



**RETURN BIDS TO:**

**RETOURNER LES  
SOUMISSIONS À :**

NRC.BidReceiving-  
ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITIONS**

**Proposal To:** National Research Council Canada

We hereby offer to sell to His Majesty the King 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 thereof.

**Proposition au :** Conseil national de recherches Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi 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-annexées, au(x) prix indiqué(s).

**Instructions :** See Herein

**Instructions:** Voir aux présentes  
**Comments - Commentaires**

**Issuing Office – Bureau de distribution**  
National Research Council Canada  
Conseil national de recherches Canada

<b>Title – Sujet</b> <b>MANUAL PROBE STATION</b>	
<b>Solicitation No. – N° de l'invitation</b> 23-58182	<b>Date</b> December 8, 2023
<b>Solicitation Closes – L'invitation prend fin</b> at – 02 :00 PM on – January 10, 2024	<b>Time Zone Fuseau horaire</b> <u>MST</u>
<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 checked="" type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <b>Tamara Stabb</b>	
<b>Email address – l'adresse courriel :</b> <a href="mailto:tamara.stabb@nrc-cnrc.gc.ca">tamara.stabb@nrc-cnrc.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>	
National Research Council Canada Edmonton, Alberta, Canada T6G 2M9	

<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>(type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Statement of Requirement**

To provide one (1) Manual Probe Station in accordance with the detailed Statement of Requirement attached as Annex **A**.

### **1.3 Debriefings**

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



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

You are invited to submit one electronic Technical Bid and one electronic Financial Bid in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Bid' and the other attachment must be marked 'Financial Bid'. All financial information must be fully contained in the Financial Bid, and only in the Financial Bid. Bidders who provide financial information in the technical bid will be disqualified. All Bids should include the front page of this RFP duly completed.

[2010A \(2022-12-01\)](#), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

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

Bids submitted must be valid for not less than **sixty (60) calendar days** from the closing date of the RFP.

**2.1.1** It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified under 2.3 Submission of Bids;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct transmission of bids to the specified bid email address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect transmission of bids is the responsibility of the Bidder.

**2.1.2** Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

**2.1.3** While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any or all aspects of their bids.

**2.1.4** Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. Bidders shall have the option to either accept or reject the extension.



**2.1.5** If the extension referred to above is accepted, in writing, by all responsive bidders, Canada will continue with the evaluation of the bids and its approval processes.

**2.1.6** If the extension referred to above is not accepted, in writing, by all responsive bidders, Canada will, at its sole discretion, either continue to evaluate the bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

## **2.2. Submission of Bids**

Bids must be submitted **only electronically** to the National Research Council Canada (NRC) Bid Receiving Unit, no later than 14:00 **MST** (NRC's Server Time), **January 10, 2024** to the following NRC email address:

[NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca](mailto:NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca)

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Bids must **not** be sent directly to the Contracting Authority or the Project Authority.

All submitted bids become the property of NRC.

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

## **2.3 Late Bids**

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) calendar days before the bid closing date. Enquiries received after that time may not be answered.

To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

Bidders who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).



It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections as follows:

Section I: Technical Bid

Section II: Financial Bid (Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid.)

Section III: Certifications

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to consult the following websites:  
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>  
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-qlr-eng.html>



## Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements.

## Section II: Financial Bid

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

### 3.1.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.

### 3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## Section III: Certifications

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





## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory evaluation below. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

##### 4.1.1.1 Mandatory Technical Criteria

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

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

The manual probe-station must meet all of the following mandatory technical evaluation criteria. Bidders must demonstrate their compliance with all of the following mandatory evaluation technical criteria by providing substantial information describing completely and in detail how each requirement is met or addressed.

ITEM	CRITERIA	REQUIRED SUBSTANTIATION Bidder <u>must</u> indicate how they meet the performance specification by recording this information in this column	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID. In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents
<b>M1</b>	Chuck XY and Rotation Stage must have: <ol style="list-style-type: none"> <li>1. Travel distance exceeding;                             <ol style="list-style-type: none"> <li>a. 177.8 mm x 177.8 mm (7 x 7 inches)</li> </ol> </li> <li>2. Fine-travel range exceeding;                             <ol style="list-style-type: none"> <li>a. 22 mm x 22 mm (7/8 x 7/8 inches) with less than 1 µm resolution</li> </ol> </li> <li>3. Planarity;                             <ol style="list-style-type: none"> <li>a. Less than 10 µm</li> </ol> </li> <li>4. Theta Travel;                             <ol style="list-style-type: none"> <li>a. 360°</li> </ol> </li> </ol> Fine theta travel of under ± 5°		
<b>M2</b>	Wafer Chuck must have: <ol style="list-style-type: none"> <li>1. Minimum chuck diameter of;                             <ol style="list-style-type: none"> <li>a. 150 mm (6 inch)</li> <li>b. Vacuum holes to hold various dimensions of samples                                     <ol style="list-style-type: none"> <li>i. must be capable of holding a 10 mm x 10 mm to 150 mm diameter wafer</li> </ol> </li> </ol> </li> </ol>		



