



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
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

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Staff Housing Furniture	
Solicitation No. - N° de l'invitation A7100-152002/A	Date 2016-02-02
Client Reference No. - N° de référence du client A7100-152002	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-016-9754	
File No. - N° de dossier WPG-5-38277 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-14	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: Hall, Marlene	Buyer Id - Id de l'acheteur wpg016
Telephone No. - N° de téléphone (204) 230-0147 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: INDIGENOUS AND NORTHERN AFFAIRS CANADA 14TH FLOOR, RM 1402B 15 EDDY ST GATINEAU Quebec K1A0H4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.1 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.

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

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material – Bid

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

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

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

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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.

2.5 Bidders' Conference

A bidders' conference will be held on February 16, 2016 to provide information and opportunities for bidders to ask questions about the solicitation and the procurement process. Supplier's attendance is optional. The bidders' conference will be held at Public Works and Government Services Canada (PWGSC), 167 Lombard Avenue, Winnipeg, Manitoba via web-ex and teleconference. The bidders' conference will begin at 10:00 am Central Standard Time.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance and to receive teleconference instructions. Bidders are to provide, in writing, to the Contracting Authority, the names(s) of the person(s) who will be attending and a list of issues they wish to table no later than February 14, 2016, 2:00 pm. Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not participate in the bidders' conference will not be precluded from submitting a bid.

Contracting Authority Marlene Hall
Telephone: 204-230-0147
Email: marlene.hall@pwgsc-tpsgc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

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

4.1.1.1 Mandatory Technical Criteria

- (a) Bidder must be able to perform the full scope of the work described in the Annex A, Requirement and meet the Minimum Mandatory Performance Specifications detailed in the Compliance Matrix.
- (b) Bidder must complete the Compliance Matrix detailed in Annex A, Requirement. Completion is defined as indication of compliance to each mandatory criterion as outlined in Annex A, Requirement

4.1.1.2 Point Rated Technical Criteria

Refer to Annex F, 2.2 Point Rated Criteria.

4.1.1.2.1 Inuit Benefits Plan

In this requirement, the **Inuit Benefits Plan** will form part of a bidder's technical bid, in accordance with the criteria listed in Annex D, Inuit Benefits Plan Report, Annex E, Inuit Benefits Plan and Annex F, Evaluation Criteria.

It is not mandatory for Bidders to include the Inuit Benefits Plan as part of their proposal.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each Point Rated criteria number R1, R2, and R3 for technical evaluation. Point Rated Criteria R4 has no pass mark. The rating is performed on a scale of 50 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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.

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

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) (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](#) (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before the delivery dates specified in Annex A.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204 230-0147
Fax: 204 983-7796
Email: marlene.hall@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: *A contact to be named at date of contract issuance*

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

6.5.3 Contractor's Representative

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

6.6 Payment

6.6.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price(s), as specified in Annex B of \$ _____. Customs duties are included or subject to exemption 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6.3 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending 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 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.

6.9 Applicable Laws

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

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 (2015-09-03), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance - Specific Requirements;
- (f) Annex D, Inuit Benefits Plan Report, if applicable;
- (g) Annex E, Inuit Benefits Plan, if applicable;
- (h) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

A9068C	(2010-01-11)	Government Site Regulations
B7500C	(2006-06-16)	Excess Goods
C2000C	(2007-11-30)	Taxes – Foreign-based Contractor
C5201C	(2008-05-12)	Prepaid Transportation Costs

6.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

REQUIREMENT

The Canadian High Arctic Research Station (CHARS) has a requirement for the supply, delivery and installation of Staff Housing Furniture, such as soft seating, dining chairs, mattresses and lamps.

A complete list of the mandatory technical specifications is detailed in the Compliance Matrix.

1. Delivery and Installation:

- Delivery to Cambridge Bay, Nunavut must be completed on or before April 15, 2016.
- On-site installation must be conducted by a qualified installer on or before April 15, 2016.

2. Delivery, FOB Destination

Delivery FOB destination to the following civic addresses in Cambridge Bay, Nunavut.

