



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11 rue, Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
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**

**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>Title - Sujet</b> Air Sampling Canister Assemblies	
<b>Solicitation No. - N° de l'invitation</b> 23584-220212/A	<b>Date</b> 2021-09-27
<b>Client Reference No. - N° de référence du client</b> 23584-220212	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-890-80436	
<b>File No. - N° de dossier</b> pv890.23584-220212	<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 2021-10-14</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hennessey, Lisa	<b>Buyer Id - Id de l'acheteur</b> pv890
<b>Telephone No. - N° de téléphone</b> (343) 551-0058 ( )	<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**

<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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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed under Annex "A", Requirement".

### 1.2 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.

### 1.3 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

#### 2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26) Condition of Material - Bid

### 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 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.

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 (10) 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 the province of Ontario, Canada.

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 submit 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.

#### 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 required to demonstrate compliance to the requirement as described in Annex "A", Requirement..

- (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 form provide in Annex "C", List of Products.

## **Section II: Financial Bid**

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

- (a) **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.
- (b) **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**

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

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5 - Certifications and Additional Information.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

The mandatory technical evaluation criteria are detailed in Attachment "5", Mandatory Technical Evaluation Criteria.

#### **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 Ottawa, Ontario, Canada 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 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**

[A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 OEM Certification**

- (a) 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 "3", OEM Certification. 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.
- (b) If the hardware or equipment proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (c) 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

There is no security requirement applicable to the Contract.

### 6.2 Requirement

The Contractor must provide fifty (50) Air Sampling Canister Assemblies and two (2) Test Gauges in accordance with Annex "A" - Requirement.

#### 6.2.1 Optional Requirement

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in Annex "A", Requirement under the same terms and 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.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

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

#### 6.3.3 Technical Support

*(to be completed at contract award)*

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

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

#### 6.3.4 Web Site Support

*(to be completed at contract award)*

The address for web site support is: \_\_\_\_\_

## **6.4 Term of Contract**

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

The period of the Contract is from date of Contract to one year from date of Acceptance inclusive.

- (a) The period of the Contract is from date of acceptance to one year inclusive; and
- (b) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

### **6.4.2 Delivery Date**

Delivery is requested by February 28, 2022 and must be no later than March 31, 2022.

### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **6.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A", Requirement of the Contract.

## **6.5 Authorities**

Use the following clause in all contracts.

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Lisa Hennessey  
Supply Specialist  
Public Works and Government Services Canada

Commercial Consumer Products Directorate  
140 O'Connor Street, 7th floor  
L'Esplanade Laurier (LEL), East Tower  
Ottawa, Ontario K1A 0R5

Telephone: 343-551-0058

E-mail address: [Lisa.Hennessey@pwgsc-tpsgc.gc.ca](mailto:Lisa.Hennessey@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

The Technical Authority for the Contract is:

*(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority 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 Contractor's Representative

*(to be completed at contract award)*

## 6.6 Payment

### 6.6.1 Basis of Payment

#### 1. Initial Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B", Basis of Payment for a cost of \$ *(to be completed at contract award)*. Customs duties are included and Applicable Taxes are extra.

#### 2. Optional Requirements

For the option to purchase up to fifty (50) additional air canister assemblies, if Canada exercises its option, Canada will pay the Contractor firm unit price(s), as specified in **Table B-2: Basis of Payment for Year 2** Table B-2, Annex "B", Basis of Payment. Customs duties are included and Applicable Taxes are extra.

