



**RETURN OFFERS TO :
RETOURNER LES OFFRES A:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel:

DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet DNA sequencing services in support of Fisheries and Oceans Canada science activities		Date December 12th, 2022
Solicitation No. – N° de l'invitation 30002917		
Client Reference No. - No. de référence du client 30002917		
Solicitation Closes – L'invitation prend fin At / à : 14:00 Atlantic Standard Time (AST) On / le : January 6th, 2023		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Cal LaKing – Contracting Specialist Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, 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 Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Fisheries and Oceans Canada (DFO) requires a service provider for the DNA sequencing of biological and environmental samples to support science activities undertaken within the department. DFO currently has various research projects and regulatory programs that require the use of Sanger sequencing and high-throughput sequencing (HTS) techniques to deliver on these commitments. These services are required on request only, as and when needed.

It is Department's intention to authorize up to two (2) Standing Offers, each will be from date of SO issuance until March 31, 2024 with the option to extend for one (1) additional one (1) year periods. The total dollar value of all Standing Offers is estimated to be **\$1,000,000.00 (Applicable Taxes excluded)** annually. Individual call-ups will vary, up to a maximum of **\$100,000.00 (Applicable Taxes included)**.

Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; Department will issue call-ups only when the specific services to be provided under the Standing Offer are needed.



The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada- Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), and the Canadian Free Trade Agreement (CFTA).

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.



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](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO 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 ten (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 **the province or territory where the services are provided.**

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

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 soft copy in PDF Format);
- Section II: Financial Offer (1 soft copy in PDF Format);
- Section III: Certifications (1 soft copy in PDF Format);

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Offerors are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Offerors when the submission is received.

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 Annex D, Financial Proposal.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" of Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" of Part 3, 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

[C3010T \(2014-11-27\), Exchange Rate Fluctuation Risk Mitigation,](#)

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.



ANNEX 1 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):

- Acquisition Card;
- Direct Deposit (Domestic and International);



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

Refer to Annex C

4.1.2 Financial Evaluation

Refer to Annex D

4.1.2.1 - Offer

SACC *Manual* Clause [M0220T](#) (2013-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

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

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.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.



"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Signature

Date



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.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



ANNEX "1" to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer, escort required at DFO site(s)

- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 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.

7.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer award to March 31, 2024.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an **additional one (1) one-year period**, from April 1, 2024 to March 31, 2025, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **fifteen (15)** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.



7.5 Authorities

7.5.1 Standing Offer Authority

Name: Cal LaKing
 Title: Contracting Specialist
 Department: Fisheries and Oceans Canada
 Address: 301 Bishop Drive, Fredericton, New Brunswick, E3C 2M6
 Telephone: 506-478-3581
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.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.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(to be inserted at standing offer award)**

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

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

7.5.3 Offeror's Representative **(to be inserted at standing offer award)**

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Fisheries and Oceans Canada.**



7.8 Call-up Procedures – Right of First Refusal

The Identified User will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the Identified User will contact the next ranked offeror. The Identified User will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the Identified User is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.8.1 Any call-up for Work against this Standing Offer will be processed as follows:

7.8.1.1 The Technical Authority will provide the Offeror with the following information:

- i. the description of the services required and the location coordinates;
- ii. the schedule deemed acceptable by the identified User, if applicable.

7.8.1.2 The cost per service call will be established in accordance with the Basis of Payment, attached hereto as Appendix "#B"

7.8.1.3 The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a Purchase Order form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

7.8.2 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

7.9 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 Offeror
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;
 - 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.



7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000\$ (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (to be provided on standing offer award) (**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 four months 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.

7.12 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 (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2022-01-28), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (to be inserted at standing offer award).

7.13 Certifications and Additional Information

7.13.1 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.

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



7.15 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.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ _____ (insert the amount at standing offer award). Customs duties are included and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at Standing Offer award) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or



-
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Acquisition Card;
- b. Direct Deposit (Domestic and International);

7.6 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 must be forwarded to DFO-invoicing-facturation.MPO@DFO-MPO.gc.ca
 - b. CC AP Coder: _____ (to be Inserted at standing offer award)

7.7 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.8 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](#)".

