

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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 Collaboration Area Furniture	
Solicitation No. - N° de l'invitation E0209-140961/A	Date 2013-10-22
Client Reference No. - N° de référence du client PWGSC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-015-8703	
File No. - N° de dossier WPG-3-36159 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-02	
Time Zone Fuseau horaire Central Standard Time CST	
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: Nnadi, Chaz	Buyer Id - Id de l'acheteur wpg015
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Property Facilities Management Ste 1650 635-8th Ave SW CALGARY Alberta T2P 3M3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Delivery Required - Livraison exigée See Herein	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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Shipping Instructions
13. Transportation Costs
14. Installation Services
15. Deficiency Procedures

List of Annexes:

- | | |
|---------|-------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Drawings |

PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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>) 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 (2013-06-01) Standard Instructions - Goods or Services - Non-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: sixty (60) days
Insert: ninety (90) days

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

4. 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hardcopies)
Section II: Financial Bid (1 hardcopy)
Section III: Certifications (1 hardcopy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 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. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation,

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

	Mandatory Technical Criteria (MTC)
MTC1	<p>MTC 1.1</p> <p>The product bid must meet the full requirement and technical specifications detailed in Annex A, and must be in accordance with the drawings at Annex C. Product need not be all from the same manufacturer.</p>
MTC2	<p>MTC 2.1</p> <p>The Bidder must submit descriptive information demonstrating compliance with the technical specifications for all articles in section 5 in Annex A herein. As a minimum, the descriptive information must address:</p> <ol style="list-style-type: none"> 1. Product Descriptions and dimensions 2. Shop Drawings 3. Complete Listing of Component parts 4. Detailed installation drawings identifying elevations and dimensions <p>MTC 2.2</p> <p>Cross-referenced product literature and testing standard results/certifications and Material/finishes/color samples to demonstrate compliance to the criteria listed within Annex A, Statement of Work, and Annex C. The descriptive information in MTC2.1 must be submitted in CD/DVD format written in Adobe Acrobat PDF version 7 or older.</p> <p>MTC 2.3</p> <p>The Bidder must submit four (4) full colour card, showing complete range of colour and finish options available for metal finishes and fabric samples.</p> <p>MTC 2.4</p> <p>The Bidder must submit one (1) mesh fabric card.</p> <p>MTC 2.5</p> <p>The Bidder must submit four (4) wood veneer samples.</p> <p>MTC 2.6</p> <p>Fabric must be Green Guard Certified.</p> <p>MTC 2.7</p>

	Undergone and successfully passed all the testing stipulated in Annex A - Purchase Description. The testing must be performed no later than the closing date of the solicitation and no older than five (5) years.
MTC3	MTC3.1 The Bidder must demonstrate thier bid meets the requirements detailed in Annex A by completed the certification at Part 5, Article 1.3.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

1.2.1 Mandatory Financial Criteria

	Mandatory Financial Criteria (MFC) Mobile File Shelving Systems
MFC1	MFC 1 The Bidder must complete in its entirety - Annex B - Basis of Payment

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation 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 and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

1.3 Product Conformance

() The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A , Requirement, and Annex C, Drawings and meet the testing requirements detailed in Annex A, Requirement.

Supplier's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the any necessary repair or making good of the Work at that location. In such cases, the Contractor will Contract.

At Subsection 09 - Warranty, of 2010A (2013-04-25) is amended as follow:

DELETE: The warranty period will be twelve months.

INSERT: The warranty period will be five (5) years parts and labour.

Section 9 entitled Warranty of general conditions 2010A (2013-04-25) is amended by deleting subsection 2 in its entirety and replacing it with the following:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

4. Term of Contract

4.1 Period of the Contract

The period of the contract will be date of Contract to May 15, 2014 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chaz Nnadi
Supply Specialist, Public Works and Government Services Canada
Acquisitions Branch, Western Region
100-167 Lombard Ave., Winnipeg, Manitoba, R3C 2Z1
Telephone: 204-983-6109
Facsimile: 204-983-7796
E-mail address: chiazo.nnadi@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 Project Authority

The Project Authority for the Contract is:
To be named at Contract award.