	<ul style="list-style-type: none"> <li>ii. vacuum must work no higher than 9 psi</li> <li>2. RF measurement; <ul style="list-style-type: none"> <li>a. Up to and including 20 GHz</li> </ul> </li> </ul>		
<b>M3</b>	<p>Optical Microscope must provide:</p> <ul style="list-style-type: none"> <li>1. Minimum resolution of; <ul style="list-style-type: none"> <li>a. 5 µm</li> </ul> </li> <li>2. XY travel area; <ul style="list-style-type: none"> <li>a. Capable of moving samples with diameter minimum 150 mm</li> </ul> </li> <li>3. Separate Microscope Stand must have: <ul style="list-style-type: none"> <li>a. Minimum fine-adjustable area of; 50 mm x 50 mm</li> </ul> </li> </ul>		
<b>M4</b>	<p>Camera System must have:</p> <ul style="list-style-type: none"> <li>1. Minimum; <ul style="list-style-type: none"> <li>a. 6 megapixels (MP)</li> <li>b. 30 frames per second (FPS)</li> </ul> </li> <li>2. Ability to record at; <ul style="list-style-type: none"> <li>a. 4k or higher resolution</li> </ul> </li> <li>3. FHD Monitor; <ul style="list-style-type: none"> <li>a. Minimum 20-inch screen</li> <li>b. Connected to camera</li> <li>c. Camera Software installed</li> <li>d. Connections for keyboard and mouse control</li> </ul> </li> <li>4. USB interfaces; <ul style="list-style-type: none"> <li>a. Minimum 2 inputs for data transfer</li> </ul> </li> </ul>		

#### 4.1.2 Financial Evaluation

The financial evaluation will be conducted by calculating the Total of the Fixed Price for the good requested in accordance with the pricing table provided in Annex B – Basis of Payment.

##### 4.1.2.1 Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DAP 'Delivered at Place' Edmonton, Alberta Incoterms® 2020, Canadian customs duties and excise taxes excluded.

#### 4.1.3 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

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

<u>SURNAME</u>	<u>GIVEN NAME(S)</u>	<u>TITLE</u>



### **5.2.2 Product Conformance**

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

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

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



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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Statement of Requirement

The Contractor must provide a Manual Probe Station in accordance with the Requirement at Annex A.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010A \(2022-12-01\)](#), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract award and ends one (1) year after delivery and acceptance of the work.

#### 6.4.2 Delivery Date

The initial deliverables must be received on or before March 31, 2024.

#### 6.4.3 Delivery Points *[to be inserted at contract award]*

Delivery of the requirement will be made to delivery point specified below:

Edmonton, Alberta, Canada  
T6G 2M9

#### 6.4.4 Shipping Instructions - Delivered at Place

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

Delivery at Place (DAP) Edmonton, Alberta Incoterms® 2020 for shipments from a commercial contractor.

NRC Customs contacts for any Customs and Transportation Logistics enquiries:

- Daniel Frampton: (613) 993-9113 / [daniel.frampton@nrc-cnrc.gc.ca](mailto:daniel.frampton@nrc-cnrc.gc.ca)
- Christian Latreille: (613) 993-2259 / [christian.latreille@nrc-cnrc.gc.ca](mailto:christian.latreille@nrc-cnrc.gc.ca)



As part of NRC's commitment to Greening Government Operations, the Contractor is encouraged to minimize, include recycled content, re-use, or reduce/eliminate toxics in packaging, when possible.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tamara Stabb  
Title: Procurement Officer  
National Research Council Canada  
Directorate: Finance & Procurement Services  
Address: 1200 Montreal Road  
Ottawa, ON K1A 0R6  
Telephone: 587.545.4859  
E-mail address: tamara.stabb@nrc-cnrc.gc.ca

The Contracting Authority is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *[to be inserted at contract award]*

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative *[to be inserted at contract award]*

