



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
See herein / Voir ci-joint  
Bid Fax: (819) 997-9776

**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**

<b>Title - Sujet</b> Field Portable Spectroradiometer Field Portable Spectroradiometer	
<b>Solicitation No. - N° de l'invitation</b> 01E86-220169/A	<b>Date</b> 2021-08-11
<b>Client Reference No. - N° de référence du client</b> 01E86-220169	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-867-80288	
<b>File No. - N° de dossier</b> pv867.01E86-220169	<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> Eastern Daylight Saving Time EDT <b>on - le 2021-08-27</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Golab, Lisa	<b>Buyer Id - Id de l'acheteur</b> pv867
<b>Telephone No. - N° de téléphone</b> (343) 574-2635 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
L'Esplanade Laurier  
140 O'Connor Street,  
East Tower, 7th Floor  
Ottawa  
Ontario  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 REQUIREMENT .....	2
1.3 DEBRIEFINGS .....	2
1.4 EPOST CONNECT SERVICE .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	4
2.5 BID CHALLENGE AND RECOURSE MECHANISMS.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 REQUIREMENT .....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	10
6.6 PAYMENT .....	11
6.7 INVOICING INSTRUCTIONS .....	12
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.9 APPLICABLE LAWS.....	13
6.10 PRIORITY OF DOCUMENTS .....	13
6.11 SACC <i>MANUAL</i> CLAUSES.....	13
6.12 SHIPPING INSTRUCTIONS .....	13
6.13 DISPUTE RESOLUTION.....	13
<b>ANNEX “A” .....</b>	<b>15</b>
<b>ANNEX “B” .....</b>	<b>20</b>
<b>ANNEX “C” .....</b>	<b>21</b>
<b>ANNEX "D".....</b>	<b>22</b>
<b>ATTACHMENT “1” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>23</b>
<b>ATTACHMENT “2” TO PART 5 OF THE BID SOLICITATION .....</b>	<b>24</b>

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
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pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **1.2 Requirement**

The requirement is detailed under Annex A.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 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>) 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

#### **2.1.1 SACC Manual Clauses**

SACC *Manual* clause B1000T (2014-06-26) Condition of Material

### **2.2 Submission of Bids**

Bids must be submitted electronically either through epost connect or Facsimile to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, as specified below, by the date, and time indicated on page 1 of the bid solicitation.

PWGSC Bid Receiving Unit

Facsimile number: (819) 997-9776

epost Connect: [tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to the above 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.

No bid shall be sent directly to the PWGSC Contracting Authority.

Due to the nature of the bid solicitation, hard copy bids (paper or soft copies on media) submitted to PWGSC will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

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

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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 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.

## 2.5 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**

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 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.

Due to the nature of the bid solicitation, hard copy bids (paper or soft copies on media) will not be accepted.

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

Canada requests that Bidders use a numbering system that corresponds to the bid solicitation.

#### **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.

The technical bid consists of the following:

- (a) **Supporting Technical documentation:** Bidders must include technical brochures or technical data to demonstrate compliancy to the requirement as described in Annex "A".
- (b) **List of Products:** Bidders must include a complete product list identifying: the product name; the name of manufacturer; the model and part number of each component which make up the system. Bidders must also state the point of manufacture and shipping of goods or where service is to be performed: The bidder is requested to use the form provided in Annex "C".

#### **Section II: Financial Bid**

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment including Annex "B" – Basis of Payment.

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- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment "1" Electronic Payment Instruments, to identify which ones are accepted.

If Attachment "1" 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

SACC *Manual* clause C3011T (2013-11-06), Exchange Rate Fluctuation

### 3.1.3 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**

##### **4.1.1.1 Mandatory Technical Evaluation Criteria**

The mandatory technical evaluation criteria are detailed in Annex "A", Part 2.1.

#### **4.1.2 Financial Evaluation**

The financial evaluation will be conducted by calculating the Total Aggregated Bid Price in accordance with the pricing tables provided in Annex "B" – Basis of Payment.

##### **Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP 960 Carling ave, K.W.Neatby Bldg, Ottawa Ontario, Canada K1A 0C6 Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

### **4.2 Basis of Selection**

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

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

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

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

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

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

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

Solicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
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CCC No./N° CCC - FMS No./N° VME

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### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Product Conformance

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A.

