

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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 - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet HOUSEHOLD FURNISHINGS	
Solicitation No. - N° de l'invitation B4839-150360/A	Date 2015-01-13
Client Reference No. - N° de référence du client B4839-150360	GETS Ref. No. - N° de réf. de SEAG PW-\$VAN-531-7425
File No. - N° de dossier VAN-4-37293 (531)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-23	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Mak, Goretti M.	Buyer Id - Id de l'acheteur van531
Telephone No. - N° de téléphone (604)775-7649 ()	FAX No. - N° de FAX (604)775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CITIZENSHIP AND IMMIGRATION 300-800 BURNARD STREET VANCOUVER British Columbia V6Z0B6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

B4839-150360/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

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

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

RAP Household Packages Standing Offer

B4839-150360

Annex "B"

Item Descriptions and Specifications

Item	Descriptions and Specifications
single bed set	<ol style="list-style-type: none"> 1) 39" x 74" coil mattress - 10 yr. warranty, 3/8" foam layer multi-quilted to fabric covering on both sides, 390 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders 2) 39" x 74" foundation, 100% solid kiln dried wood frame, 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover 3) adjustable steel bed frame with casters to accommodate single or double bed
double bed set	<ol style="list-style-type: none"> 1) 54" x 74" coil mattress - 10 yr. warranty, 3/8" foam layer multi-quilted to fabric covering on both sides, 390 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders 2) 54" x 74" foundation, 100% solid kiln-dried wood frame, 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover 3) adjustable steel bed frame with casters to accommodate single or double bed
bunk bed set	<p>Two single beds placed one above the other</p> <ol style="list-style-type: none"> 1) frame: Hamilton by High Sun Mattress or equivalent, hardwood posts, wrought iron structure, splits into two single beds, ladder and side rail for top bunk 2) two 39"x 74" coil mattresses - 10 yr. warranty, 3/8" foam layer multi-quilted to fabric covering on both sides, 390 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders
3 piece table & chair set	<ol style="list-style-type: none"> 1) table: wood construction with protective lacquer coating, fully assembled, 3/4" thick table top, 2-1/2" table skirts, dimensions: 48"l x 30"w x 30"h (+/- 3") 2) 2 dining chairs: non-collapsible with back, wood, protective coating, colour/finish to match table
5 piece table & chair set	<ol style="list-style-type: none"> 1) table: wood construction with protective lacquer coating, fully assembled, 3/4" thick table top, 2-1/2" table skirts, dimensions: 48"l x 30"w x 30"h (+/- 3") 2) 4 dining chairs: non-collapsible with back, protective lacquer coating, colour/finish to match table
7 piece table & chair set	<ol style="list-style-type: none"> 1) table: wood construction with protective lacquer coating, fully assembled, 3/4" thick table top, 2-1/2" table skirts, dimensions: 60"l x 36" w x 30"h (+/- 3") 2) 6 dining chairs: non-collapsible with back, wood, protective lacquer coating, colour/finish to match table
dining chair	<p>non-collapsible, mid-back, wood, protective lacquer coating, to match 7 piece table & chair set</p>

folding wood chair	wood, protective lacquer coating, tested to 400 lbs
chest of drawers	4 drawers, fully assembled, ¾" plywood construction, protective coating, metal roller drawer slides, ½" thick drawer sides, 1/4" thick drawer bottoms, pocket screw construction, : 32"W x 16"D x 42"H (+/- 3")
table lamp for bedroom	works with energy efficient compact fluorescent light bulbs, 24"-27" high, CSA approved, fully assembled, includes one compact fluorescent light bulb (26-29 watts)
table lamp for living room	works with energy efficient compact fluorescent light bulbs, 24"-27" high, CSA approved, fully assembled, includes one compact fluorescent lightbulb (26-29 watts)
standing lamp	works with energy efficient compact fluorescent light bulbs, 60-65" high, CSA approved, brushed steel finish, hi/lo column switch, fully assembled, includes one compact fluorescent lightbulb (26-29 watts)
clock radio	electric, digital display, with alarm, AM/FM radio, CSA approved
sofa	seating for three adults, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of 1.6 lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to 40,000 rubs, dimensions: 72"l x 30"d x 32"h (+/- 3")
loveseat	seating for two adults, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of 1.6 lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to 40,000 rubs, dimensions: 52"l x 30"d x 32"h (+/- 3")
sofa chair	seating for one adult, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of 1.6 lb, to match sofa, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to 40,000 rubs, to match sofa and loveseat, dimensions: 30"l x 30"d x 32"h (+/- 3")
vacuum cleaner	Eureka Model 2905A or equivalent: upright, 12 amp power, includes hose and handheld attachment, CSA approved
crib & mattress set	1) crib –built to CSA standards, hardwood, meets Canadian Hazardous Products Regulations and Canadian Hazardous Products Regulations, tested and approved by Health Canada, non-toxic finishes, converts to day bed, single drop side, multi-position wooden mattress supports that are bolted to the frame, 2) mattress – 10 year warranty, 88 coil resolution, white vinyl cover, 6 gauge border rod, measurements to fit crib, 100% polyurethane foam padding, 52"l x 27"w x 5.5"h

