



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Alberta

## 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

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Canada Place/Place du Canada  
Suite 1000  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Extraction Kits and Mastermix reage Extraction Kits and Mastermix Reagents	
<b>Solicitation No. - N° de l'invitation</b> 01581-220671/B	<b>Date</b> 2022-03-02
<b>Client Reference No. - N° de référence du client</b> 01581-220671	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-104-12229	
<b>File No. - N° de dossier</b> EDM-1-44091 (104)	<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> Mountain Daylight Saving Time MDT <b>on - le 2022-03-17</b> Heure Avancée des Rocheuses HAR	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grewal, Karieleen K.	<b>Buyer Id - Id de l'acheteur</b> edm104
<b>Telephone No. - N° de téléphone</b> (780) 231-4719 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD SWIFT CURRENT R&D CENTRE 1 AIRPORT RD SWIFT CURRENT Saskatchewan S9H3X2 Canada	

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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

This bid solicitation cancels and supersedes previous bid solicitation number 01581-200671/A dated 2022-01-11 with a closing of 2022-02-01 at 14:00 MST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS .....	5
2.5 BID CHALLENGE AND RECOURSE MECHANISMS .....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES .....	6
4.2 BASIS OF PAYMENT .....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	8
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
<b>A. STANDING OFFER .....</b>	<b>8</b>
6.1 OFFER .....	8
6.2 SECURITY REQUIREMENTS .....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER.....	9
6.5 AUTHORITIES .....	9
6.6 IDENTIFIED USERS .....	10
6.7 CALL-UP INSTRUMENT .....	10
6.8 LIMITATION OF CALL-UPS.....	11
6.9 FINANCIAL LIMITATION .....	11
6.10 PRIORITY OF DOCUMENTS.....	11
6.11 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	11
6.12 APPLICABLE LAWS .....	11
6.13 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	12
<b>B. RESULTING CONTRACT CLAUSES.....</b>	<b>12</b>
6.1 REQUIREMENT .....	12
6.2 STANDARD CLAUSES AND CONDITIONS.....	12
6.3 TERM OF CONTRACT .....	12
6.4 PAYMENT .....	12
6.5 INVOICING INSTRUCTIONS .....	13
6.6 INSURANCE .....	13
6.7 SACC MANUAL CLAUSES .....	13

Solicitation No. - N° de l'invitation  
01581-220671/B  
Client Ref. No. - N° de réf. du client  
01581-220671

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-1-44091

Buyer ID - Id de l'acheteur  
edm104  
CCC No./N° CCC - FMS No./N° VM000

---

6.8	DISPUTE RESOLUTION .....	13
<b>ANNEX "A"</b>	.....	<b>14</b>
REQUIREMENT.....		14
<b>APPENDIX 1 TO ANNEX "A"</b>	.....	<b>15</b>
MANDATORY TECHNICAL SPECIFICATIONS .....		15
COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS.....		15
<b>ANNEX "B"</b>	.....	<b>17</b>
BASIS OF PAYMENT.....		17
<b>ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>20</b>
ELECTRONIC PAYMENT INSTRUMENTS.....		20
<b>ANNEX "D"</b>	.....	<b>21</b>
STANDING OFFER REPORTING.....		21

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

- 1.2.1 Agriculture and Agri-Food Canada's (AAFC) Swift Current Research and Development Centre (SCRDC) has a requirement for a 3-Year Regional Individual Standing Offer (RISO) for the supply and delivery of Sbeadex™ Kits and KASP Mastermix Reagent on an "as required" basis in the form of call-ups. The kits must be compatible with SCRDC's oKtopure™ DNA extraction instrument and KASP Genotyping Platform. The Sbeadex™ Kits must be customized for SCRDC's Marker Assisted Cereals Breeding Program. Up to two Standing Offers will be issued against this requirement, one Standing Offer for each category.
- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

#### 1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

### PART 2 - OFFEROR INSTRUCTIONS

#### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

##### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates  
[M1004T](#) (2016-01-28), Condition of Material – Offer  
[B4024T](#) (2020-07-01), No Substitute Products (Category A only)  
[B3000T](#) (2006-06-16), Equivalent Products (Category B only)

#### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit the email address is:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

**Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

**3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation,

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Any Offeror which fails to meet the following mandatory criteria will render your submission non-compliant and will receive no further consideration:

- a. Ability to supply the requirement as described in Annex "A" and Annex "B";
- b. Selection of a minimum of one of the category(ies) in Annex "B".

