
PERSONAL STORAGE CABINETS

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 STATEMENT OF REQUIREMENT	2
1.2 DEBRIEFINGS	2
1.3 TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	2
2.2 SUBMISSION OF BIDS	2
2.3 ENQUIRIES - BID SOLICITATION	2
2.4 APPLICABLE LAWS	3
PART 3 - BID PREPARATION INSTRUCTIONS	3
3.1 BID PREPARATION INSTRUCTIONS	3
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	4
4.1 EVALUATION PROCEDURES	4
4.2 BASIS OF SELECTION	4
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	4
5.1 CERTIFICATIONS REQUIRED WITH THE BID	4
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	5
PART 6 - RESULTING CONTRACT CLAUSES	5
6.1 SECURITY REQUIREMENTS	6
6.2 REQUIREMENT	6
6.3 STANDARD CLAUSES AND CONDITIONS	6
6.4 TERM OF CONTRACT	6
6.5 AUTHORITIES	7
6.6 PAYMENT	8
6.7 INVOICING INSTRUCTIONS	8
6.8 CERTIFICATIONS	8
6.9 APPLICABLE LAWS	9
6.10 PRIORITY OF DOCUMENTS	9
6.11 SACC MANUAL CLAUSES	9
6.12 SHIPPING INSTRUCTIONS	9
6.13 INSTALLATION SERVICES	9
6.14 DEFICIENCY PROCEDURES	10
ANNEX A – REQUIREMENT	11
ANNEX B – BASIS OF PAYMENT	14

PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

This requirement is detailed under Article 2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 ten calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

3.1 Bid Preparation Instructions

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

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of 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) (<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.

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), 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

Every bid received will be evaluated in relation to the Mandatory Specifications contained in Annex A. Failure to meet any of the mandatory criteria listed as the bid closing will render the submission non-responsive and it will be given no further consideration.

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

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 AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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 [Employment and Social Development Canada \(ESDC\) - 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.

5.2.3 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

Bidder's Signature

Date

5.2.4 Testing Certification

The Bidder certifies that all the products being proposed for this requirement meet the testing requirements detailed at Annex A.

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2015-07-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

DELETE: The warranty period will be twelve (12) months.

INSERT: The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

Section 09 entitled Warranty of general conditions 2010A 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 any necessary repair or making good of the Work at that location. In such cases, the Contractor will 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.

INSERT:

Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to prop

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received as detailed in Annex B.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: *(TBD)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(TBD)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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.

6.5.3 Contractor's Representative (should be completed by Bidder at time of bid submission)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
Email: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ (TBD). Customs, duties are excluded and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

6.6.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

6.7 Invoicing Instructions

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

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this Contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2015-07-03), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.11 SACC Manual Clauses

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

6.12 Shipping Instructions

Goods must be consigned to the delivery destinations identified at Annex B and delivered: DDP Delivered Duty Paid, (Delivery Address), Incoterms 2000 for shipments from a commercial carrier. The carrier must unload at destination.

6.13 Installation Services

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

1. Provide a minimum of one (1) team leader to supervise the installation who is certified by the manufacturer with certification being updated on a regular basis and not exceeding (3) years;
2. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
3. Unpack all pieces and inspect product for shipping damage;
4. Install all products in accordance with the manufacturers specifications;

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5. Ensure all other products function properly and make minor adjustment/repairs;
 6. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
 7. Clean the product once installed;
 8. 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
 9. 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.

6.14 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 – REQUIREMENT

Detailed Requirements for Personal Storage Cabinets

1. Scope

Personal storage cabinets meeting this purchase description and must meet all of the mandatory requirements detailed herein.

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

2.2 American National Standards Institute (ANSI)

ANSI/BIFMA X 5.9 American National Standard for Office Furnishings – Storage Units – Tests

2.3 American Association of Textile Chemists and Colorists (AATCC)

EP1 - Grey Scale for Color Change – Instructions

2.4 Canadian General Standards Board (CGSB)

CAN/CGSB 44.227 – Free-standing Office Desk Products and Components

1-GP-71 – Methods of Testing Paints and Pigments: No. 120.1 – Colour Stability –Fading by Light

2.5 Reference to the above publications, or test methods therein, is to the latest issue.

3. Terminology

Personal Storage Cabinet: Multi-Functional cabinets that contain a combination of two or more of the following: drawers, doors, shelves and provides storage for personal wardrobe items and day-to-day filing for an individual's workstation.

4. General Requirements

4.1 Personal storage cabinets must be manufactured from cold-rolled steel with a sheet thickness of 22 gauges to 20 gauges.

4.2 Workmanship - The finished cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

4.2.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with, must have all corners and edges eased or radius.