\_\_\_\_\_  
**Bidder's authorized representative signature**

\_\_\_\_\_  
**Date**

#### 5.2.3.2 OEM Certification

(i) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware or equipment proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware or equipment, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware or equipment it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation at Attachment "2" to Part 5 of the Bid Solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

(ii) If the hardware or equipment proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.

(iii) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware or equipment, as evidenced by the name appearing on the hardware or equipment and on all accompanying documentation.

## **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**

#### **6.2.1 Requirement**

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

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

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

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

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance,

apply to and form part of the Contract.

### **6.4 Term of Contract**

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

- (a) The period of the Contract is from date of Contract award to one year after delivery and acceptance inclusive.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before March 31, 2022.

#### **6.4.3 Delivery Point**

Delivery of the requirement will be made to the delivery point specified at Annex "A" of the Contract.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Lisa Golab

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

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pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

Supply Specialist  
Public Works and Government Services Canada  
Commercial Consumer Products Directorate  
140 O'Connor Street, 7<sup>th</sup> floor  
L'Esplanade Laurier (LEL), East Tower  
Ottawa, Ontario, K1A 0R5

Telephone: 343-574-2635  
E-mail address: lisa.golab@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 Technical Authority (to be filled in only at contract award)**

The Technical Authority for the Contract is: *(to be filled in only at contract award)*

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

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

The Technical Authority named above 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 Accounts Payable Contact (to be filled in only at contract award)**

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

**6.5.4 Contractor's Representative (to be completed by the bidder)**

The telephone number (with extension if applicable) of the person responsible for:

General enquiries	Delivery Follow-up
Name: _____	Name: _____
Tel. No. _____ ext: _____	Tel. No. _____ ext: _____
E-mail address: _____	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, as specified in Annex "B" – Basis of Payment. 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 Method of Payment**

*SACC Manual* clause H1000C (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);

## **6.7 Invoicing Instructions**

**6.7.1** 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.

**6.7.2** 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.
- (c) one (1) copy must be forwarded to the consignee.
- (d) Invoices and order confirmations can be sent via e-mail to:

\_\_\_\_\_ **(To be filled in only at contract award)**

- (e) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

## **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 Ontario.

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:
  - i. 4001, Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", List of Products; and
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 6.11 SACC Manual Clauses

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
SACC Manual clause A9068C (2010-01-11) Government Site Regulations  
SACC Manual clause B1501C (2018-06-21) Electrical Equipment  
SACC Manual clause D2000C (2007-11-30) Marking  
SACC Manual clause D2001C (2007-11-30) Labeling  
SACC Manual clause D2025C (2017-08-17) Wood Packaging Materials  
SACC Manual clause D9002C (2007-11-30) Incomplete Assemblies  
SACC Manual clause G1005C (2016-01-28) Insurance

## 6.12 Shipping Instructions

### 6.12.1 Shipping Instructions - Delivery at Destination

**6.12.1.1** Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Agriculture Agri-Food Canada, 960 Carling ave, K.W.Neatby Bldg, Ottawa, Ontario, Canada K1A 0C6 Incoterms® 2010 for shipments from a commercial contractor.

**6.12.1.2** The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

## 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.

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

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- (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".

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## ANNEX "A"

### Part 1 – REQUIREMENT

Agriculture Agri-Food Canada (AAFC) has a requirement for the supply of one Field Portable Spectroradiometer, which must meet all of the mandatory technical requirements as specified below. The contractor must provide all software, equipment, operator manual, peripherals, accessories, components, and infrastructure necessary for the Field Portable Spectroradiometer to work in accordance with the Mandatory Technical Requirements specified herein. This must include all of the following items:

1. A Field Portable Spectroradiometer;
2. All software, equipment, peripherals, accessories, components, and infrastructure necessary for the Field Portable Spectroradiometer to work;
3. All tool specific to the equipment must be provided (one set);
4. A list of any spare parts if required for normal operation;
5. Two replacement bulbs for each Reflectance-Transmittance Sphere and Contact Probe with a Leaf Clip;
6. Two rechargeable lithium ion batteries with their own chargers;
7. A field case for the Spectroradiometer;
8. An operators manual; and
9. A one-year Warranty including all Maintenance and Support Services.