---

#### 4.1.2 Financial Evaluation

Bids for each category listed will be evaluated individually. The Total Bid Price will be calculated in the following method:

- a. Each item's Extended Price will be calculated by multiplying the Unit quantity (a) by the Offeror's corresponding Firm Unit Price (b). The Total Bid Price for each category is the aggregate of all the Extended Prices.
- b. Customs and Duties will be manually added of the same amount to all bids during the evaluation stage and will be for evaluation purposes only. Please note that shipping costs will vary from the location they will be shipped from.

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.

It is the intension of Canada to issue up to two Standing Offers as a result of this requirement, one Standing Offer for each category. Should one Offeror provide the lowest Total Bid Price for multiple categories, PSPC will issue a Standing Offer to all applicable categories.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

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

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

---

### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

### **6.4 Term of Standing Offer**

#### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from April 1, 2022 to March 31, 2025.

#### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

### **6.5 Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Kae Grewal  
Procurement Specialist  
Public Works and Government Services Canada  
Directorate: Western Region  
Address: Canada Place, Suite 1000, 9700 Jasper Avenue, Edmonton, AB T5J 4C3

Telephone: (780) 231-4719  
Facsimile: (418) 566-6167  
E-mail address: [karieleenkae.grewal@pwgsc-tpsgc.gc.ca](mailto:karieleenkae.grewal@pwgsc-tpsgc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

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

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

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Agriculture and Agri-Food Canada's (AAFC), Swift Current Research and Development Centre (SCRDC), Swift Current, SK.**

### 6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;

- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$52,500.00 (Applicable Taxes included).

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 1 month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2021-12-02) General Conditions: Goods (medium complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Electronic Payment Instruments;
- h) Annex D, Standing Offer Reporting;
- i) the Offeror's offer dated \_\_\_\_\_.

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

---

### **6.13 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support. If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2021-12-02), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2021-12-02), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B" - Basis of Payment. Customs duties are included and Applicable Taxes are extra.

#### **6.4.2 Single Payment**

*SACC Manual Clause H1000C (2008-05-12), Single Payment (as applicable)*

#### **6.4.3 SACC Manual Clauses**

*SACC Manual Clause C2000C (2007-11-30), Taxes - Foreign-based Contractor (as applicable)*

#### **6.4.4 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

#### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
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.

#### **6.6 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

#### **6.7 SACC Manual Clauses**

[B7500C](#) (2006-06-16), Excess Goods

#### **6.8 Dispute Resolution**

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

## **ANNEX "A"**

### **REQUIREMENT**

#### **BACKGROUND**

Agriculture and Agri-Food Canada's (AAFC) Swift Current Research and Development Centre (SCRDC) has a requirement for a 3-Year Regional Individual Standing Offer (RISO) for the supply and delivery of Sbeadex™ Kits and KASP Mastermix Reagent on an "as required" basis in the form of call-ups. The kits must be compatible with SCRDC's oKtopure™ DNA extraction instrument and KASP Genotyping Platform. The Sbeadex™ Kits must be customized for SCRDC's Marker Assisted Cereals Breeding Program. Up to two Standing Offers will be issued against this requirement, one Standing Offer for each category.

The expiry date of chemical reagents and all other products shipped must be at least six months from the date of the call up against the standing offer. In the event that product is received by the client that will expire in less than 6 months from the date of the call up against the standing offer, the product will be returned to the supplier at the cost of the supplier. The supplier must pay for shipping and handling to return the noncompliant product as well as pay for shipping and handling to supply the correct product.

#### **TERM OF STANDING OFFER**

April 1, 2022 to March 31, 2025

#### **DELIVERABLES**

There are two categories. The Contractor must supply and deliver the following goods as per Appendix 1 to Annex A.