4.2.2 Doors and drawers must fit squarely and evenly into the openings on all sides

4.3 Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

4.4 Recycled Material - No limit is imposed on the amount of recycled material used in the manufacture of new components and manufacturers are encouraged to use recyclable material whenever possible and applicable. The finished components must meet all of the requirements of this purchase description.

5. Detailed Requirements

5.1 Personal Storage Cabinets must have a wardrobe located on one side (left or right side to be determined after contract award) and on the opposite side 2 file drawers located at bottom with open cupboard above the drawers.

5.2 Dimensions - Personal Storage Cabinets must be 610mm (24 in.) wide x 610mm (24 in.) deep x 1219mm (48 in) to 1372mm (54 in.) high.

5.3 File Drawers and wardrobe all to lock and be keyed alike with the file drawers capable of being locked/unlocked independently of the door to the wardrobe section.

5.4 The wardrobe must have a compartment for personal belongings and clothing with a full height door and nominal width of 203-254 mm (8-10in.) including a side-to-side coat rod.

5.5 Cupboard portion to have 2 shelves included (one of which must be adjustable).

5.6 File drawer to accommodate hanging legal size folders (side-to-side) and hanging letter size folders (front-to-back) with integrated filing-file bars.

5.7 Must be equipped with 4 glides with a minimum vertical adjustment of 19mm (0.75 in.).

5.8 The suspension on all drawers must allow for the back of the drawer/filing compartment to extend beyond the face of the cabinet.

5.9 All drawer and door pulls must be operable with a closed fist for handicap access.

5.10 Each wardrobe door must have an opening door swing of a minimum of 110 degrees.

5.11 All drawers and doors must be provided with sound silencing bumpers.

5.12 Locks must be pin, tumbler and wafer type and must have a corrosion resistant finish.

5.13 Locks and cylinders must be capable of easy on site installation or replacement.

5.14 All cabinets must have an overall master keying system.

5.15 Provide four (4) keys per personal storage cabinet.

5.16 Provide two (2) master keys and lock cylinder removal tools.

5.17 All cabinets are must be permanently and legibly marked with the product code, manufacturer's trademark and traceable order information for warranty purpose.

5.18 Colour – To be determined at Contract award.

6. Detailed Requirements for Finishes

6.1 Metal Finishes - The metal components must meet the following performance requirements:

6.1.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.

6.1.2 Colour Stability - Color Stability - The finishes must not show a change in color greater than the colour match of existing elements of a scale 4 contrast when tested as per ANSI/NEMA LD-3 – Light Resistance section 3.3.2 or 3.3.3.

6.1.3 Scratch Resistance – The finish must meet the requirements of ASTM D3363 hardness H.

7. Testing Requirements

7.1 All personal storage cabinets offered under this solicitation must have successfully completed all tests to ANSI/BIFMA x5.9, as well as meet all of the requirements of this specification. Testing reports must establish that all the tests have been successfully undergone and the reports must be available upon request.

7.2 Age of Tests: Test reports must be not more than five (5) years old at closing date and time of solicitation.

7.3 Acceptable Test Facility: An independent testing laboratory or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

8. Shop Drawing

8.1 The Bidder must submit a shop drawing that includes as a minimum, the dimensions (length, width, height) for the item being proposed at Annex B- Basis of Payment.

8.2 The Bidder must submit the shop drawing in hard copy along with the rest of their bid.

9. Quality Assurance

9.1 The Bidder must have a recognized quality management system in place at the manufacturing facility or conformance to ISO 9001:2008.

ANNEX B – BASIS OF PAYMENT

1. Pricing

Bidder must bid a total firm lot price for the supply, delivery and installation of the personal storage cabinets as detailed in Annex A herein.					
Item No.	Description	Qty	Model Number	Firm Unit Price (CAD)	Firm Lot Price (Qty x Firm Unit Price)
A	Personal Storage Cabinets as per the Mandatory Specifications from Annex A including installation as specified below in Part 2 of Annex B.	29 EA		\$ _____ /EA	\$ _____
B	Delivery Charges				\$ _____
C	Off-loading Charges				\$ _____
D	Installation Charges				\$ _____
Total Evaluated Price (Total Lot Price excluding applicable taxes)					\$ _____

2. Delivery and Installation Information

Delivery Destination	Qty	Delivery and Loading Dock Limitations	Installation Schedule and Information
Agriculture and Agri-Food Canada (AAFC) Canada Place Suite 945, 9700 Jasper Avenue Edmonton, AB T5J 4C3	29 EA	<ul style="list-style-type: none"> • Loading dock available • Freight elevator available 	<ul style="list-style-type: none"> • Installation requested for earliest date after contract award: _____ • Start time: 5:00 pm (Mountain Time) • Duration: 1 day • Storage units to be levelled in each workstation • On-site contacts to escort the installers will be provided