All as detailed herein.

#### 1.0 BACKGROUND

AAFC requires a Field Portable Spectroradiometer to support leaf spectroscopy in both field and lab research. AAFC will use leaf spectral data for agricultural applications in plant identification, estimating leaf functional traits, and in multispectral and hyperspectral remote sensing, primarily to assess biodiversity metrics and measure disease and water stress of crops, crop wild relatives, and other native species. AAFC will also explore the utility of the stable regions of dry leaf spectra using herbarium collections as a data source.

#### 2.0 MANDATORY TECHNICAL REQUIREMENTS

The Field Portable Spectroradiometer must work and operate at all times in accordance with the following mandatory technical requirements:

- 2.1 The Spectroradiometer must have a spectral range of 350 nm-2500 nm.
- 2.2 The Spectroradiometer must have a spectral resolution with full width at half maximum (FWHM) that meets all of the following:
  - 2.2.1  $\leq 3.5$  nm at 700 nm;
  - 2.2.2  $\leq 9.5$  nm at 1500 nm; and
  - 2.2.3  $\leq 6.5$  nm at 2100 nm.
- 2.3 The Spectroradiometer must have a 4° field of view (FOV) foreoptic lens standard, and must be compatible with 8° and 14° foreoptic lenses and 25° fiber optic.
- 2.4 The Spectroradiometer must weigh 10lbs or less.

- 2.5 The Spectroradiometer must host communications, such as USB and Bluetooth.
- 2.6 The Spectroradiometer software must be compatible with Windows operating system and Bluetooth devices.
- 2.7 The Spectroradiometer must include a Bluetooth device such as a rugged tablet, rugged personal digital assistant (PDA), or rugged smart phone.
- 2.8 The Spectroradiometer must be accompanied by a Reflectance-Transmittance Sphere. The Reflectance-Transmittance Sphere must have a diameter between 3 inches and 4 inches.
- 2.9 The Spectroradiometer must be accompanied by a Contact Probe with a Leaf Clip. The leaf clip must be easily removable and re-attachable. Easily is defined as a snap on/off system, which includes but is not limited to a pin and magnet mechanism.
- 2.10 The Spectroradiometer must be accompanied by a 25° FOV fiber optic that must meet the following criteria:
  - 2.10.1 have a length between 1m and 1.5m,
  - 2.10.2 contain at least 400 fibers, and
  - 2.10.3 include a radiometric calibration service.
- 2.11 The Spectroradiometer must be accompanied by two white 99% Reflectance Panels, which must meet the following dimensions:
  - 2.11.1 One Reflectance Panel must be 5 inches x 5 inches; and
  - 2.11.2 One Reflectance Panel must be 10 inches x 10 inches.
- 2.12 The field case(s) for the Spectroradiometer must be water-tight with protective foam.

### **3.0 WARRANTY, MAINTENANCE AND SUPPORT SERVICES**

The Contractor must provide a minimum one-year warranty including maintenance and support services. The Contractor must provide Warranty including Maintenance and Support Services in accordance with supplemental general conditions 4001 (2015-04-01), Hardware Purchases, Lease and Maintenance.

In addition to the supplemental general conditions 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance, the Contractor must provide unlimited technical support, technical phone support, support via the Internet, and email support during regular business hours from the delivery of the systems until the end of the contract. The Contractor must acknowledge a request for service by phone or by email within 24 hours.

### **4.0 MANUALS**

The Contractor must provide one (1) operational manual in English. A printed or electronic format (e.g. PDF) is acceptable. The operational manual must include at a minimum all published technical specifications, installation requirements, and operating instructions.

