REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l’entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatchewan
S7K 0E1
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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.4 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions


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

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days
2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Mailing address:
Public Works and Government Services Canada
Government of Canada Building
101 – 22nd Street East, Suite 110
Saskatoon, SK S7K 0E1

Email address:
ROReceptionSubmissions.WRBidReceiving@tpsgc-pwgsc.gc.ca Bids/Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 306-975-5397

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.
PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

    Section I: Technical Bid (1 hard copy)
    Section II: Financial Bid (1 hard copy)
    Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Canada requests that bidders provide their bid in separately bound sections as follows:

    Section I: Technical Bid (1 hard copy)
    Section II: Financial Bid (1 hard copy)
    Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
(b) use a numbering system that corresponds to the bid solicitation.
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). To assist Canada in reaching its objectives, bidders should:

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid
In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid
Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid
If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

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

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

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

Section III: Certifications
Bidders must submit the certifications and additional information required under Part 5.
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Mandatory Technical Criteria

To be considered responsive, a bid must meet all the specifications in Annex "A". Failure to meet the specifications in Annex "A" will render your submission non-responsive and it will be given no further consideration.

4.1.2 Financial Evaluation

The price for each line item will be multiplied by the quantity to arrive at the Evaluated Price, as follows:

\[
(\text{Price for item #1 in the Basis of Payment } \times 2) + (\text{Price for item #2 in the Basis of Payment } \times 1) + (\text{Price for item #3 in the Basis of Payment } \times 1) = \text{Evaluated Price}
\]


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

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the Forms for the Integrity Regime website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), 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 procurement agreement of the Ineligibility and Suspension Policy (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.
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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions


6.3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before ______________________

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex “A” of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Wayne Mack
Public Works and Government Services Canada
110 - 101, 22nd Street East
Saskatoon, SK S7K 0E1
Telephone: (306) 241-6435
Facsimile: (306) 975-5397
E-mail address: wayne.mack@pwgsc.gc.ca

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

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

6.5.3 Contractor’s Representative
Name: _________________________
Title: __________________________
Telephone:______________________
Facsimile:_______________________
E-mail address: _________________

6.6 Payment

6.6.1 Basis of Payment
In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of $_______.$ 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.

6.6.2 Single Payment
SACC Manual clause H1000C (2008-05-12) Single Payment

6.6.3 SACC Manual Clauses

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

a. Visa Acquisition Card;
b. MasterCard Acquisition Card;
c. Direct Deposit (Domestic and International);
d. Electronic Data Interchange (EDI);
e. Wire Transfer (International Only);
f. Large Value Transfer System (LVTS) (Over $25M)
6.7 Invoicing Instructions
1. The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled “Authorities” of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract 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 Bidder in its bid, if applicable).

6.10 Priority of Documents

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

(a) the Articles of Agreement;
(b) 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
(c) Annex A, Requirement;
(d) Annex B, Basis of Payment
(e) the Contractor's bid dated ________

6.11 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11), Government Site Regulations
ANNEX "A" - REQUIREMENT

To supply two (2) droplet based digital PCR Systems in accordance with the Specifications detailed below, including all necessary components to provide a 100% turn-key system and provide on-site training for Agriculture & Agri-Food Canada (AAFC) - Morden Research and Development Centre in Morden, Manitoba. Delivery is requested by March 31, 2020.

Delivery Point:
Agriculture & Agri-Food Canada (AAFC)
Morden Research and Development Centre
101 Route 100
Morden, Manitoba.
R6M 1Y5

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance Matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.

2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.

3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.
<table>
<thead>
<tr>
<th>Line</th>
<th>Performance Specification</th>
<th>Mandatory (M) or Optional (O)</th>
<th>Performance Specification Met?</th>
<th>Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column</th>
<th>Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The system being offered must be brand new and of the current production Model.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The droplet-based digital PCR System must be compatible with both DNA Binding chemistries (eg EvaGreen®) and Hydrolysis probes using FAM™, VIC™ or HEX™ dyes.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The droplet digital PCR System must have a minimum 96-sample reading capability</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The droplet digital PCR System must include a droplet generator.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The droplet digital PCR System must include a droplet reader capacity.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sample amplification must be compatible with a 96 well plate on a gradient enabled thermal cycler</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The droplet digital PCR System must be compatible to use standard consumables (96 well PCR plates) for the reading process.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>The unit must run off of a standard 110V-120V power outlet, one for the droplet generator and one for the reader</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>The droplet digital PCR System must have a plate sealer for 96-well and 384-well plates</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>The droplet digital PCR System must include the software.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Should have two (2) complete sets of service &amp; parts manual.</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Supply of one (1) set of owners manual</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Bidder must provide a statement that it is an Authorized distributor for the manufacturer and parts.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Acceptance: The Equipment must be fully operational to the satisfaction of AAFC - Morden Research and Development Centre Project Authority Authority.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Warranty: Must provide on-site technician to Morden Research &amp; Development Centre, Morden, MB. Service calls should be attended within 72 hours from the time of request.</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX "B" – BASIS OF PAYMENT

(All prices are GST extra, FOB Destination)

1) Two (2) each – droplet based digital PCR Systems in accordance with the Specifications detailed in Annex A, including all necessary components to provide a 100% turn-key system and on-site training, but excluding installation and assembly.

$______________/each

Product(s) Offered: ________________

Bidder is to provide a detailed list of all items that will be part of the droplet digital PCR System.

2) Firm all-inclusive lot price for installation and assembly only.

$______________/lot

3) Firm all-inclusive price for a 2 year extended warranty commencing after the initial one (1) year warranty period expires. Must include parts and on-site labour.

$______________/lot

4) Total Price (Item #1 + Item #2 + Item #3)

$______________/lot

While delivery is requested by March 31, 2020, the best delivery that could be offered is _______________
ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

( ) VISA Acquisition Card;
( ) MasterCard Acquisition Card;
( ) Direct Deposit (Domestic and International);
( ) Electronic Data Interchange (EDI);
( ) Wire Transfer (International Only);
( ) Large Value Transfer System (LVTS) (Over $25M)