7.9 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



ANNEX "A" - STATEMENT OF WORK

1.0 Scope

1.1 Title

DNA sequencing services in support of Fisheries and Oceans Canada science activities

1.2 Objectives of the Requirement

Fisheries and Oceans Canada (DFO) requires a Contractor for the DNA sequencing of biological and environmental samples to support science activities undertaken within the department. DFO currently has various research projects and regulatory programs that require the use of Sanger sequencing and high-throughput sequencing (HTS) technologies to deliver on these commitments. These services are required on request only, as and when needed.

1.3 Deliverables

The Contractor must be able to provide DFO with the following services, among others:

- 1) Sanger sequencing.
- 2) HTS library preparation and quality control from RNA or DNA for sequencing on the Illumina and Pacific Biosciences platforms.
- 3) HTS using Illumina NovaSeq and MiSeq and Pacific Biosciences Sequel sequencing platform.

A comprehensive list of all services required can be found in Section 2.2 – Sequencing Services Required.

1.4 Background, Assumptions and Specific Scope of the Requirement

HTS sequencing and Sanger sequencing services are needed by DFO to deliver on their mandate and to support regulatory and research activities. The intention is for individual researchers in various DFO regions across the country to issue call-ups as a result of this RFSO. This request for a Contractor will enable DFO to meet their requirements and fill their DNA sequencing needs. The Contractor must use the sequencing platforms developed by Illumina Inc. and Pacific Biosciences Inc. Specifically, the Contractor must perform sequencing on the Illumina MiSeq, NovaSeq (or more recent) systems and on the Pacific Biosciences (PacBio) Sequel (or more recent) system. As such, the Contractor must have access and the resources to operate these sequencing platforms. Further, the Contractor must deliver the final product according to the mutually agreed timeline, and in a compatible electronic format. The Contractor will be provided with DNA/RNA, sequencing ready libraries, samples metadata and type/amount of DNA sequencing required, from various researchers and labs within DFO.

2.0 Requirements

2.1 Tasks, Activities and Deliverables

The Contractor must:

- be able to provide DFO with HTS services using the Illumina MiSeq, NovaSeq and Pacific Biosciences Sequel platforms as well as Sanger sequencing services.
- have the raw data available electronically.



- have a traceability system in place and be able to provide DFO with quality control documents (SOP's, etc.) upon request.

The Contractor must be able to perform the following:

1) Sanger sequencing

- Provide a regular Sanger sequencing service with a usual turnaround time of less than 4 working days from the time of sample receipt.
- Provide a fast Sanger sequencing service with a usual turnaround time of 24h from time of sample receipt for urgent needs.

2) HTS library preparation from RNA or DNA

- Prepare sequencing ready libraries from DNA and RNA for the following sequencing applications:
 - Whole genome sequencing
 - RNA Sequencing
 - Amplicon sequencing
- Provide QA/QC on DNA and RNA samples as well as sequencing ready libraries.

3) HTS sequencing using the Illumina Miseq, NovaSeq and Pacific Biosciences Sequel platforms

- Provide HTS on the Illumina MiSeq and Novaseq (or more recent) instruments.
 - Single-read and paired-end format
 - Read lengths of 50, 100, 150, 250 or 300 bases
- Provide HTS on the Pacific Biosciences Sequel II (or more recent) instrument.
 - Reads up to at least 10Kb
- Expected start and completion dates will vary based on each individual call-up. It is expected that the sample processing time should be on average 2-3 weeks, however it should not exceed 3 months.

2.2 Sequencing Services Required

Tasks	Estimated Volume per task, per period
Sanger sequencing (regular): Regular service with a usual turnaround time of less than 4 working days from time of sample receipt	0 to 1000
Sanger sequencing (fast): Fast service with a usual turnaround time of 24h from time of sample receipt for urgent needs	0 to 1000
RNA sample - QC	0 to 1000
DNA sample - QC	0 to 1000
PCR	0 to 1000
Normalisation	0 to 1000
Barcoding	0 to 1000
DNA Library prep shot gun	0 to 1000
Library QC 10X	0 to 1000
Library 10X	0 to 1000



