



**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

Title - Sujet Twin Screw Micro Extruder	
Solicitation No. - N° de l'invitation 31184-227651/A	Date 2021-11-12
Client Reference No. - N° de référence du client 31184-227651	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-883-80568	
File No. - N° de dossier pv883.31184-227651	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-11-30 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gillis, Johnathon	Buyer Id - Id de l'acheteur pv883
Telephone No. - N° de téléphone (343) 572-1201 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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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pv883. 31184-227651

Buyer ID - Id de l'acheteur
pv883
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Twin Screw Micro Extruder
Bid Solicitation | 31184-227651/A
National Research Council Canada

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The requirement is detailed under Annex A.

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.

1.4 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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

SACC Manual clause [B1000I](#) (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.dgareceptiondessoumissions-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.

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.

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five 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 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) **Installation Plan:** Bidders should include an installation plan (including the installation schedule), which must demonstrate that the Bidder's installation plan meets all the mandatory requirements for installation described **Annex "A"**.
- (c) **Training Plan:** Bidders should include a training plan, which must demonstrate that the Bidder's training plan meets all the mandatory requirements for training described in **Annex "A"**. The training plan must include, at a minimum, a description of the course materials that will be provided to participants; the training schedule; and the duration of the training.
- (d) **Description of the Bidder's Maintenance and Support Services:** Bidders should include a description of its warranty, maintenance and support services, which must be consistent with all the requirements described in Annex "A". At a minimum, Bidders should include the following:
 - (i) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.
 - (ii) Locations of available replacement parts from consumables to major components.
 - (iii) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
 - (iv) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

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.
- (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.

3.1.2 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation Risk Mitigation

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

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COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to _____ (*insert
solicitation number*), warrant and certify that all personnel that _____ (*name of
business*) will provide on the resulting Contract who access federal government workplaces where they
may come into contact with public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion
or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to
accommodation and mitigation measures that have been presented to and approved by Canada;
until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination
Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the
vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier
Personnel, and that the _____ (*name of business*) has certified to their compliance with this
requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true
for the duration of the Contract. I understand that the certifications provided to Canada are subject to
verification at all times. I also understand that Canada will declare a contractor in default, if a certification
is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period.
Canada reserves the right to ask for additional information to verify the certifications. Failure to comply
with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

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For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

5.2.3 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**

5.2.4 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 1 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

6.1 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

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

6.2.2 Optional Requirement

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in **Annex "A"** 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.
- b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.
- c) **Option to Purchase Additional units:** The Contractor grants to Canada the irrevocable option to purchase additional accessories the same terms and conditions and at the prices and/or rates stated in the Contract.

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.

Subsection 9.1 of [2010A](#) (2020-05-28) General Conditions - Goods or Services, is amended as follows:

The [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity) is appended with Section 32 - Intellectual Property Infringement and Royalties, as follows:

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend

Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.3.2 Additional General Conditions

6.3.2.1 Conduct of the Work

- 1) The Contractor represents and warrants that:
 - a. it is competent to perform the Work;
 - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.

2) The Contractor must:

- a. perform the Work diligently and efficiently;
- b. except for Government Property, supply everything necessary to perform the Work;
- c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
- d. select and employ a sufficient number of qualified people;
- e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
- f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

6.3.2.2 Subcontracts

The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

6.3.2.3 Harassment in the workplace

- 1) The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [*Policy on Harassment Prevention and Resolution*](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.
- 2) The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

6.3.2.4 Access to information

Records created by the Contractor, and under the control of Canada, are subject to the [Access to Information Act](#). The Contractor acknowledges the responsibilities of Canada under the [Access to Information Act](#) and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the [Access to Information Act](#) provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the [Access to Information Act](#) is guilty of an offence and is liable to imprisonment or a fine, or both.

6.3.3 Supplemental General Conditions

[4001](#) (2015-04-01) | Hardware Purchase, Lease and Maintenance,
[4003](#) (2010-08-16) | Licensed Software, and
[4004](#) (2013-04-25) | Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

- 1) The period of the Contract is from the date of Contract Award until one year after the final set of deliverables and accessory options have been delivered and accepted by Canada; and
- 2) The period during which the Contract is extended, if Canada chooses to exercise the options provided in the Contract.