CSA Certification

All electrical equipment must be:

a) certified by the Canadian Standards Association in accordance with the requirements of the Canadian Electrical Code, Part I, prior to delivery; OR

b) approved for use by the designated applicable inspection authority prior to delivery.

STANDING OFFER# B6832-150360/A									
PACKAGE "A-1", FURNITURE REQUIREMENT, SINGLE PERSON (ONE ADULT)									
ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE FOR YEAR 1	EXTENDED PRICE	UNIT PRICE FOR OPTIONAL YEAR 1	EXTENDED PRICE	UNIT PRICE FOR OPTIONAL YEAR 2	EXTENDED PRICE	STOCK OR SUPPLIER ID NUMBER
SINGLE BED SET	1	SET	\$	\$	\$	\$	\$	\$	
TABLE & CHAIR SET (3 PIECE)	1	SET	\$	\$	\$	\$	\$	\$	
CHEST OF DRAWERS	1	EACH	\$	\$	\$	\$	\$	\$	
STANDING LAMP	2	EACH	\$	\$	\$	\$	\$	\$	
CLOCK RADIO	1	EACH	\$	\$	\$	\$	\$	\$	
SOFA CHAIR	1	EACH	\$	\$	\$	\$	\$	\$	
VACUUM CLEANER	1	EACH	\$	\$	\$	\$	\$	\$	
PACKAGE PRICE			\$	\$	\$	\$	\$	\$	
PACKAGE DELIVERY PRICE			\$	\$	\$	\$	\$	\$	
REDUCED PACKAGE DELIVERY PRICE FOR MULTIPLE SUITES WITHIN THE SAME BUILDING									
			\$	\$	\$	\$	\$	\$	

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

STANDING OFFER# B5832-150360/A									
PACKAGE "A-16", FURNITURE REQUIREMENT, SEVEN PEOPLE, VARIATION "A" (TWO ADULTS, FIVE CHILDREN ONE YEAR OF AGE OR OVER)									
ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE FOR OPTIONAL YEAR 1	EXTENDED PRICE	UNIT PRICE FOR OPTIONAL YEAR 2	EXTENDED PRICE	STOCK OR SUPPLIER ID NUMBER
DOUBLE BED SET	1	SET	\$	\$	\$	\$	\$	\$	
SINGLE BED SET	5	SET	\$	\$	\$	\$	\$	\$	
TABLE & CHAIR SET (8 PIECE)	1	SET	\$	\$	\$	\$	\$	\$	
CHEST OF DRAWERS	3	EACH	\$	\$	\$	\$	\$	\$	
STANDING LAMP	3	EACH	\$	\$	\$	\$	\$	\$	
CLOCK RADIO	1	EACH	\$	\$	\$	\$	\$	\$	
SOFA AND SOFA CHAIR	1	SET	\$	\$	\$	\$	\$	\$	
VACUUM CLEANER	1	EACH	\$	\$	\$	\$	\$	\$	
*Cribs can be requested by clients for children aged 12 to 24 months									
* Two Bunk beds can be requested instead of four single beds									
PACKAGE PRICE			\$	\$	\$	\$	\$	\$	
PACKAGE DELIVERY PRICE			\$	\$	\$	\$	\$	\$	
REDUCED PACKAGE DELIVERY PRICE FOR MULTIPLE SUITES WITHIN THE SAME BUILDING									

[illegible]

[illegible]

[illegible]

7200000

7200000

[illegible]

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VAN-4-37293

Buyer ID - Id de l'acheteur
VAN 531
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

To supply and deliver on an "as and when requested" basis of household furniture items to identified individuals or families on behalf of Citizenship and Immigration Canada. The period of the agreement will be from April 1, 2015 to March 31, 2016 (1 year), with the option to renew for a period of up to four (4) six (6) month periods. Call-ups will not be made for services to be rendered beyond the end date of the agreement.