**Category A: Customized Sbeadex™ Maxi Plant Reagent Kit**

**Category B: KASP Mastermix Reagent**

#### **DELIVERY DATE**

Although delivery is requested to be made within eight (8) weeks from receipt of a call-up document, the **best delivery that can be offered is** \_\_\_\_\_ **day(s) / week(s)**  
(Offeror to clarify)

#### **DELIVERY LOCATION**

Swift Current Research and Development Centre  
1 Airport Road, PO Box 1030  
Swift Current, Saskatchewan S9H 3X2

#### **SHIPPING INSTRUCTIONS**

Agriculture and Agri-Food Canada (AAFC) will be responsible for the customs and duties. AAFC's Customs Broker is FedEx Trade Networks. Vendors are to consult with FedEx Trade Network to charge AAFC the customs and duties fees before shipping the deliverables.

---

## APPENDIX 1 TO ANNEX "A"

### MANDATORY TECHNICAL SPECIFICATIONS

#### COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

##### Instructions to Offerors

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Offerors should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Offeror should demonstrate their capability in a thorough, concise and clear manner.
4. 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 or stating, without any substantiating information, that a Offeror is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Offeror should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Offerors responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that Offerors address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the Offeror meets each evaluation criteria. Alternatively, and to avoid any duplication, Offerors may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Offerors must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

**Offerors are only required to demonstrate compliance with each mandatory specification per category they wish to bid on, the Offeror must indicate which category(ies) in Annex "B".**



## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Offeror must indicate the following:

Requirement:	Manufacturer(s) Offered:	Model Number(s) Offered:
<b>Category A: Customized Sbeadex™ Maxi Plant Reagent Kit</b>		
AAFC customized Sbeadex™ maxi plant reagent kit, 9000 extractions		
<b>Category B: KASP Mastermix Reagent</b>		
KASP Assay compatible Mastermix reagent		

Item #	Performance Specification	Status (M) Mandatory (D) Desirable*	Performance Specification Offered: Offeror <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Offerors should cross-reference where this performance specification is indicated in their supporting documents.
<b>Category A: Customized Sbeadex™ Maxi Plant Reagent Kit</b>				
1	AAFC customized Sbeadex™ maxi plant reagent kit	M		
2	9,000 extractions per kit	M		
3	Must be customizable	M		
4	Must be compatible to oKtopure™ DNA extraction instrument and KASP Genotyping Platform	M		
<b>Category B: KASP Mastermix Reagent</b>				
1	Must be KASP Assay compatible	M		

---

## ANNEX "B"

### BASIS OF PAYMENT

- Offeror must complete the table below and submit it with their bid.
- Firm Unit Prices must include shipping costs associated with providing the work in accordance with Annex "A", Requirement contained herein and remain firm for the period of the Standing Offer.
- Agriculture and Agri-Food Canada (AAFC) will be responsible for the customs and duties. AAFC's Customs Broker is FedEx Trade Networks.
- Customs and Duties will be manually added of the same amount to all bids during the evaluation stage and will be for evaluation purposes only.
- Firm Unit Prices quoted will be converted to Canadian Dollars (CAD).
- Firm Unit Prices must not include GST/HST. GST/HST will be added as a separate line item to any invoice issued as a result of a Contract (if applicable).
- Offeror must be able to quote the Firm Unit Price for all items and as per format below. Item(s) left blank will be treated as though the Offeror cannot provide a quote and will be deemed non-compliant.
- Delivery: Delivered Duty Unpaid (DDU), Swift Current Research and Development Centre, 1 Airport Road, PO Box 1030, Swift Current, Saskatchewan S9H 3X2, Incoterms 2020.
- Estimated Annual Usages provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

### Category

Offerors should indicate which of the following category(ies) they can provide by checking the spaces shown to the left. If no indication is given below, the Offeror will not be evaluated.