The Project 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 Project Authority, however the Project 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.

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B, Basis of Payment for a cost of \$ _____ (insert the amount at contract 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.

6.2 Limitation of Price

SACC Manual clause C6000C(2011-05-16) Limitation of Price

6.3 Single Payments

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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204-Direct Request by Customer Department

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.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if 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 _____.

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 (2013-04-25) General conditions - Goods (Medium Complexity);

- (c) Annex A, Statment of Work;
 (d) Annex B, Basis of Payment;
 (e) Annex C, Drawings
 (f) the Contractor's bid dated _____ (insert date of bid)

11. **SACC Manual Clauses**

A9068C (2010-01-11), Government Site Regulations
 B7500C (2006-06-16), Excess Goods
 G1005C (2008-05-12), Insurance

12. **Shipping Instructions - Delivery at Destination**

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

- (a) DDP Delivered Duty Paid (Delivery Address), Incoterms 2000 for shipments from commercial contractor.

13. **Transportation Costs**

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

13.1 **Shipping Instructions - Delivery at Destination**

Ship to:

517 10th Street, SW
 Calgary, AB T2P 0X8

Goods must be consigned to the destination specified in the Contract and delivered:
 Delivered Duty Paid (DDP), to Calgary, Alberta Incoterms 2000 for shipments from a commercial contractor.

14. **Installation Services**

Installation services must be provided for the products offered. The minimum level of service required is detailed below.

The contractor will not have exclusive control of the site and must coordinate his installation with other trades and contractors who will be working on the site during the same time frame. The safety of the site will be the responsibility of a prime contractor other than the contractor of the Work. The contractor must do Work in accordance with the requirements of the designated Prime Contractor in all matters dealing with site safety.

The contractor should assume for the purposes of this solicitation that, by the time of installation of the mobile file shelving systems:

- the premises will be mostly constructed but vacant;
- partitions and doors indicated on the sketches will be in place;
- that the structural reinforcement for the mobile system will be complete;
- that the loading dock will be operational; and
- there will be freight elevator service to the second and fourth floors.

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect product for shipping damage;
3. Install all products in accordance with the manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
8. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.

15. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Identified User when the installation is completed;
2. The Identified User must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Identified User to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
9. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"

STATEMENT OF WORK

1 SCOPE

- 1.1 This purchase description applies to general office desk product components available for use by the National Energy Board. The requirements contained in this purchase description are the minimum required features and components to be accepted under this solicitation.

1.2 Requirement

To supply, deliver and install Collaboration Area Furniture in accordance with the Collaboration Area Furniture Tender Package documents.

1.3 Collaboration Area Furniture Package

The Collaboration Area Furniture Package RFP includes Appendices A - Seating; B - Tables, C – Miscellaneous, and D – Bid Sheets, Proposed Furniture Plan Drawings which are attached hereto.

1.4 Access to the Site

Contractors are to coordinate access to the site for installation of the work of this requirement through the Public Works and Government Services of Canada's (PWGSC) Project Manager. The Contractor may not approach the General Contractor or their sub-trades directly to coordinate site access unless they have discussed this request to access the site with the PWGSC Project Manager and have received written consent for this contact.

1.5 Performance of Work

Contractors will not have exclusive control of the site and must coordinate their installation with other Trades and Contractors who will be working on the site during the same time frame. The safety of the site will be the responsibility of a Prime Contractor other than the Contractor for this RFP. The Contractor must do work in accordance with the requirements of the designated Prime Contractor in all matters dealing with site safety.

2 APPLICABLE PUBLICATIONS

The following publications are applicable:

- 2.1 American Society for Testing and Materials (ASTM)
ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test
ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
California Technical Bulletin 117

2.2 ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3

2.3 ACT Performance Guidelines for upholstery.

2.4 CAN/CSA B651-04

2.5 1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light American Association of Textile Chemists and Colorists (AATCC) EP1 - Grey Scale for Color Change – Instructions

2.6 Reference to the above publications, or test methods, is to the latest issue, with the exception of ANSI/BIFMA X5.3.

3. Delivery, Storage and Handling, and Installation

3.1 Delivery to the site and installation must occur between April 1 and May 31 2014.

PWGSC will not reimburse Contractor storage costs for storing components at the supplier's warehouse prior to April 1, 2014. However, if the project site is not ready for install of components by May 1, 2014. PWGSC will pay for storage costs related to this delay provided that the components are in storage in Calgary.

a. The Contractor must submit a unit cost for the storage of furniture in the event that the project is delayed at after the time of bid submission.