RNA library prep	0 to 1000
RNA library QC	0 to 1000
PacBio library prep	0 to 1000
PacBio library QC	0 to 1000
NovaSeq 6000 PE100 - 25M reads	0 to 100
NovaSeq 6000 PE150 - 70M reads (21G)	0 to 100
NovaSeq 6000 S4 PE150 sequencing lane + separator	0 to 100
NovaSeq 6000 S4 PE100 sequencing lane + separator	0 to 100
NovaSeq6000 SP PE50 Sequencing lane	0 to 100
NovaSeq 6000 SP PE150 Sequencing lane	0 to 100
NovaSeq 6000 SP PE250 Sequencing lane	0 to 100
NovaSeq 6000 S1 SR100 Sequencing lane	0 to 100
NovaSeq 6000 S1 PE100 sequencing lane	0 to 100
NovaSeq 6000 S1 PE150 sequencing lane	0 to 100
NovaSeq 6000 S2 PE50 sequencing lane	0 to 100
NovaSeq 6000 S2 SR100 sequencing lane	0 to 100
NovaSeq 6000 S2 PE100 sequencing lane	0 to 100
NovaSeq 6000 S2 PE150 sequencing lane	0 to 100
NovaSeq 6000 S4 PE100 sequencing lane	0 to 100
NovaSeq 6000 S4 PE150 sequencing lane	0 to 100
Illumina MiSeq SR50 sequencing run	0 to 100
Illumina MiSeq PE150 sequencing run	0 to 100
Illumina MiSeq PE250 sequencing run	0 to 100
Illumina MiSeq PE300 sequencing run	0 to 100
Illumina MiSeq PE75 sequencing run	0 to 100
Illumina MiSeq NANO PE250 sequencing run	0 to 100
Illumina MiSeq MICRO PE250 sequencing run	0 to 100
PacBio Sequel SMRT Cell	0 to 100

2.3 Method and Source of Acceptance

The sequencing data, for each call-up must be delivered to DFO electronically using standard DNA sequencing output format (e.g. FASTQ, FASTA, BAM, etc.). It is expected that DFO will download the data from the Contractors web application.

2.4 Project Management Control Procedures

The DFO technical staff will evaluate the sequencing data, for each call-up, and will bring up any issue directly to the Contractor.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

DFO will supply the Contractor with high quality DNA, RNA and sequence-ready libraries on or before the agreed upon date. The samples will be shipped to the Contractor using courier services.

3.2 Contractor's Obligations

The Contractor will deliver the sequencing data to DFO on or before the date mutually agreed by both parties in the resulting call-up.



3.3 Language of Work

Sequencing services must be offered in either official language of Canada, at an advanced level.

Legend	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.

4.0 Applicable Documents and Glossary

4.1 Relevant Terms, Acronyms and Glossaries



QA/QC –	Quality Assurance / Quality Control
PacBio –	Pacific Biosciences
FASTQ –	A text-based format for storing both DNA sequences and its corresponding quality scores.
FASTA –	A text-based format for storing DNA/RNA sequences
BAM –	A binary version of sequence alignment data



ANNEX "B" - BASIS OF PAYMENT

Rates as offered per period will remain fixed during the course of the Standing Offer. Increases will not be permitted.

Firm rates must include all applicable/associated costs required for conducting the work outlined in Section 2.2.

TASKS	Unit of measure	Initial period - firm rates	Option Period #1 - firm rates
		Contract Award – March 31, 2024	April 1, 2024 – March 31, 2025
Sanger sequencing (regular): Regular service with a usual turnaround time of less than 4 working days from time of sample receipt	Per sample	\$ _____	\$ _____
Sanger sequencing (fast): Fast service with a usual turnaround time of 24h from time of sample receipt for urgent needs	Per sample	\$ _____	\$ _____
RNA sample - QC	Per sample	\$ _____	\$ _____
DNA sample - QC	Per sample	\$ _____	\$ _____
PCR	Per sample	\$ _____	\$ _____
Normalisation	Per sample	\$ _____	\$ _____
Barcoding	Per sample	\$ _____	\$ _____
DNA Library prep shot gun	Per sample	\$ _____	\$ _____
Library QC 10X	Per sample	\$ _____	\$ _____
Library 10X	Per sample	\$ _____	\$ _____
RNA library prep	Per sample	\$ _____	\$ _____
RNA library QC	Per sample	\$ _____	\$ _____
PacBio library prep	Per sample	\$ _____	\$ _____
PacBio library QC	Per sample	\$ _____	\$ _____
NovaSeq 6000 PE100 - 25M reads	Per unit	\$ _____	\$ _____
NovaSeq 6000 PE150 - 70M reads (21G)	Per unit	\$ _____	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane + separator	Per unit	\$ _____	\$ _____
NovaSeq 6000 S4 PE100 sequencing lane + separator	Per unit	\$ _____	\$ _____
NovaSeq 6000 SP PE50 Sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 SP PE150 Sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 SP PE250 Sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S1 SR100 Sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S1 PE100 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S1 PE150 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S2 PE50 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S2 SR100 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S2 PE100 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S2 PE150 sequencing lane	Per unit	\$ _____	\$ _____



