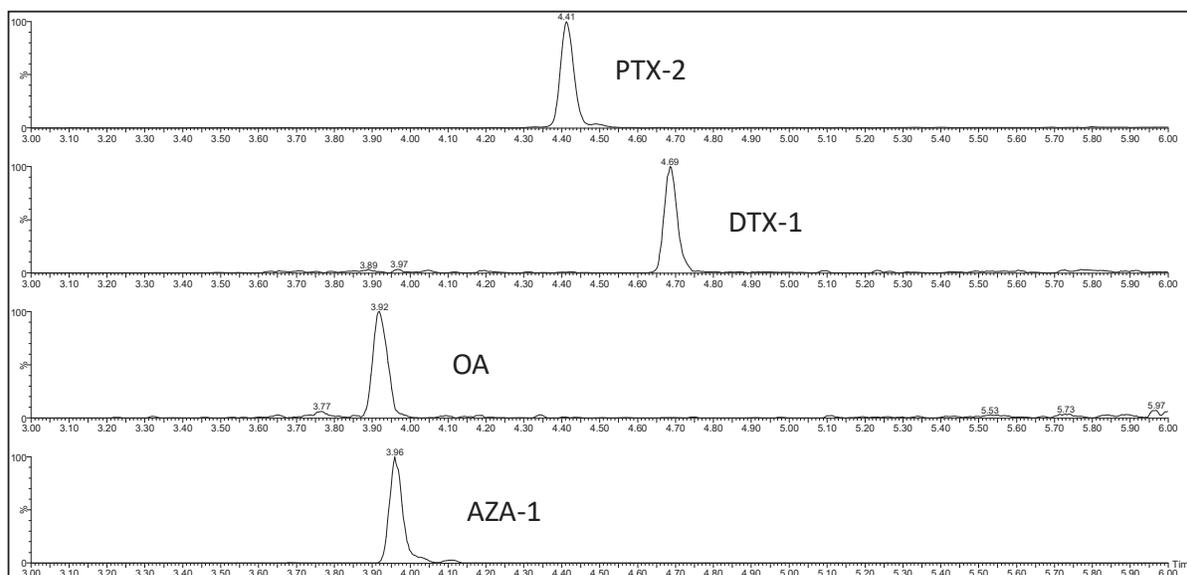


Figure 1. Example separation profile of test compounds using the prescribed gradient (Linear ramp from 25% to 100% Mobile Phase B in 5 minutes) at 0.3 mL/minutes on a 2.1 x 100 mm Waters BEH Shield RP-18 UPLC column. Injection volume was 1 µL at a column temperature of 20°C.

Test 1: Instrument detection limit (IDL)

The purpose of this test is to determine the minimum sensitivity of the UHPLC-MS/MS for marine toxins while the instrument is switching from ESI+ to ESI- continuously.

1. Setup the instrument to continuously acquire the four marine toxin compounds with optimal settings determined during tuning.
2. Set the dwell time for each function such that 15-20 data points are acquired across each chromatographic peak
3. Using any appropriate method, estimate the initial IDL to be used for subsequent tests (i.e. 3x signal-to-noise, 3σ , etc.)
4. Prepare 5 point calibration curve (plus a pure MeOH blank for 6 total points) evenly spaced from the IDL to 5x the IDL (i.e IDL, 2IDL, 3IDL, 4IDL, 5IDL). Inject this curve 5x. (n=30 total points)
 - a. Alternately (if autosampler specifications permit), prepare a "5x IDL" standard, and inject 1, 0.8, 0.6, 0.4 and 0.2 μL . Use 1 μL MeOH as the "0 Standard"
5. Calculate the IDL using the following formula:

$$IDL = 3.3 \times \frac{S_{y,x}}{b}$$

Where: $S_{y,x}$ = standard error of the predicted y-value for each x in the regression
 b = slope of the calibration curve
x-axis = fg of marine toxin on column
y-axis = response

In Excel the following formula can be used:

=3.3*STEYX(y values,x values)/SLOPE(y values,x values)

Reporting

- Report the IDL for all 4 compounds in the summary table.
- Include all details for calibration curve preparation/dilution.
- Please include all chromatograms indicating the response for each peak.

Sample test results must be included with the bid submission.

The end user reserves the right to request a repetition of any of the tests, prior to award of any contract.

Test 2: Instrument repeatability at 5x IDL

Prepare a mixed standard with all 4 compounds at 5x the IDL **determined from Test 1** (not the initial 5x IDL that was prepared to perform Test 1). Inject this standard 12 times with 1 hour \pm 3 minutes between each injection (12 hour % RSD test). The same instrument method that was used to generate the IDL must be used for this test. Modification of the length of the method in order to automate the spacing of samples over the 12 hour test period is permitted (extra flushing or equilibration).