### 6.6.2 Limitation of Price

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

## 6.7 Multiple Payments

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

#### **6.7.1 SACC Manual Clauses**

[C2000C](#) (2007-11-30) Taxes – Foreign-based Contractor

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

*(to be completed at contract award)*

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

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions.
2. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
3. The Contractor must not send the invoice via regular post.
4. To facilitate the payment process, the Contractor must 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.
5. Invoices must be distributed as follows:
  - (a) one (1) copy must be forwarded to the email address below for certification and payment.  
Email: [NRCan.invoice\\_imaging-service\\_dimagerie\\_des\\_factures.RNCan@canada.ca](mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca)
  - (b) one (1) copy must be forwarded to the Contracting Authority's Email address below.  
Email: [Lisa\\_Hennessey@tpsgc-pwgsc.gc.ca](mailto:Lisa_Hennessey@tpsgc-pwgsc.gc.ca)

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

##### **6.9.1 Compliance**

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

##### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A (2020-05-28), General conditions: Goods (medium complexity);
- (d) Annex "A", Requirement;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", List of Products;
- (g) the Contractor's bid dated (*to be completed at contract award*).

## 6.12 SACC Manual Clauses

- [G1005C](#) (2016-01-28) Insurance – No Specific Requirement
- [B1501C](#) (2018-06-21) Electrical Equipment
- [B7500C](#) (2006-06-16) Excess Goods
- [D2025C](#) (2017-08-17) Wood Packaging Materials
- [D9002C](#) (2007-11-30) Incomplete Assemblies

## 6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## 6.14 Shipping Instructions – Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:  
  
Delivered Duty Paid (DDP) Ottawa, Ontario, Canada Incoterms® 2010 for shipments from a commercial contractor.
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.

## **ANNEX "A"**

### **REQUIREMENT**

#### **Air Sampling Canister Assemblies**

##### **1.0 Introduction**

Natural Resources Canada has a requirement for fifty (50) air sampling canister assemblies to acquire samples for subsequent gas chromatography and mass spectrometry analysis for trace volatile organic compounds (VOCs) as per the U.S. Environmental Protection Agency (EPA) TO-15 or TO-15A methods.

The EPA methods TO-15 and TO-15A can be found at the following links:

TO-15: <https://www3.epa.gov/ttnamti1/files/ambient/airtox/to-15r.pdf>

TO-15A: [https://www.epa.gov/sites/production/files/2019-12/documents/to-15a\\_vocs.pdf](https://www.epa.gov/sites/production/files/2019-12/documents/to-15a_vocs.pdf)

##### **2.0 Deliverables**

The Contractor must provide the following deliverables in accordance with the mandatory technical specifications detailed at 4.0, Mandatory Technical Requirements and pricing tables at Annex "B", Basis of Payment.

- (a) Fifty (50) Air sampling canister assemblies that have been manufactured expressly for collection and analysis of volatile organic compounds (VOCs) in ambient air at trace levels; and
- (b) Two (2) test gauges for accurate pre- and post-test pressure measurements.

##### **2.1 Hardware Documentation**

The Contractor must provide all hardware documentation as required by the 4001 Supplemental Conditions in English.

##### **2.2 EPA Compliance**

With the shipment the Contractor must provide documentation confirming that each of the air sampling canister assemblies are compliant with the following:

1. The air sampling canister assembly must pass the leak-check procedure as per Sections 9.4.1 and 9.5.1 of EPA Method TO-15A.
2. The leak-check must have occurred within the one-year period preceding the date of the contract.
3. The air sampling canister assembly must pass zero-air challenge testing as per Sections 9.4.2 and 9.5.2 of EPA Method TO-15A.
4. The zero-air challenge test must have occurred in the one-year period preceding the date of the contract.

The documentation must include the serial number for each unit, the date the air sampling canister assembly tested compliant for the leak-check and the zero-air challenge tests. The

Contractor may provide one document for each air sampling canister assembly or one document for the entire shipment.

### **2.3 Test Gauge Calibration**

The Contractor must provide a calibration certificate for each of the test gauges with the shipment.

### **3.0 Delivery Point**

Delivery of the requirement will be made to the following delivery point:

Natural Resources Canada  
Shipping and Receiving  
1 Haanel Drive, Building 3  
OTTAWA ON K1A 1M1

### **4.0 Mandatory Technical Requirements**

The goods must work and operate at all times in accordance with the following mandatory technical requirements.