NovaSeq 6000 S4 PE100 sequencing lane	Per unit	\$ _____	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane	Per unit	\$ _____	\$ _____
Illumina MiSeq SR50 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq PE150 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq PE250 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq PE300 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq PE75 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq NANO PE250 sequencing run	Per unit	\$ _____	\$ _____
Illumina MiSeq MICRO PE250 sequencing run	Per unit	\$ _____	\$ _____
PacBio Sequel SMRT Cell	Per unit	\$ _____	\$ _____



ANNEX "C" - EVALUATION CRITERIA

Evaluation Procedures

Failure to meet the mandatory requirements will render the offer as non-responsive and no further evaluation will be carried out.

An evaluation team composed of representatives of DFO will evaluate the offers. Each responsive offer will be evaluated against the criteria listed below. The information should be detailed enough so as to allow a complete evaluation. Offerors should ensure that all responses provide the necessary details regarding dates, credentials, and demonstrative project experience.

Irrelevant, incomplete, or unclear submission for mandatory fields will result in that criteria not being considered for evaluation.

Mandatory Criteria

1. Mandatory Requirements:

Offerors will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Offerors' offers must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Failure to meet the mandatory requirements will render the offer as non-responsive and no further evaluation will be carried out.

The offeror must include the following table in their offer, indicating that their offer meets the mandatory criteria, and providing the offer page number or section that contains information to verify that the criteria has been met.

For the Offeror's examples, experience is to be used to demonstrate compliancy and should include the following information:

- The client organization;
- The dates/duration of the project;
- Name of the client Project Authority
- A description of the project, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resources.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The offeror must have successfully provided DNA sequencing services similar to those requested in the SOW within the last 3 years. The DNA sequencing services must include the following: Sanger, Illumina MiSeq and NovaSeq, as well as Pacific Biosciences Sequel II. Offerors must include with their offer at least 2 examples demonstrating that they have provided each of the sequencing services within the last 3 years		
M2	The offeror must have a minimum of 3 years of experience working with Sanger and HTS DNA sequencing Offerors must include with their offer at least 1 example demonstrating that they have worked with Sanger and HTS DNA Sequencing for at		



	least 3 years		
M3	<p>The offeror must have a system in place to deliver the sequencing data electronically using standard DNA sequencing output format (e.g. FASTQ, FASTA, BAM, etc.).</p> <p>Offerors must include with their offer a detailed description of how their system enables the electronic delivery of sequencing data using standard sequencing output format</p>		
M4	<p>The offeror must have a traceability system in place and be able to provide DFO with quality control documents (SOP's, etc.) upon request.</p> <p>Offerors must include with their offer a detailed description of the traceability measures in place from project/sample reception to sequencing data delivery to DFO.</p>		



ANNEX "D" - FINANCIAL PROPOSAL

Financial Proposal Evaluation:

The financial proposal will be opened only for contractors demonstrating they meet the mandatory requirements.

Rates as offered per period will remain fixed during the course of the Standing Offer. Increases in rates will not be permitted during that Standing Offer period.

If no rates are proposed for any of the Option Period(s) the rates provided for the Initial Period will be used for the Option Period.

The inclusion of volumetric data in this document is presented for **evaluation purposes only** during the tender process and does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

Customs duties are included, and Applicable Taxes are extra.

Initial Period (Issuance of Standing Offer- March 31, 2024)