It is anticipated that one Standing Offer will be awarded as a result of this Request for Standing Offer solicitation.

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), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offerors are required to provide pictures and sufficient information as to the quality, construction, finish, fit, and form to allow a reasonable evaluation of the items offered for delivery within your standing offer.

Offerors must not submit catalogues with various furniture items. Offerors must submit pictures of the actual items that are being offered and the specifications from the manufacturer. The Project Manager reserves the right to conduct an on-site inspection of the products being offered by the bidder to confirm specifications prior to bid award.

Offerors must quote on all items for each package in Annex B Basis of Payment.

4.1.1.2 Point Rated Technical Criteria

Criteria	Maximum Points
Approach and proposed methodology	20 points
Management Plan	40 points
Background and Experience	10 points
Total	70 points

Approach and Proposed Methodology:

State your approach, proposed methodology to meet the requirement, the degree of success expected, and any other major difficulties that are anticipated. Provide sufficient detail to demonstrate your grasp of the requirement and your competence to meet it.

Management Plan:

Provide a management plan that clearly demonstrates how, during the period of the Standing Offer you will have available sufficient stock of furniture to provide for all orders to be shipped complete. The plan should also address the following issues:

- Order receipt and acknowledgment;
- Distribution and order tracking;
- Involvement of sub-contractors;
- Picking and packing of orders;
- Methods for delivery and offloading in and outside of the Greater Vancouver area;
- Contact with the recipient for delivery arrangements;
- Replacement of damaged/defective items;
- Problem resolution

Background and Experience:

Outline the background and experience of your organization particularly as it relates to this requirement.

In order to be considered for standing offer award, technical proposal must score a minimum of 70% of the maximum points available. Proposals which fail to score the minimum 70% will be declared non-responsive and not considered further.

4.1.2 Financial Evaluation

4.1.2.1 The total of each Furniture packages A-1 through A-21 will be multiplied by the estimated quantity and then added together for each Annex B and C.

Estimated Quantities, 6 months:

Furniture:

70 orders of package A-1
10 orders of package A-2
10 orders of package A-3
1 order of package A-4
2 orders of package A-5
1 order of package A-6
10 orders of package A-7
1 order of package A-8
1 order of package A-9
15 orders of package A-10
1 order of package A-11
1 order of package A-12
2 orders of package A-13
1 order of package A-14
1 order of package A-15
1 order of package A-16
1 order of package A-17
1 order of package A-18
5 orders of package A-19
4 orders of package A-20
1 order of package A-21

Deliveries:

80% on weekdays, 20% Saturdays
90% within Greater Vancouver area, 10% other locations

4.2 Basis of Selection

4.2.1 The selection of bidders will be based on best value as determined by a ratio of 60% points from the technical evaluation to 40% points based on the price (See Annex "B" and Annex "C") respectively. The highest technical score will receive the maximum points of 60 and the others prorated accordingly. The lowest price score (must be technically acceptable) will receive the maximum points of 40 and the others prorated. The highest total score when adding the technical points and the price rate points will be considered as representing best value.

i.e.)

Example of Best Value Determination

Assuming three valid bids are received (each meets the minimum required technical score - and mandatory requirements, where applicable), and maximum technical score is 100 points.

Using a ratio of 60% technical vs. 40% price rate:

Details:

	Bid #1	Bid #2	Bid #3
Technical:	88 points	82 points	76 points
Price	\$30/hr	\$28/hr	\$24/hr

Calculation:

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VAN-4-37293

Buyer ID - Id de l'acheteur
VAN 531
CCC No./N° CCC - FMS No./N° VME

Bidder	Technical Points	Price Points	Total Points
Bid #1	88 X 60 = 60.00 * 88	**24 X 40 = 32.00 30	92.00 points
Bid #2	82 X 60 = 55.91 88	24 X 40 = 34.29 28	90.20 points
Bid #3	76 X 60 = 51.82 88	24 X 40 = 40 24	91.82 points

* Highest technical score.