#### **4.1 Air Sampling Canister Assembly**

Each air sampling canister assembly must include:

- (a) a canister;
- (b) a valve; and
- (c) a pressure gauge.

#### **4.2 Air Sampling Canister Assembly Operation Conditions**

1. The air sampling canister assemblies must withstand cycles of evacuation to high vacuum (<50 mTorr) and pressurization to 40 psig.
2. The air sampling canister assemblies must have a fill-to-90% duration of 6s or less.
3. The air sampling canister assemblies must operate at ambient temperatures between 15°C and 30°C.
4. The air sampling canister assemblies must operate with sample temperatures between -20°C and 35°C.

#### **4.3 Canisters**

1. Each canister must:
  - (a) be made of stainless steel;
  - (b) have an internal volume between 1.0 and 1.4 liters;
  - (c) be suitable for trace VOC analysis as per EPA method TO-15A and the standards referenced therein;
  - (d) be marked or permanently labeled with a unique serial number.
2. The canister interior surfaces must be passivated via coating with a silicon-ceramic film.



#### **4.4 Valves**

1. The valves must be a diaphragm-type valve.
2. The valve must have a Swagelok-compatible 1/4" male compression fitting for connection to the sampling system.
3. The valve seal surfaces must be metal-to-metal to minimize absorption and off gassing of VOCs and other potential contaminants.
4. The wetted portions of the valves must be surface-deactivated with a silicon-ceramic film.
5. The valve must fully open and fully close with a loose grip providing 28 inch-pounds of torque or less.

#### **4.5 Pressure Gauges**

1. The pressure gauges must measure the pressure inside the canister at all times.
2. The pressure gauges must measure a minimum pressure of 30 in-Hg vacuum.
3. The pressure gauges must have a maximum pressure between 30 and 40 psig.

#### **4.6 Test Gauges**

Two test gauges to measure pre- and post-test canister pressure are required.

1. The test gauges must meet a minimum pressure of 30 in-Hg vacuum.
2. The test gauges must have a maximum pressure between 30 and 40 psig.
3. The test gauges must have an accuracy of  $\pm 0.25\%$  of its pressure range.
4. The test gauges must be calibrated.

## ANNEX "B"

### BASIS OF PAYMENT

The Contractor must provide all of the pricing requested in the following Tables in accordance with Article 6, Payment.

All prices are DDP, Ottawa, Ontario and includes customs and duties. Applicable Taxes are extra and not included in the tables below.

#### 1.0 Initial Requirement

**Table B-1: Basis of Payment**

Item	Description	Number of Units (A)	Unit of Issue	Firm Unit Price (B)	Sub-Total (A × B = C)	Currency
1	Air Sampling Canister Assemblies	50	each			
2	Test Gauges	2	each			
<b>Total Evaluated Price</b> (sum of column C)					\$	

#### 2.0 Optional Requirement

**Table B-2: Basis of Payment for Year 2**

Item	Description	Number of Units (A)	Unit of Issue	Firm Unit Price (B)	Sub-Total (A × B = C)	Currency
1	Air Sampling Canister Assemblies	50	each			
<b>Total Evaluated Price</b> (sum of column C)					\$	

#### 3.0 Total Aggregated Bid Price

**Table B-3: Total Aggregated Price**

Item	Description	Evaluated Price	Currency
1	Table B-1: Basis of Payment		
2	Table B-2: Basis of Payment for Year 2		
<b>Total Aggregated Price</b> (sum of Tables B-1 and B-2)		\$	

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## ANNEX "C"

### LIST OF PRODUCTS

*(to be completed by the Bidder)*

Product	Manufacturer	Manufacturer Part No.	Point of Manufacture and Shipping	Contractor's Part No.

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**ATTACHMENT "1"**  
**ELECTRONIC PAYMENT INSTRUMENTS**

*(to be completed by the Bidder)*

As indicated in Part 3 - , 3.1.1, Electronic Payment of Invoices – Bid, 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).

