

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

| | |
|---|--|
| Title - Sujet Mobilier à Bureau | |
| Solicitation No. - N° de l'invitation EF944-122228/B | Date 2012-04-13 |
| Client Reference No. - N° de référence du client EF944-12-2228 | |
| GETS Reference No. - N° de référence de SEAG PW-\$MTA-550-12014 | |
| File No. - N° de dossier MTA-1-34398 (550) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-29 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Guernon (mta550), Émile | |
| Buyer Id - Id de l'acheteur mta550 | |
| Telephone No. - N° de téléphone (514) 496-3585 () | FAX No. - N° de FAX (514) 496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/ACIA 3225 rue Cusson 3e et 4e étages St-Hyacinthe, QC | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

| | |
|--|--|
| Delivery Required - Livraison exigée . | Delivery Offered - Livraison proposée |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |

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PART 1 - GENERAL INFORMATION

1.2. Requirement

The requirement is detailed in annex A - Statement of requirements that form part of the request for proposal and resulting contract.

1.3. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

1.4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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

(<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.2. Submission of Bids

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

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **sept (7) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 Quebec.

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

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy) (Annex D)

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 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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/Politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

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Section II: Financial Bid

Bidders must submit their financial bid in accordance with the basis of payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. (See annex D)

3.1.1 SACC Manual Clauses

C3011T (11/01/2010) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1 Technical Evaluation

It is mandatory to provide technical/ descriptive documents of the product that you are offering to allow it's technical evaluation. Failure to comply will render your bid non responsive.

You have to demonstrate in your technical submission that your product is compliant with every characteristics mentionned in Annexes «A and B».

4.1.1.1 Technical Mandatory Requirements

- Compliance to Mandatory criteria to comply upon bid deposit of Annexes «A and B».
- Submit with your submission code and samples of colors
- Submit with your submission prototype drawings of wardrobe for approval by evaluation team work.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB Destination, Canadian customs duties and excise taxes included.

SACC Manual Clauses A0222T Evaluation of Price (11/01/2010),

The contract will be awarded in Canadian dollars. In the event the bid recommended for Contract award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

4.2. Basis of Selection

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

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.1.1. Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

5.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

PART 6 - RESULTING CONTRACT CLAUSES

2. Requirement

The Contractor must provide the requirement in accordance with Annexes «A and B» - Statement of Requirements that form part of the contract.

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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

3.1 General Conditions

2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before _____ (Refer to Annex «D»).

5. Authorities

5.1 Contracting Authorities

The Contracting Authority for the Contract is:

Émile Guernon
Spécialiste en approvisionnements | Supply Specialist
Direction générale des approvisionnements | Acquisitions Branch
Bureau régional du Québec | Quebec Regional Office
Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada
800 rue de la Gauchetière Ouest, Suite 7300, Montréal (Québec) Canada, H5A 1L6
T: 514.496.3585 | F: 514.496.3822 |
E-mail: emile.guernon@tpsgc-pwgsc.gc.ca

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

5.2 Contact at Customer Department

For all information related to invoicing and/or payments you may communicate with:

Customer Department: _____

Name: _____

Telephone Number: _____

5.3 Contractor Contacts

Name and telephone number of the person responsible for :

General enquiries & Delivery follow-up

Name: _____

Telephone No. : _____

Facsimile No. : _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

6.2 SACC Manual Clause

H1000C (2008-05-12) Single Payment

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.

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

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)
- (c) Annex A, Statement of requirements;
- (d) Annex B, Drawing for work stations A1 and A2
- (e) Annex C, Owner requirements for shipping instructions
- (f) Annex D, Pricing
- (g) the Contractor's bid dated _____, as amended _____.

11. SACC Manual Clauses

| | | |
|--------|---|----------|
| A2000C | Foreign Nationals (Canadian Contractor) | 16/06/06 |
| A2001C | Foreign Nationals (Foreign Contractor) | 16/06/06 |
| C2000C | Taxes - Foreign-based Contractor | 30/11/07 |

12. Insurance Requirements

The Contractor is responsible to decide 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 will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.

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Annex A

Statement of requirements

Refer to included document

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Annex B

Drawing for work stations A1 and A2

Refer to included document

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Annex C

Owner requirements for shipping instructions

Refer to included document

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Annex D

Pricing

Refer to included document

ANNEX «A»

Request # EF944-122228

Project

**Canadian Food Inspection Agency
3225 rue Cusson, St-Hyacinthe, Québec
Furniture installation of the 3th and 4th floors**

Project Description :

To supply, deliver and install wardrobe combo (tourelle-vestiaire) as described in documents. The project scope in two (2) phases will included the manufacturing, supply, delivery and installation, to be deliver at the 3th and 4th floor in coordination with PWGSC.

The schedule dates of delivery and installation are expected for the mid-july 2012. Coordination and phasing will be with both Canadian Food Inspection Agency (CFIA) and PWGSC.