3.2 Delivery will occur during normal working hours (defined as Monday to Friday between 0800 hrs. and 1700 hrs.). PWGSC will not pay extra for overtime rates if the Contractor fails to complete the install within the time frame specified in 3.1 above.

a. If, however, PWGSC requests the Contractor to work after-hours, a change to the contract may be negotiated.

3.3 The Contractor must deliver component parts to the site in original cartons and packaging with labeling intact. The Contractor may make use of the Conference Centre area for the secure storage of materials. Other secure areas within the leased premises, including the loading dock, may not be used by the Contractor for staging, assembly or storage as these spaces will be needed by other contractors.

3.4 The Contractor must make other arrangement for storage of materials and plan the delivery of product in phases to facilitate the work.

4. Execution of Work

Preparation

- Confirm the exact location of all component pieces.
- Confirm all component parts are available and ready for assembly.

- Prior to April 1, 2014

Assembly

- Assemble units to manufacturer's written instructions.
- Assembly and installation must take place during regular business hours and within the time frame as scheduled by the project manager.
- April 1 – May 1, 2014

Adjustment

- Adjust the final assembled components to ensure correct operations.
- Prior to May 31, 2014

5. Delivery Address

National Energy Board
Centre 10 Building
517 10th Avenue, S.W
Calgary, Alberta
T2R 0A8

6. MANDATORY REQUIREMENTS

6.1 Technical Requirements

The Contractor must submit the following with their bid.

- The product offered must meet all of the technical specification and be in accordance with the drawings in each Annex and all mandatory requirements detailed in the RFP at bid closing.
- All products must be new.

7. MANUFACTURER'S IDENTIFICATION

7.1 The packaging must add the manufacturer's name, trademark, serial number, and date of manufacture to all items provided. The above shall be permanently placed in an inconspicuous location on all furniture items (i.e. under the seat or under the work surface).

7.2 Labeling must meet the requirements of CAN/CGSB-44.277.

ANNEX B**BASIS OF PAYMENT**

- Bidders must provide bids as per unit of issue requested. Bidders must submit firm all inclusive prices.
- The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, Delivered Duty Paid (DDP) and the contractor is responsible for all delivery charges, administration costs, and risks of transport and customs clearances, including the payment of customs duties and taxes.
- GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Pricing Schedule 1: Seating				
Item	Location	# of Units	Unit Cost	Extended Cost
Lounge Seating				
1 Love Seat	Gallery C-204	8	\$	\$
	Retiring Room 216	1	\$	\$
	Library 220	4	\$	\$
	Collaboration 304	3	\$	\$
	Corridor C- 311	1	\$	\$
	Open Office Space 312	1	\$	\$
	Soft Seating 352	1	\$	\$
	Open Area Space 375	1	\$	\$
	Collaboration 385	2	\$	\$
	C-Corridor 501	1	\$	\$
	Open Office Space 529	1	\$	\$
Sub Total				
Lounge Chair				
2 Lounge Chair	Retiring Room 216	2	\$	\$
	Corridor C-323	6	\$	\$
	Collaboration 423	4	\$	\$
	Open Office Space 529	1	\$	\$
Sub Total				
3 Lounge Chair Leather	Reception 401	4	\$	\$
Sub Total				
High Stools				
4 High Stool Upholstered	Library 220	7	\$	\$
	Corridor C-305	2	\$	\$
	Corridor C-306	2	\$	\$
	Corridor C-309	1	\$	\$