6.4.2 Delivery Date *(to be completed by the bidder)*

All the deliverables are desired to be received on or before March 31st 2022. Bidders are requested to provide their estimated delivery schedule (in weeks), installation schedule (in days), and training schedule (in days).

1. Delivery schedule for the initial requirement (in weeks) _____
2. Installation schedule (in days), _____
3. Training schedule (in days) _____

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one additional year under the same terms and 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 before the expiry date of the contract by sending a written notice to the Contractor. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.4.4 Delivery Points

The Contractor must deliver the equipment to the:
National Research Council Canada
100 Sussex Drive, Laboratory S-77
Ottawa Ontario
K1A 0R6

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Johnathon Gillis
Title: Contracting Authority
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: 343-572-1201
E-mail address: Johnathon.Gillis2@tpsgc-pwgsc.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 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 Contractor's Representative *(to be completed by the bidder)*

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

General enquiries

Name: _____

Tel. No. _____ ext: _____

E-mail address: _____

Delivery Follow-up

Name: _____

Tel. No. _____ ext: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

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 \$_____. Customs duties are excluded and Applicable Taxes are extra. *(to be completed at Contract Award)*

Optional accessories

The Contractor must provide Canada an irrevocable option to purchase additional accessories as specified in the statement of requirement Annex "A", Section B Equipment options and Accessories:. Customs duties are excluded and Applicable Taxes are extra If Canada exercises its option, Canada will pay the Contractor, a firm price, as specified in Table "2", Annex "B" | Basis of Payment. The pricing for the optional accessories must be remain valid until March 31st 2023. The Contracting Authority may amend the Contract to purchase these optional accessories at any point before the Contract is expired.

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 Limitation of Expenditure

SACC Manual clause [C2000C](#) Taxes - Foreign-Based Contractor

SACC Manual clause [C2001C](#) Duties and Taxes - Drawback Certificate

SACC Manual clause [C2605C](#) Canadian Customs Duty and Sales Tax

SACC Manual clause [H1001C](#) Multiple Payment

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) Invoices and order confirmations can be sent via e-mail to:
- (d) 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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;
 - ii. 4003, Licensed Software;
 - iii. 4004, Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex "B", Basis of Payments;
- (f) the Contractor's bid dated

6.11 SACC Manual Clauses

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment

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

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

6.13 Shipping Instructions - Delivered At Place (Destination)

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

6.14 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](#)".

6.15 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.16 Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 23 entitled "Default by the Contractor" or section 24 entitled "Termination for convenience" of general conditions 2010A (2020-05-28).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will

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be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

ANNEX A - PART 1 STATEMENT OF REQUIREMENT

The National Research Council of Canada (NRC) has a requirement for the supply and delivery of a Full Twin-Screw Mini-Extruder System to support novel composite materials R&D. PSPC on behalf of the NRC is soliciting bids in accordance with the following deliverables and technical specifications.

The contractor must provide (x1) Full Twin-Screw Mini-Extruder System inclusive of all parts, cables, software, accessories, components, documentation, training, and warranty including maintenance and support services and installation (hereinafter referred to as the "System"). The contractor must repair or replace any component which fails to perform according to the specifications of the contract while under warranty.

The requirement must work and operate at all times in accordance with the following:

Section A: Technical requirements:

1. **Feeding equipment:** the sample feeder must contain manual feeding capability;
2. **Processing volume:** the instrument must have an extrusion barrel volume of between 5 cm³-15 cm³;
3. **Extruder barrel:** the extruder barrel must have the capacity for both single-pass processing and recirculation of the sample within extrusion chamber, with controllable processing time to enable greater control of blending, mixing, dispersing, and allowing for chemical reactions;
4. **Extruder barrel:** the extruder barrel must contain twin-screws with controllable screw rotation speeds with a minimum controllable range between 1 RPM to 400 RPM;
5. **Extruder barrel:** the extruder barrel must contain temperature sensors, pressure sensors and viscosity sensors, and must have the capability for real time measurement from these sensors;
6. **Extrusion barrel:** the extruder barrel must contain heating elements capable of active temperature control, with a minimum controllable range between room temperature and 350 °C;
7. **Extruder barrel:** the extruder barrel must be fully sealed to minimize evaporation or leakage of solvent or other liquids within the samples being processed;
8. **Process pressure:** the extruder barrel must be capable of achieving a maximum process pressure build-up of at least 200 bar;
9. **Twin-screws:** the twin-screws must be detachable;
10. **Twin-screws:** the twin-screws must be able to be operated in co-rotating and counter-rotating configurations, and it must be possible for the user to convert between these configurations;
11. **Maximum Torque:** the drive torque for the twin screws must be variably adjustable up to at least 5 Nm per shaft;
12. Screw and barrel surface must have a hardness of at least 58 HRC for abrasion resistance against filler materials;
13. The extruder must have a capacity of a real-time acquisition of rheological data (e.g. viscosity, shear rate and/or shear stress);
14. **User Controls:** The extruder must have user operable controls that encompass the full range of adjustment of each and every System function;

15. **Electrical and electronics compatibility:** all electrical and electronic components must be compatible for operation with standard Canadian voltages (nominally 120 V/240 V, 60 Hz);
16. The extruder must have full user access to all process chambers and channels within system to ensure complete cleaning of all system components which come in contact with sample;
17. **Accessories:** the extruder must contain attachable/detachable cylindrical dies for direct extrusion of filament with nominal diameter of 2 mm or less to enable use with industry-standard 3D printers;
18. One copy of all operating and training manuals for all components of the procured system and optional accessories, either hard copy or digital version (e.g. PDF);
19. **Software:** the system must include operating and control software or software packages that must provide the following capabilities:
 - (a) included PC, tablet or workstation with full System control and analysis software
 - (b) Direct control of all System functionality, including all input parameters, operating parameters, data acquisition, data storage, and data analysis, the ability to acquire real-time rheological measurement, temperature, build-up pressure, recirculation time, sample feeding rate;
 - (c) Integrated data analysis, including rheological information, and the ability to export raw and analysis data to other scientific data analysis formats (e.g. Excel, Matlab or Origin), including plain text and CSV;
 - (d) No additional or recurring software renewals or licenses for ongoing system operation after initial purchase
 - (e) The ability to install software on additional PC workstations to perform offline data analysis without purchase of additional software licenses.
 - (f) Software updates for a period of 3 years after system installation

Section B | Equipment options and Accessories:

1. Automatic feeding system to allow for larger scale and/or continuous processing;
2. Heating elements and system compatibility with operation at temperatures of at least 400 oC to enable processing of high-temperature engineering thermoplastics;
3. Directly compatible injection moulding accessory attachment to enable direct production of reproducible and dimensionally accurate parts, including parts for standard ASTM mechanical testing;
 - (a) The injection moulding system must contain injection molds for ASTM D638 Type I and Type IV;
 - (b) The injection moulding system must also have the capacity to be adaptive to the custom-made molds;
4. Filament production accessory system including a spooler;
5. Pelletizing accessory capable of producing pellets of compounded material for further use.

Section C | Installation requirements:

1. The contractor must provide installation within 45 days of being advised by the NRC requires this flexibility of assigning installation due to staffing issues associated with Covid-19;

2. The NRC will advise the contractor to install the system no later than March 31,2022, or as soon as the system is delivered to the installation location;
3. The Contractor must perform the on-site installation and it must be carried out by a qualified service technician. All deliverables must be delivered, installed, integrated, and configured by the Contractor at the location specified in the Contract. The Contractor must unpack, assemble, and install the system at the site. If applicable, this must include but not be limited to the provision of required moving and installation resources, including but not limited to packing material, vehicles and personnel;
4. The Contractor must supply all associated materials required to effect complete installation, integration and configuration of the deliverables at the site. This must include but not be limited to such things as all the required power connectors, cables, and any other accessories required to install, integrate and configure the deliverables. Upon successful completion of the installation, integration and configuration of the deliverables, the Contractor must provide the NRC with written notification that the deliverables are ready for use;
5. The Contractor must maintain all work areas at the installation site(s) in a clean and tidy condition on completion of each day's work and on completion of acceptance;
6. Contractor must provide 1 record of calibration in English