Reporting

- Calculate and report the % relative standard deviation of the peak response for each compound.
 - $\%RSD = \frac{StdDev_{12injections}}{Average_{12injections}} \times 100$
- Include all details for calibration curve standard dilutions.
- Please include all chromatograms indicating the response for each peak.
- Each chromatogram should be time stamped to allow verification that the injections were 1 hour apart.

Sample test results must be included with the bid submission.

The end user reserves the right to request a repetition of any of the tests, prior to award of any contract.

ANNEX B - BASIS OF PAYMENT

Required Goods:

Description	Quantity	Unit Price	Extended Price (Quantity x Unit Price)
Ultra High performance Liquid Chromatograph coupled to a Tandem Mass Spectrometer including a one year full service warranty, as described in Annex A, Requirement.	1	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 2	1	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 3	1	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 4	1	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 5	1	\$	\$
Total Evaluated Price for Required Goods:			+ \$ _____ (A)

Optional Goods:

Description	Quantity	Unit Price	Extended Price (Quantity x Unit Price)
Ultra High performance Liquid Chromatograph coupled to a Tandem Mass Spectrometer including a one year full service warranty, as described in Annex A, Requirement.	Up to 3 additional units	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 2	Up to 3	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 3	Up to 3	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 4	Up to 3	\$	\$
Optional Extended Warranty, as described in Annex A, Requirement – Year 5	Up to 3	\$	\$
Total Evaluated Price for Optional Goods:			+ \$ _____ (B)

Total Evaluated Price (A+B): \$ _____

ANNEX C – MANDATORY AND POINT-RATED EVALUATION CRITERIA

Mandatory Criteria Table

Please provide the section and page number of the bid which demonstrates compliance with the specification

Item #	Description	Reference to supporting documentation
1.a	MS type: Tandem Quadrupole or Tandem Quadrupole Linear Ion Trap.	
1.b	Mandatory Modes of operation: Full MS Scanning, Product Ion Scanning, Neutral Loss scans, and Multiple Reaction Monitoring (MRM).	
1.c	MS must have an operating mass range for Fullscan, product ion scan and MRM of at least 50-2000 AMU.	
1.d	MS must have a dynamic range of at least 5 orders of magnitude.	
1.e	Minimum dwell time for MRM experiments must be 2 ms or less.	
1.f	Instrument must have unit mass resolution across the entire mass range.	
1.g	An atmospheric pressure ionization (API) source must be supplied with an electrospray ionization (ESI) probe.	
1.h	ESI source must be capable of desolvating at least 1.5 mL/min of a 100% aqueous mobile phase.	
1.i	ESI Source must be capable of both positive and negative ionization modes, with continuous polarity switching between positive and negative in less than 25 ms.	
1.j	ESI Source must be compatible with N ₂ as the desolvation/nebulizer gas	
1.k	The collision cell must be compatible with nitrogen, helium, or argon as the cell gas	
1.l	The collision energies must be able to be manually set for optimal fragmentation in MRM and product ion modes.	
1.m	Any other items, including hardware and software not explicitly stated, required for the system to be qualified as per protocols stipulated by the offeror and accompanying documentation thereof must be included.	
1.n	Operator manual for all equipment and software must be provided as hard copy or electronic version.	

2.a Computer hardware must consist of at least a quad core processor with 16GB RAM, Minimum of 1TB total hard drive capacity and 2 ethernet adaptor interfaces.

2.b A computer monitor not less than 24".

2.c Operating System must be Windows 10, 64-bit or later.

2.d The included application software must control the instrument, operating parameters, data collection, data processing, storage, and report production.

2.e The application software must be capable of running automated startup and shutdown methods at the beginning and end of a sample sequence

2.f The application software must provide automatic, dynamic adjustment of the acquiring MRM transitions such that only compounds that elute within a specified time window are monitored. Dwell time must be automatically adjusted such that the total scan rate is maintained to ensure acceptable chromatographic peaks.

2.g The application software must provide functionality for full product ion confirmation scans OR multiple additional MRM scans, such that if a selected MRM transition reaches a user defined intensity threshold a product ion scan/Multi-MRM scan is initiated displaying all fragments at a specified collision energy for that ion.

2.h Application software must allow for automated tuning and optimization of compounds of interest, but also manual control of all ionization parameters when needed.

2.i A software productivity package including the current version of a least Microsoft Word and Excel must be included.

2.j Application software must be capable of exporting results to the included Microsoft Excel package.

2.k Any additional software and licenses required to view/process data for special modes of operation including, but not limited to, scheduled MRM, data dependant product ion analysis, etc. must be included.

2.l Operator manuals for all provided equipment and software must be provided as hard copy or electronic version.