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



## 6.6 Payment

### 6.6.1 Basis of Payment

The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a fixed price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

### 6.6.3 SACC Manual Clauses

SACC Manual clause [C2000C \(2007-11-30\)](#), Taxes - Foreign-based Contractor

SACC Manual clause [C2605C \(2008-05-12\)](#), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

### 6.6.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic Only);
- b. Wire Transfer (International Only);

## 6.7 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 6.8 Invoicing Instructions

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



### 6.8.1 Invoices must be distributed as follows:

- a. One (1) electronic copy must be e-mailed to the Contracting Authority:  
[tamara.stabb@nrc-cnrc.gc.ca](mailto:tamara.stabb@nrc-cnrc.gc.ca)
- b. Invoices and order confirmations MUST be sent via e-mail to:  
[nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca](mailto:nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca)
- c. To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

**PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.**

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions:
  - a. 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance
- c. the general conditions 2010A (2022-12-01), General Conditions: Goods (medium complexity);
- d. ANNEX A, Statement of Requirement;
- e. ANNEX B, Basis of Payment
- f. the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

## 6.12 SACC Manual Clauses

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

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

SACC Manual clause B1501C (2018-06-21) Electrical equipment

SACC Manual clause D2000C (2007-11-30) Marking

SACC Manual clause D2001C (2007-11-30) Labeling

SACC Manual clause D2025C (2017-08-17) Wood Packaging Materials

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirements





### 6.13 Dispute Resolution

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



## ANNEX A – STATEMENT OF REQUIREMENT

The National Research Council of Canada has a requirement for the supply of a **manual probe-station** to be delivered to Edmonton, Alberta, Canada which must meet all of the mandatory technical requirements as specified below. The manual probe station will facilitate the assessment of electrical characteristics to developed new electronic devices and materials. The requirement must include all of the following:

### REQUIREMENT SPECIFICATIONS

1. Chuck XY and Rotation Stage must have:
  - Travel distance exceeding;
    - a. 177.8 mm x 177.8 mm (7 x 7 inches)
  - Fine-travel range exceeding;
    - a. 22 mm x 22 mm (7/8 x 7/8 inches) with less than 1 µm resolution
  - Planarity;
    - a. Less than 10 µm
  - Theta Travel;
    - a. 360°
    - b. Fine theta travel of under ± 5°
2. Wafer Chuck must have:
  - Minimum chuck diameter of;
    - a. 150 mm (6 inch)
    - b. Vacuum holes to hold various dimensions of samples
      - i. must be capable of holding a 10 mm x 10 mm to 150 mm diameter wafer
      - ii. vacuum must work no higher than 9 psi
  - RF measurement;
    - a. Up to and including 20 GHz
3. Optical Microscope must provide:
  - Minimum resolution of;
    - a. 5 µm
  - XY travel area;
    - a. Capable of moving samples with diameter minimum 150 mm
  - Separate Microscope Stand must have:
    - a. Minimum fine-adjustable area of;
      - i. 50 mm x 50 mm
4. Camera System must have:
  - Minimum;
    - a. 6 megapixels (MP)
    - b. 30 frames per second (FPS)
  - Ability to record at;
    - a. 4k or higher resolution
  - FHD Monitor;
    - a. Minimum 20-inch screen
    - b. Connected to camera
    - c. Camera Software installed
    - d. Connections for keyboard and mouse control
  - USB interfaces;
    - a. Minimum 2 inputs for data transfer



In addition, the following must be included:

### **MANUALS**

The Contractor must deliver 1 complete set of documentation, in English with the deliverables. This documentation must include all publications pertaining to technical specifications, installation requirements and operating instructions.

### **TRAINING**

Training for **manual probe-station**, its accessories and the software system must be provided by the Contractor at the complete expense of the Contractor. Training for the equipment must be available for up to three (3) persons through online or virtual sessions. Training must be coordinated with NRC Technical Authority. Training must be completed by March 29, 2024.



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## ANNEX B - BASIS OF PAYMENT

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

Goods must be consigned and delivered to the destination specified.

**Table 1: Initial Requirement:**

Item	Part number	Description	# Of Units	Unit of Issue	Fixed Unit Price (CAD)
1		Manual Probe-station (As described in Annex A)	1	Each	\$
2		Shipping and Delivery	1	Each	\$
<b>TOTAL FIXED PRICE (CAD)</b> (Sum of items 1 and 2) Applicable taxes are extra, if applicable					\$