** Lowest price rate (and technically acceptable)

Award to Bid #1 (Highest total score taking into consideration technical and price.)

Note:

The above is only an example to show mathematically how the relationship between technical and rate will be handled. The rates indicated DO NOT REPRESENT AN ESTIMATE OF THE RATES ASSOCIATED WITH THIS PARTICULAR REQUIREMENT.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**A. STANDING OFFER****6A1. Offer**

6A1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

6A2. Security Requirements

6A2.1 There is no security requirement applicable to this Standing Offer.

6A3. Standard Clauses and Conditions

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

6A3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6A3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card. The data must be submitted on a monthly basis in the format shown in attached Annex "D" to the Public Works and Government Services Canada Standing Offer Authority.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

6A4 Term of Standing Offer**6A4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from April 1, 2015 to March 31, 2016 inclusive.

6A4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) six (6) month periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6A5. Authorities**6A5.1 Standing Offer Authority**

The Standing Offer Authority is:

Goretti Mak
Supply Specialist

Solicitation No. - N° de l'invitation
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B4839-150360

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-4-37293

Buyer ID - Id de l'acheteur
VAN 531
CCC No./N° CCC - FMS No./N° VME

#219 - 800 Burrard St.
Vancouver, B.C. V6Z 0B9
Tel: (604) 775-7649
Fax: (604) 775-7526
E-Mail: goretti.mak@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6A5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____ (to be inserted at time of award)
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

6A5.3 Offeror's Representative

Firm's Contact Person:

Name _____
Telephone number _____
Fax number _____
Email address _____

6A6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is designated staff of the Citizenship and Immigration Canada or an authorized service provider Immigration Services Society of British Columbia (ISSBC) Housing Search Assistant or Rainbow Refugee Society.

6A7. Call-up Procedures

Call-ups will be made via telephone or facsimile and will include such information as the order number, size of the family unit, address of the family and specific instruction regarding merchandise requirements and delivery.

6A8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer" or electronic document

6A9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

6A10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$____ (to be inserted at time of award) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer,

whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6A11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Requirement;
- e) Annex B, Basis of Payment;
- f) Annex C, Delivery Package Price;
- g) the Offeror's offer dated _____.

6A12. Certifications

6A12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

6A13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6B1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6B2. Standard Clauses and Conditions**6B2.1 General Conditions**

2010A (2014-11-27), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section _____ (*insert section number*) Interest on Overdue Accounts, of _____ (*insert the number, date and title of applicable general conditions*) will not apply to payments made by credit cards.

6B3. Term of Contract**6B3.1 Delivery Date**

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

6B4. Payment**6B4.1 Basis of Payment**

The Contractor will be paid in accordance with the firm, all inclusive rates specified as described in Annexes "B" and "C".

6B4.2 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6B4.3 Method of Payment

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

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

6B5 Invoicing Instructions

The Contractor must submit invoices to Citizenship and Immigration Canada to the attention of the Project Authority by the 10th business day of every month for all charges that were incurred during the preceding month. The Contractor must ensure that all invoices refer to the relevant order number(s) and recipient(s) name. All charges related to the goods delivered to a family unit must be listed on the same invoice.

ANNEX "A"

REQUIREMENT

Title

Resettlement Assistance Program (RAP) Household Furniture Packages Standing Offer

Objective

To provide household furniture packages to Government Assisted Refugees (GARs), who have just arrived in Canada and who qualify for benefits under the Resettlement Assistance Program (RAP). Under RAP, refugees qualify for income support when they cannot provide the basic needs of life for themselves and/or for their dependants. The basic needs of life include basic furniture such as beds, tables and chairs.

Background

Canada has a long standing humanitarian tradition of resettling refugees from abroad and is committed to the international efforts to provide assistance to those in need of resettlement.

The Resettlement Assistance Program Unit of Citizenship and Immigration Canada (CIC) provides furniture and household goods packages to RAP clients through a standing offer allowing CIC to establish standardized costs, offer consistent quality and quantity of goods, expedite delivery to clients, and place orders easily.

The number of orders is proportional to the number of family units of GAR arrivals. In 2013, there were 612 GAR arrivals in BC. From January 1 to December 31, 2013, RAP made approximately 237 call-ups against the RAP Household Furniture Packages standing offer.