Offerors will only be evaluated for the category(ies) that they identify below:

\_\_\_\_\_ Category A – Customized Sbeadex™ Maxi Plant Reagent Kit

\_\_\_\_\_ Category B – KASP Mastermix Reagent

Solicitation No. - N° de l'invitation  
01581-220671/B  
Client Ref. No. - N° de réf. du client  
01581-220671

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-1-44091

Buyer ID - Id de l'acheteur  
edm104  
CCC No./N° CCC - FMS No./N° VM000

CATEGORY A: BASIS OF PAYMENT					
Item	Item Description	Est. Qty (a)	Unit of Measure	Firm Unit Price (b)	Extended Price (a x b)
<b>Year 1: April 1, 2022 – March 31, 2023</b>					
1	Magnetic particle based, Plant DNA extraction reagent kit compatible with oKtoPure™ automated DNA extraction robot	8 kits	9,000 extractions/kit	\$	\$
<b>Sub-total A): Estimated Total Amount for Year 1 GST/HST Extra</b>					<b>\$</b>
<b>Year 2: April 1, 2023 – March 31, 2024</b>					
1	Magnetic particle based, Plant DNA extraction reagent kit compatible with oKtoPure™ automated DNA extraction robot	8 kits	9,000 extractions/kit	\$	\$
<b>Sub-total B): Estimated Total Amount for Year 2 GST/HST Extra</b>					<b>\$</b>
<b>Year 3: April 1, 2024 – March 31, 2025</b>					
1	Magnetic particle based, Plant DNA extraction reagent kit compatible with oKtoPure™ automated DNA extraction robot	8 kits	9,000 extractions/kit	\$	\$
<b>Sub-total C): Estimated Total Amount for Year 3 GST/HST Extra</b>					<b>\$</b>
<b>TOTAL EVALUATED PRICE FOR CATEGORY A (Sub-total A + Sub-total B + Sub-total C)</b>					<b>\$</b>

Solicitation No. - N° de l'invitation  
01581-220671/B  
Client Ref. No. - N° de réf. du client  
01581-220671

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-1-44091

Buyer ID - Id de l'acheteur  
edm104  
CCC No./N° CCC - FMS No./N° VM000

CATEGORY B: BASIS OF PAYMENT					
Item	Item Description	Est. Qty (a)	Unit of Measure	Firm Unit Price (b)	Extended Price (a x b)
<b>Year 1: April 1, 2022 – March 31, 2023</b>					
1	KASP Assay compatible Mastermix reagent	200,000 reactions	5 µl Mastermix/reaction	\$	\$
<b>Sub-total A): Estimated Total Amount for Year 1 GST/HST Extra</b>					<b>\$</b>
<b>Year 2: April 1, 2023 – March 31, 2024</b>					
1	KASP Assay compatible Mastermix reagent	200,000 reactions	5 µl Mastermix/reaction	\$	\$
<b>Sub-total B): Estimated Total Amount for Year 2 GST/HST Extra</b>					<b>\$</b>
<b>Year 3: April 1, 2024 – March 31, 2025</b>					
1	KASP Assay compatible Mastermix reagent	200,000 reactions	5 µl Mastermix/reaction	\$	\$
<b>Sub-total C): Estimated Total Amount for Year 3 GST/HST Extra</b>					<b>\$</b>
<b>TOTAL EVALUATED PRICE FOR CATEGORY B (Sub-total A + Sub-total B + Sub-total C)</b>					<b>\$</b>

Solicitation No. - N° de l'invitation  
01581-220671/B  
Client Ref. No. - N° de réf. du client  
01581-220671

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-1-44091

Buyer ID - Id de l'acheteur  
edm104  
CCC No./N° CCC - FMS No./N° VM000

---

## **ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

Solicitation No. - N° de l'invitation  
01581-220671/B  
Client Ref. No. - N° de réf. du client  
01581-220671

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-1-44091

Buyer ID - Id de l'acheteur  
edm104  
CCC No./N° CCC - FMS No./N° VM000

## ANNEX "D"

### STANDING OFFER REPORTING

**Return to:**

Email: [TPSGC.ROPaequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPaequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

**SUPPLIER:**

**STANDING OFFER NO:**

**DEPARTMENT OR AGENCY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REPORTING PERIOD:** [ ☐ ] April 1 to June 30

[ ☐ ] July 1 to September 30

[ ☐ ] October 1 to December 31

[ ☐ ] January 1 to March 31

Call-up No.	Description	Value of each call-up (GST included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Dollar Value Call-ups for this reporting period:		

**NIL REPORT:** We have not done any business with the federal government for this period [ ☐ ]

**PREPARED BY:**

**NAME:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_