Part 2.1 - Mandatory Technical Evaluation Criteria:

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

M1	Feeding equipment: The Sample feeder must contain manual feeding capability; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M2	Processing volume: The instrument must have an extrusion barrel volume of between 5 cm ³ -15 cm ³ ; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M3	Extruder barrel: The extruder barrel must have the capacity for both single-pass processing and recirculation of the sample within extrusion chamber, with controllable processing time to enable greater control of blending, mixing, dispersing, and allowing for chemical reactions; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M4	Extruder barrel: The extruder barrel must contain twin-screws with controllable screw rotation speeds with a minimum controllable range between 1 RPM to 400 RPM; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M5	Extruder barrel: The extruder barrel must contain temperature sensors, pressure sensors and viscosity sensors, and must have the capability for real time measurement from these sensors; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M6	Extruder barrel: The extruder barrel must contain heating elements capable of active temperature control, with a minimum controllable range between room temperature and 350 °C; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____

M7	Extruder barrel: The extruder barrel must have a fully sealed extrusion chamber to minimize evaporation or leakage of solvent or other liquids within the samples being processed; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M8	Process pressure: The extruder barrel must be capable of achieving a maximum process pressure build-up of at least 200 bar; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M9	Twin-screws: The twin-screws must be detachable; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M10	Twin-screws: The twin-screws must be able to be operated in co-rotating and counter-rotating configurations, and it must be possible for the user to convert between these configurations; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M11	Maximum torque: The drive torque for the twin screws must be variably adjustable up to at least 5 Nm per shaft; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M12	Screw and barrel surface must have a hardness of at least 58 HRC for abrasion resistance against filler materials; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M13	The extruder must have a capacity of a real-time acquisition of rheological data (e.g. viscosity, shear rate and/or shear stress); NAME OF REFERENCE DOCUMENT AND PAGE NO: _____

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M14	all electrical and electronic components must be compatible for operation with standard Canadian voltages (nominally 120 V/240 V, 60 Hz) NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M15	The extruder must have full user access to all flow channels within system to ensure complete cleaning of all system components which come in contact with sample; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____
M16	Accessories: The extruder must contain attachable/detachable cylindrical dies for direct extrusion of filament with nominal diameter of 2 mm or less to enable use with industry-standard 3D printers; NAME OF REFERENCE DOCUMENT AND PAGE NO: _____

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 CDN Dollars	Extended Price CDN Dollars
1	Twin-Screw Micro-extruder System, in accordance with the technical requirements sited in Annex A, Section A, B, and C	1	Each	\$	\$
2	Training	1	Lot	\$	\$
3	Installation	1	Lot	\$	\$
Evaluated Price					\$

Table 2: Optional Requirements

Item	Description	Number of Units for Evaluation Purposes	Unit of Issue	Firm Unit Price CDN Dollars	Extended Price CDN Dollars
1	Automatic feeding system		Each	\$	\$
2	Heating elements upgrade		Each	\$	\$
3	Injection molding accessory		Each	\$	\$
4	Filament production accessory		Each	\$	\$
5	Bath-wash spooler, cooling, heating and dry-up accessories to allow for filament and fibers post-handling		Each	\$	\$
6	Pelletizing accessory capable of producing pellets of compounded material for further use.		Each	\$	\$
Evaluated Price					\$

Table 3: Total Aggregated Bid Price:

Item	Description	Evaluated Price
1	Table 1: Initial Requirement	As per Evaluated Price from Table 1 = \$
2	Table 2: Optional Requirement	As per Evaluated Price from Table 2 = \$
3	Total Aggregated Bid Price	Sum of Tables 1 and 2 = \$

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ANNEX "C" - COMPLETE LIST OF DIRECTORS
(As per Standard Instructions, Clauses and Conditions Part 2)

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

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ATTACHMENT "1" to PART 5 OF THE BID SOLICITATION

OEM Certification Form

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.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

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Name of Bidder _____