Requirements and constraints:

Installation will be in a new office building located in a shopping mall referred to :
‘ ‘ Les Galeries St-Hyacinthe ‘ ‘ in St-Hyacinthe, Québec.

Delivery and installation will be during evenings and week-ends.

See Annex «C» attached document of the owner.

Access to the building are limited, the delivery trucks must follow the owner's instruction and requirements.

All costs must be ventilated, including delivery and installations costs, and included in the bid total. See Annex «D» attached.

A detailed schedule of the installation phases will be coordinated with CFIA, PWGSC and the owner.

All installing crew must comply with PWGSC and CFIA, Health and Safety regulations in force on site.

Pricing must be submitted separately, as unit price per item, including delivery and installation for the following item as standards conditions:

- one (1) wardrobe combo (tourelle-vestiaire) as described in the typical work station A1.
- two (1) wardrobe combo (tourelles vestiaire) as described in the typical work station A2.
- all secure component must be key alike and with the same key for all furniture installed in the work station. Three master (3) keys must be supplied to CFIA.
- **submit code and samples of colors with the tender**
- **submit prototype drawings of wardrobe combo for approval and confirmation the client and PWGSC designer before ordering.**

ANNEX «C»

Request # EF944-122228

Project

**Canadian Food Inspection Agency
3225 rue Cusson, St-Hyacinthe, Québec
Furniture installation of the 3th and 4th floors**

Owner specific Requirements':

The following are specific requirements concerning the installation and delivery at the office building located on 3225 Cusson Street St-Hyacinthe;

- The building access are located directly in the mall, the entrance is adjacent to the Jean Coutu drug store, door number #1.
- The building has two elevator controlled by access cards. One elevator will be available for the installation crew. It will be covered with protective blanket install by the owner.
- The second elevator will available only at 6:30, they will also be a security agent on site to control the access.
- Regular hours of the mall are to 6:00h pm and 9:00h pm Thursday's and Friday's, and till 5:00h pm for Saturday and Sunday, delivery hours will be restrictive.
- **Therefore access will be permitted from 4:00h pm to 8:00h am of the next morning on week days.**
- a security post perimeter will be deployed to assure security and control for the installation crew and the people from the mall.
- Delivery trucks must park alongside the pavement mall; doors must be cleared at all time.
- For deliveries please provide to the owner with a 48 hours prior notice.

The main contact responsible of construction is Mr. Paul Bessette, he will keep inform off all the relevant information of the project and the site. Furthermore , I remain always available for other questions.

André Brochu
Chief Executive Officer
Galeries St-Hyacinthe
T : 450 773-8282 | Téléc. : 450 773-7130
abrochu@galeriesthyacinthe.ca | www.galeriesthyacinthe.ca

Fixation des prix / Pricing

| <u>Item</u> | <u>Description</u> | <u>Code de produit offert //</u> <u>Product code</u> | <u>Quant.</u> | <u>PRIX \$\$\$ PRICES</u> | |
|-------------|--|---|---------------|---------------------------|--------------|
| | | | | <u>Net</u> | <u>Total</u> |
| 1 | Armoire de rangement personnel, conforme à la description et photo ci-jointe selon les Annexes «A» et «B» pour poste type A1. Personal storage, compliant to the attached specification in Annex «A» and «B» for station type A1. | | 80 | \$ | \$ |
| 2 | Armoire de rangement personnel, conforme à la description et photo ci-jointe selon les Annexes «A» et «C» pour poste type A2. Personal storage, compliant to the attached specification in Annex «A» and «B» for station type A2. | | 65 | \$ | \$ |

Coût pour les frais de transport et livraison à destination // Costs for transport and delivery to destination : \$ _____

Coût pour l'installation// Costs for installation: \$ _____

Tous les prix sont en dollars canadiens, rendus droits acquittés (DDP) **Agence Canadienne d'inspection des aliments, St-Hyacinthe, Québec,** (Incoterms 2000), les frais de transport et d'installation et la TPS/TVH sont en sus.

All prices are in Canadian funds, Delivery, Duty Paid (DDP), **Canadian Food Inspection Agency, St-Hyacinthe, Québec,** (Incoterms 2000), transportation and installation charges extras, GST/HST extra.

Le choix des couleurs/finis sera déterminés à une date ultérieure (lors de la confirmation du contrat). Le choix sera déterminé à partir de la liste des finis suggérés par le soumissionnaire retenu. **Fournir les codes et échantillons des couleurs avec votre soumission.**

The selection of the finishes/colours will be determine at a later date (when confirming the contract). The selection will be made from the list of finish available from the successful supplier. **Submit code and samples of colors with your offer.**

AVIS aux soumissionnaires:

Livraison proposée par le soumissionnaire: _____

Les dates de livraison/installation seront confirmées sur le contrat émis suite à la sélection du fournisseur retenu et suite à l'évaluation des offres.

NOTE to Bidders:

Delivery offered by the bidder: _____

The delivery/installation dates will be confirmed on the contract issued after the winning supplier has been selected after the evaluation of bids.