	Corridor C-323	6	\$	\$
	Open Office Space 501	6	\$	\$
Sub Total				
5 Low Stool Upholstered	Library 220	1	\$	\$
Sub Total				
6 High Stool Polymer	Kitchenette 226	4	\$	\$
	Kitchenette 359	20	\$	\$
	Kitchenette 490	9	\$	\$
	Kitchenette 550	12	\$	\$
Sub Total				
7 Low Stool Polymer	Kitchenette 226	12	\$	\$
	Kitchenette 359	24	\$	\$
	Kitchenette 490	24	\$	\$
	Kitchenette 550	14	\$	\$
Sub Total				
Tablet Arm				
8 Large Tablet Arm Chair	Gallery C-204	4	\$	\$
	Hearing Room 210	16	\$	\$
	Library 220	2	\$	\$
Sub Total				
9 Small Tablet Arm Chair	Collaboration 304	5	\$	\$
	Collaboration 385	5	\$	\$
	Sitting Area 429	3	\$	\$
	Open Office Space 528	3	\$	\$
Sub Total				
10 Modular Seating with Table				
4 Section with Table	Collaboration 354	1	\$	\$
3 Section with Table	Corridor C-309	1	\$	\$
3 Section with Table	Open Office Space 473	1	\$	\$
3 Section with Table	Open Office Space 528	1	\$	\$
Sub Total				
Total				\$

Pricing Schedule B - Tables				
Item	Location	# of Units	Unit Cost	Extended Cost
1 Large Coffee Tables				
	Gallery C-204	4	\$	\$
	Retiring Room 216	1	\$	\$
	Library 220	2	\$	\$
	Collaboration 304	1	\$	\$
	Corridor C- 311	1	\$	\$
	Open Office Space 312	1	\$	\$
	Soft Seating 352	1	\$	\$
	Open Office Area 375	1	\$	\$
	Collaboration 385	1	\$	\$
	Reception401	1	\$	\$
	Collaboration 423	1	\$	\$
			Sub- Total	
2 Small Coffee Tables	Collaboration C-323	3	\$	\$
	Reception Area 401	2	\$	\$
	Open Office Space 529	1	\$	\$
	Sub-Total			
3 Kitchenette Table - High, Round				
	Kitchenette 226	3	\$	\$
	Kitchenette 359	5	\$	\$
	Kitchenette 490	3	\$	\$
	Kitchenette 550	3	\$	\$
			Sub- Total	
4 Kitchenette Table - Low, Square				
	Kitchenette 226	2	\$	\$
	Kitchenette 359	6	\$	\$
	Kitchenette 490	6	\$	\$
	Kitchenette 550	4	\$	\$
			Sub- Total	
			Total	\$

Pricing Schedule C: Collaboration Furniture Area Tender Touchdown Stations / Workwalls				
Item	Location	# of Units	Unit Cost	Extended Cost
1 Touchdown Stations				
Single Row of 2	Open Office Space 520	1	\$	\$
	Open Office Space 528	1	\$	\$
Single Row of 3	Open Office Space 303	2	\$	\$
	Open Office Space 364	1	\$	\$
	Open Office Space 451	1	\$	\$
	Open Office Space 520	1	\$	\$
Single Row of 4	Corridor C-309	1	\$	\$
Double Row of 3	Open Office Space 528	1	\$	\$
Double Row of 4	Corridor C-309	1	\$	\$
Sub-Total				
2 Workwall				
	Collaboration 304	1	\$	\$
	Collaboration 354	1	\$	\$
	Collaboration 385	1	\$	\$
	Collaboration Area 423 x 2	1	\$	\$
	Open Office Space 425 x 2	1	\$	\$
	Open Office Space 528	1	\$	\$
Sub-Total				
Total				\$

PRICING SCHEDULE SUMMARY		
Item	DESCRIPTION	PRICE
1	Pricing Schedule A	\$ _____
2	Pricing Schedule B	\$ _____
3	Pricing Schedule C	\$ _____
	TOTAL EVALUATED PRICE	\$ _____

*If upon delivery and acceptance, the product is found to not meet the Minimum Specifications, the product will be returned at the supplier's expense and the Contract will be terminated.

Solicitation No. - N° de l'invitation

E0209-140961/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg015

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

PWGSC

WPG-3-36159

ANNEX C

DRAWINGS

***see attached ***