### **5.0 DELIVERY POINT**

Agriculture Agri-Food Canada (ORDC)  
960 Carling ave, K.W.Neatby Bldg

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

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Ottawa, Ontario, Canada, K1A 0C6  
Attn: Warren Cardinal-McTeague

**Part 2.1 - MANDATORY TECHNICAL EVALUATION CRITERIA**

The following requirements are the mandatory technical evaluation criteria which will be evaluated during the Bid Evaluation. In addition the Contractor will be required to meet all of the mandatory technical requirements for the duration of the Contract

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

The Field Portable Spectroradiometer must meet all of the following mandatory technical evaluation criteria. Bidders must demonstrate their compliance with all of the following mandatory evaluation technical criteria by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the solicitation is not sufficient:

ITEM	CRITERIA	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID.
1	The Spectroradiometer must have a spectral range of 350 nm-2500 nm.	
2	The Spectroradiometer must have a spectral resolution with full width at half maximum (FWHM) that meets all of the following:  2.1 ≤ 3.5 nm at 700 nm; 2.2 ≤ 9.5 nm at 1500 nm; and 2.3 ≤ 6.5 nm at 2100 nm.	
3	The Spectroradiometer must have a 4° field of view (FOV) foreoptic lens standard, and must be compatible with 8° and 14° foreoptic lenses and 25° fiber optic.	
4	The Spectroradiometer must weigh 10lbs or less.	
5	The Spectroradiometer must host communications, such as USB and Bluetooth.	
6	The Spectroradiometer software must be compatible with Windows operating system and Bluetooth devices	
7	The Spectroradiometer must include a Bluetooth device such as a rugged tablet, rugged personal digital assistant (PDA), or rugged smart phone.	
8	a) The Spectroradiometer must be accompanied by a Reflectance-Transmittance Sphere.  b) The Reflectance-Transmittance Sphere of the Spectroradiometer must have a diameter between 3 inches and 4 inches.	
9	a) The Spectroradiometer must be accompanied by a Contact Probe with a Leaf Clip.  b) The leaf clip must be easily removable and re-attachable. Easily is	

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

	defined as a snap on/off system, which includes but is not limited to a pin and magnet mechanism.	
10	The Spectroradiometer must be accompanied by a 25° FOV fiber optic that must meet the following criteria:  10.1 have a length between 1m and 1.5m, 10.2 contain at least 400 fibers, and 10.3 include a radiometric calibration service.	
11	The Spectroradiometer must be accompanied by two white 99% Reflectance Panels, which must meet the following dimensions:  11.1 One Reflectance Panel must be 5 inches x 5 inches; and 11.2 One Reflectance Panel must be 10 inches x 10 inches.	
12	The field case(s) for the Spectroradiometer must be water-tight with protective foam.	

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "B"**  
**BASIS OF PAYMENT**

The Bidder must provide all of the pricing requested in the following Tables in accordance with Article 6.6.1 - Basis of Payment.

**Table 1: Initial Requirement:**

Item	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price (Number of Units X Firm Unit Price)
1	A Field Portable Spectroradiometer including all of the Annex – Part 1.	1	Lot	\$	\$
				Total Aggregated Bid Price <i>(Please identify currency)</i>	\$

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "C"**  
**LIST OF PRODUCTS**

<b>Product Name</b>	<b>Model/Part Number</b>	<b>Name of Manufacture</b>

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**COMPLETE LIST OF DIRECTORS**

(As per Standard Instructions, Clauses and Conditions Part 2)

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sollicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

---

## ATTACHMENT "1" to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

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

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

Solicitation No. - N° de l'invitation  
01E86-220169/A  
Client Ref. No. - N° de réf. du client  
01E86-220169

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv867.01E86-220169

Buyer ID - Id de l'acheteur  
pv867  
CCC No./N° CCC - FMS No./N° VME

**ATTACHMENT "2" to PART 5 OF THE BID SOLICITATION**

**OEM Certification**

<b>OEM Certification Form</b>	
This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.	
<b>Name of OEM</b>	_____
<b>Signature of authorized signatory of OEM</b>	_____
<b>Print Name of authorized signatory of OEM</b>	_____
<b>Print Title of authorized signatory of OEM</b>	_____
<b>Address for authorized signatory of OEM</b>	_____
<b>Telephone no. for authorized signatory of OEM</b>	_____
<b>Fax no. for authorized signatory of OEM</b>	_____
<b>Date signed</b>	_____
<b>Solicitation Number</b>	_____
<b>Name of Bidder</b>	_____