Breakdown of Household Furniture Packages invoices received between January 1 and December 31, 2013:

A-1: 137	A-10, A-19 combination: 7
A-2: 19	A-10, A-20 combination: 1
A-3: 20	A-11: 2
A-4: 1	A-13: 4
A-5: 3	A-13, A-19 combination: 2
A-6: 2	A-13, A-20 combination: 1
A-7: 14	A-16, A-19 combination: 2
A-10: 20	A-17: 2

Total: **237** packages (packages A-19 and A-20 are add-ons for other packages)

Requirement

To supply and deliver, on an "as and when requested" basis, furniture packages to individuals on behalf of Citizenship and Immigration Canada, located in British Columbia and the Yukon Territory during the period of April 1, 2015 to March 31, 2016.

Furniture packages must be fully assembled upon delivery.

Item Descriptions/Specifications

Item descriptions and/or specifications are stated in the attached Annex B, Packages "A-1" to "A-21". All descriptions/specifications are the minimum acceptable. Item substitutions will only be accepted with the Project Manager's prior approval.

The contractor must not refund or exchange any goods sold under any resultant call-up against a Standing Offer without written authorization from the authorized agent responsible for ordering the goods.

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File No. - N° du dossier
XSB-4-37205

Buyer ID - Id de l'acheteur
XSB005
CCC No./N° CCC - FMS No./N° VME

Packaging

The Contractor shall package the items into sets for one person up to seven persons as listed in Appendices "A- 1" to "A-21". A packing slip is required with all shipments.

Delivery

The Contractor shall deliver all items to the residence of the recipient. Delivery of all ordered items, to any locations in B.C. or the Yukon Territory will be completed within 48 hours from receipt of an authorized call-up.

Shipments shall be consigned FOB INCLUDING ALL DELIVERING AND OFFLOADING CHARGES to the address of the recipient in the Greater Vancouver area including Vancouver; New Westminster; Richmond; Burnaby; Surrey; Delta; Coquitlam; Port Coquitlam; Port Moody; Langley; North and West Vancouver. Shipping charges for these areas are to be included in the package prices.

Annex "C" shall be consigned FOB INCLUDING ALL DELIVERY AND OFFLOADING CHARGES to the address of the recipient in the areas of White Rock, Abbotsford, Pitt Meadows, Haney, Maple Ridge, Mission and Chilliwack. Shipping charge for these areas will be added to the package prices.

Package Delivery Price is when the goods are being delivered for one residence only. Reduced Package Delivery Price is for goods being delivered to two or more residences in a common building address. (There may be different family units moving into the same apartment suite or apartment building, not the same suite, on the same day).

For destinations outside of the Greater Vancouver area as defined above, and the areas listed in Annex "C", shipments will be consigned FOB the destination(s) specified with freight charges prepaid by the Contractor and charged on the Contractors invoice. A copy of the prepaid transportation invoice will accompany the contractors invoice. Freight costs for those deliveries outside of the Greater Vancouver area and the areas listed in Annex "C" will be negotiated between the Contractor and the Project Authority. The Contracting Authority will also be available for assistance in negotiating competitive freight rates.

Annex "B" – Basis of Payment

You are requested to provide firm unit prices for each individual item, a package price for each individual package and a per package delivery price for delivery of each package within the Greater Vancouver area, and a reduced package delivery price for 2 or more deliveries to the same building (not the same suite) GST extra

Annex "C" – Basis of Payment

You are requested to provide firm unit prices for each individual item, a package price for each individual package and a per package delivery price for delivery of each package within the White Rock, Abbotsford, Pitt Meadows, Haney, Maple Ridge, Mission, and Chilliwack areas, and a reduced per package delivery price for 2 or more deliveries to the same building (not the same suite) GST extra.

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File No. - N° du dossier
XSB-4-37205

Buyer ID - Id de l'acheteur
XSB005
CCC No./N° CCC - FMS No./N° VME

NOTE TO BIDDERS: Please use **ONE** of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
219 - 800 BURRARD STREET
VANCOUVER BC V6Z 0B9
Solicitation No. : B4839-150360/A
Solicitation Closes at : 2:00 PM PT
on : February 23, 2015

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 2e étage
Colombie-Britannique (C.-B) V6Z 0B9
N° de l'invitation B4839-150360/A
La réception des soumissions prend fin le : Feb. 23, 2015
à : 14:00 PT