Tasks (A)	Unit of measure (B)	Firm Rates (C)	Volumetric data (estimated volume) (D)	Estimated Price (E) (CxD = E)
Sanger sequencing (regular): Regular service with a usual turnaround time of less than 4 working days from time of sample receipt	Per sample	\$ _____	500	\$ _____
Sanger sequencing (fast): Fast service with a usual turnaround time of 24h from time of sample receipt for urgent needs	Per sample	\$ _____	500	\$ _____
RNA sample - QC	Per sample	\$ _____	500	\$ _____
DNA sample - QC	Per sample	\$ _____	500	\$ _____
PCR	Per sample	\$ _____	500	\$ _____
Normalisation	Per sample	\$ _____	500	\$ _____
Barcoding	Per sample	\$ _____	500	\$ _____
DNA Library prep shot gun	Per sample	\$ _____	500	\$ _____
Library QC 10X	Per sample	\$ _____	500	\$ _____
Library 10X	Per sample	\$ _____	500	\$ _____
RNA library prep	Per sample	\$ _____	500	\$ _____
RNA library QC	Per sample	\$ _____	500	\$ _____
PacBio library prep	Per sample	\$ _____	500	\$ _____
PacBio library QC	Per sample	\$ _____	500	\$ _____
NovaSeq 6000 PE100 - 25M reads	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 PE150 - 70M reads (21G)	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane + separator	Per unit	\$ _____	50	\$ _____



Tasks (A)	Unit of measure (B)	Firm Rates (C)	Volumetric data (estimated volume) (D)	Estimated Price (E) (CxD = E)
NovaSeq 6000 S4 PE100 sequencing lane + separator	Per unit	\$ _____	50	\$ _____
NovaSeq6000 SP PE50 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq6000 SP PE150 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq6000 SP PE250 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq6000 S1 SR100 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S1 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S1 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE50 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 SR100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
Illumina MiSeq SR50 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE150 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE250 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE300 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE75 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq NANO PE250 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq MICRO PE250 sequencing run	Per unit	\$ _____	50	\$ _____
PacBio Sequel SMRT Cell	Per unit	\$ _____	50	\$ _____
For Evaluation Purposes – Total Estimated Price (excluding taxes)				\$ _____



Option Period #1 (April 1, 2024 - March 31, 2025)

Tasks (A)	Unit of measure (B)	Firm Rates (C)	Volumetric data (estimated volume) (D)	Estimated Price (E) (CxD = E)
Sanger sequencing (regular): Regular service with a usual turnaround time of less than 4 working days from time of sample receipt	Per sample	\$ _____	500	\$ _____
Sanger sequencing (fast): Fast service with a usual turnaround time of 24h from time of sample receipt for urgent needs	Per sample	\$ _____	500	\$ _____
RNA sample - QC	Per sample	\$ _____	500	\$ _____
DNA sample - QC	Per sample	\$ _____	500	\$ _____
PCR	Per sample	\$ _____	500	\$ _____
Normalisation	Per sample	\$ _____	500	\$ _____
Barcoding	Per sample	\$ _____	500	\$ _____
DNA Library prep shot gun	Per sample	\$ _____	500	\$ _____
Library QC 10X	Per sample	\$ _____	500	\$ _____
Library 10X	Per sample	\$ _____	500	\$ _____
RNA library prep	Per sample	\$ _____	500	\$ _____
RNA library QC	Per sample	\$ _____	500	\$ _____
PacBio library prep	Per sample	\$ _____	500	\$ _____
PacBio library QC	Per sample	\$ _____	500	\$ _____
NovaSeq 6000 PE100 - 25M reads	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 PE150 - 70M reads (21G)	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane + separator	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE100 sequencing lane + separator	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 SP PE50 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 SP PE150 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 SP PE250 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S1 SR100 Sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S1 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S1 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE50 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 SR100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S2 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE100 sequencing lane	Per unit	\$ _____	50	\$ _____
NovaSeq 6000 S4 PE150 sequencing lane	Per unit	\$ _____	50	\$ _____
Illumina MiSeq SR50 sequencing run	Per unit	\$ _____	50	\$ _____



Tasks (A)	Unit of measure (B)	Firm Rates (C)	Volumetric data (estimated volume) (D)	Estimated Price (E) (CxD = E)
Illumina MiSeq PE150 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE250 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE300 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq PE75 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq NANO PE250 sequencing run	Per unit	\$ _____	50	\$ _____
Illumina MiSeq MICRO PE250 sequencing run	Per unit	\$ _____	50	\$ _____
PacBio Sequel SMRT Cell	Per unit	\$ _____	50	\$ _____
For Evaluation Purposes – Total Estimated Price (excluding taxes)				\$ _____

Total Price for Evaluation Purposes Only	
Initial Period – Total Estimated Price	\$ _____
Option Period #1 – Total Estimated Price	\$ _____
Total Financial Offer (Excluding taxes)	\$ _____