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**ATTACHMENT "2"**  
**COMPLETE LIST OF DIRECTORS**

*(to be completed by the Bidder)*

Name	Position

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**ATTACHMENT "3"**  
**OEM CERTIFICATION**

*(to be completed by the Bidder)*

<b>OEM Certification Form</b>	
<p>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.</p>	
<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>	_____

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**ATTACHMENT "4"**  
**OTHER INFORMATION REQUIRED WITH THE BID**

*(to be completed by the Bidder)*

**1.0 Contractor's Representative**

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

General Enquiries

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
(with ext) \_\_\_\_\_  
E-mail \_\_\_\_\_  
address: \_\_\_\_\_

Delivery Follow-up

Name: \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
(with ext) \_\_\_\_\_  
E-mail \_\_\_\_\_  
address: \_\_\_\_\_

**2.0 Technical Support**

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

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

**3.0 Web Site Support**

The address for web site support is: \_\_\_\_\_

**4.0 Best Delivery Date**

While delivery is required no later than March 31, 2022, the amount of time required for delivery after receiving Technical Authority authorization to ship is \_\_\_\_\_ (days / weeks).

## ATTACHMENT "5" MANDATORY TECHNICAL EVALUATION CRITERIA

*(to be completed by the Bidder)*

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 should refer to Part 3, Bid Preparation Instructions and ensure they have followed the instructions prior to submitting their bid. There will be no opportunity to add additional documentation after bid closing.

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.

### 1.0 Canister Assembly

Item No.	Description	Reference to Substantiation in the Technical Bid
	Each air sampling canister assembly must include:	
	(a) a canister;	
	(b) a valve; and	
	(c) a pressure gauge.	

### 1.1 Air Sampling Canister Assembly Operation Conditions

Item No.	Description	Reference to Substantiation in the Technical Bid
1.	The air sampling canister assemblies must withstand cycles of evacuation to high vacuum (<50 mTorr) and pressurization to 40 psig.	
2.	The air sampling canister assemblies must have a fill-to-90% duration of 6s or less.	
3.	The air sampling canister assemblies must operate at ambient temperatures between 15°C and 30°C	
4.	The air sampling canister assemblies must operate with sample temperatures between -20°C and 35°C.	



## 1.2 Canisters

Item No.	Description	Reference to Substantiation in the Technical Bid
1.	Each canister must:	
(a)	be made of stainless steel;	
(b)	have an internal volume between 1.0 and 1.4 liters;	
(c)	be suitable for trace VOC analysis as per EPA method TO-15A and the standards referenced therein;	
(d)	be marked or permanently labeled with a unique serial number.	
2.	The canister interior surfaces must be passivated via coating with a silicon-ceramic film.	

## 1.3 Valve

Item No.	Description	Reference to Substantiation in the Technical Bid
1.	The valves must be a diaphragm-type valve.	
2.	The valve must have a Swagelok-compatible ¼" male compression fitting for connection to the sampling system.	
3.	The valve seal surfaces must be metal-to-metal to minimize absorption and off gassing of VOCs and other potential contaminants.	
4.	The wetted portions of the valves must be surface-deactivated with a silicon-ceramic film.	
5.	The valve must fully open and fully close with a loose grip providing 28 inch-pounds of torque or less.	

## 1.4 Pressure Gauges

Item No.	Description	Reference to Substantiation in the Technical Bid
1.	The pressure gauges must measure the pressure inside the canister at all times.	
2.	The pressure gauges must have a minimum pressure of 30 in-Hg vacuum.	
3.	The pressure gauges must have a maximum pressure between 30 and 40 psig.	

## 1.5 Test Gauges

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Two test gauges to measure pre- and post-test canister pressure are required.

Item No.	Description	Reference to Substantiation in the Technical Bid
1.	The test gauges must meet a minimum pressure of 30 in-Hg vacuum.	
2.	The test gauges must have a maximum pressure between 30 and 40 psig.	
2.	The test gauges must have an accuracy of $\pm 0.25\%$ of their full-scale.	