- 3.a** The UHPLC pump must be able to deliver reproducible binary gradient profiles at flow rates from 0.1 – 1.5mL/min and be capable of operation at pressures up to at least 1200 bar (17405 psi).
- 3.b** The UHPLC Pump accuracy must be $\pm 1\%$ or 10 $\mu\text{L}/\text{min}$, whatever is greater
- 3.c** The LC pump precision must be $\leq 0.075\%$ RSD or 0.02 min SD, whatever is greater ; based on retention time at constant temperature.
- 3.d** The UHPLC must contain a thermostatted column compartment that is capable of heating and cooling and provides a reproducible regulated temperature from 10 - 60 °C selectable in at least 1°C increments (25°C ambient temperature).
- 3.e** The UHPLC Column manager must have the capacity for at least 2 x 150 mm columns with software capable of automatically switching between the columns
- 3.f** The UHPLC must include an autosampler providing capacity of at least 192, 1.5-2 mL autosampler vials.
- 3.g** The autosampler must contain a temperature controlled compartment that can be set as low as 4°C.
- 3.h** The autosampler must be capable of injection volumes from 0.1-10 μL .
- 3.i** The autosampler must have an injection volume precision of greater than 0.7%.
- 3.j** The autosampler must be capable of injection volume accuracies of $\pm 2\%$.
- 3.k** The autosampler must operate with a sample carryover of less than 0.004%.
- 3.l** The UHPLC system must contain an in-line solvent degasser suitable for continuous vacuum degassing for solvent flow rates $>0.1\text{ mL}/\text{min}$ and up to 1.5 mL/min.
- 3.m** The UHPLC System must be fully controlled by the same application software as the MS allowing for programmable automated sample sequences .
- 3.n** Operator manuals for all equipment and software provided as hard copy or electronic version.

4.a Installation and qualification of the instrument will be required. The installing service engineer must connect and verify communication and control between the instrument and the data system.

4.b The installing service engineer must provide an on-site user familiarization course covering general use and maintenance of the provided instrument at the time of installation.

4.c 1 Year Full service warranty from date of instrument commissioning at laboratory site must be provided.

4.d Warranty (4c) must cover parts, labour, travel for the complete system and include a minimum of 1 preventive maintenance visit during the coverage period.

4.e Guaranteed response time to a service call must be two business days or less.

4.f At least 3 days (8 hours/day) of on-site applications support for method optimization and/or staff training with a application specialist must be included

5.a All certificates of analysis for the standards used must be included in the bid package (IDL) for Chloramphenicol (CAS#: 56-75-7) must be lower than 40 femtograms on column at a 50 ms dwell time while operating in polarity switching mode.

5.b All details for how standard dilutions were prepared must be included in the bid package to verify concentrations

5.c All instrument method conditions used for the performance test samples must be included in the bid package

5.d All processing method settings must be included in the bid package

5.e All chromatogram printout for all samples must be included in the bid package with the following information included:

- i. Mass function used
- ii. Retention Time
- iii. Peak Height
- iv. Peak Response
- v. Date and time data was generated

5.f Under the test conditions detailed in Annex "B", the Instrument Detection Limit (IDL) for Pectenotoxin-2 (CAS#: 97564-91-5) must be lower than 100 fg on column.

5.g Under the test conditions detailed in Annex “B”, the Instrument Detection Limit (IDL) for Azaspiracid-1 (CAS#: 214899-21-5) must be lower than 50 fg on column.

5.h Under the test conditions detailed in Annex “B”, the Instrument Detection Limit (IDL) for Okadaic Acid (CAS#: 78111-17-8) must be lower than 350 fg on column.

5.i Under the test conditions detailed in Annex “B”, the Instrument Detection Limit (IDL) for Dinophysistoxin-1 (CAS#: 81720-10-7) must be lower than 350 fg on column.

Bids must meet all mandatory criteria to be further evaluated based on performance and price.

ANNEX C – MANDATORY AND POINT-RATED EVALUATION CRITERIA

Point-Rated Criteria Table

The following tables must be filled out and include the results from the method specific performance tests with each bid:

Marine Toxin Performance Test Results

Result Tables

IDL (fg on column)			
PTX-2	AZA-1	OA	DTX1

% RSD at 5x IDL			
PTX-2	AZA-1	OA	DTX1

Performance:

The 60% technical score will be based on the results of the Marine Toxin Performance test. Each IDL metric is worth 10% per compound. Each repeatability metric is worth 5% per compound

- $IDL_{PTX-2} = 10$ points
- $IDL_{AZA-1} = 10$ points
- $IDL_{OA} = 10$ points
- $IDL_{DTX-1} = 10$ points
- $RSD_{PTX-2} = 5$ points
- $RSD_{AZA-1} = 5$ points
- $RSD_{OA} = 5$ points
- $RSD_{DTX-1} = 5$ points

Performance score will be calculated as follows:

$$Score = 10 \times \left(\frac{\text{Minimum IDL from All Bids}}{\text{Bid IDL}} \right)$$

&

$$Score = 5 \times \left(\frac{\text{Lowest \%RSD from All Bids}}{\text{Bid \%RSD}} \right)$$

ANNEX D 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)