Residential Unit Number	Address	Legal Description
1	25 Kilgavik Street	Block 59, Lot 6, Plan 3778
2	27 Kilaaq Street	Block 58, Lot 8, Plan 3778
3	27 Kilgavik Street	Block 57, Lot 6, Plan 3778
4	28 Kilgavik Street	Block 57, Lot 8, Plan 3778
5	31 Kilaaq Street	Block 58, Lot 6, Plan 3778
6	32 Kilgavik Street	Block 59, Lot 4, Plan 3778

3. Delivery Contact: *To be named at time of award*

Name _____
Project Officer
Canadian High Arctic Research Station (CHARS)
Indigenous and Northern Affairs Canada (INAC)
Telephone: _____

4. General Requirements:

1. Workmanship: wood surfaces and edges to be smoothly sanded and free of blemishes or defects such as tool or machine marks, sanding marks, surplus glue, raised grain, delamination or water marks.
2. Exposed joints to be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
3. The factory finish to be smooth and free of sags, runs, orange peel and overspray.
4. Manufacturers' full range of compliant finishes and colour swatches for soft seating, lamps, and dining chairs are to be submitted with the bids. The final finish and colour selection is to be made before contract award.
5. All foam to be Chlorofluorocarbon (CFC) free.
6. Provide adequate cleaning instructions with each product and fabric.
7. The use of residential staircases will be required to complete the installation of the furniture items within the 6 CHARS Staff housing Units.

5. Installation of Staff Housing Furniture:

The Contractor must provide all of the services below for the products supplied:

- Move the Staff Housing Furniture from airplane to applicable civic house address identified in item 2. Delivery Contact Personnel will direct placement of all furniture items within the 6 CHARS Staff housing "units".
- Unpack all pieces and inspect products for shipping damage;
- Install all products in accordance with the manufacturers' specifications;
- Ensure all products function properly and when necessary make minor adjustments/repairs;
- Touch up all minor nicks and scratches on the products that may have occurred during installation;
- Clean the products once installed;
- Clean up the installation site. Must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of scrap and packaging materials and recycle if possible.

Compliance Matrix Instructions:

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

1. Completion of the Compliance Matrix is mandatory to be considered for this proposal. Completion is defined as indication of compliance to each mandatory criterion. Bidders are to record if they meet or exceed each specification, provide supporting technical documentation for each specification, and cross-reference where the supporting documentation is found within the proposal to demonstrate compliance.
2. Supporting technical documentation, such as specification sheets, technical brochures, and photographs or illustrations should provide adequate detail to substantiate that the goods offered meet the technical requirements. It is the Bidders responsibility to ensure that the submitted technical documentation provides adequate detail to prove that the proposed product(s) meet the requirements of the technical specification. If specific published technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
3. If the complete specification and/or literature is not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
4. Canada will not evaluate information such as references to Web site addresses where additional information can be found.
5. Bidders must address any concerns with the Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet the minimum mandatory specifications will result in your proposal being deemed non-responsive, and be given no further consideration in the evaluation process.

Compliance Matrix – MINIMUM MANDATORY TECHNICAL SPECIFICATIONS:

	<p><u>Completion and submission of Mandatory Technical Specification is required to be considered responsive and for your bid to be given further consideration.</u></p> <p>Provide the specification being offered which meets or exceeds <u>and cross-reference as to where the supporting documentation is found within your proposal.</u> If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your offer. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., prepare a written narrative complete with a detailed explanation of how its offer demonstrates compliance.</p>	
	<p><u>All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.</u></p>	
Item	Specifications	Bidder Response: indicate how they meet the specifications addressed below/ cross-reference where this technical specification is indicated in their bid documentation
1.	3-Seater Sofa	
1.1	Must be same manufacturer product line and finishes as lounge chair and 2-seater loveseat	
1.2	Dimensions Width: 2100mm – 2500mm Depth: 850mm – 1000mm Height: up to 950mm	
1.3	Enclosed fully upholstered outer frame	
1.4	Comfortably seat 3 adults	
1.5	Fabric must have an abrasion resistance of 50,000 double rubs or more (ASTM D4157)	
1.6	Fabric must meet flammability requirements as per CAN/CGSB-4.2 No. 27.5	
1.7	Fabric must be treated for stain resistance	
1.8	Fabric patterns must align at seams	
1.9	Removable cushions with zippered closure suitable for machine washing	
1.10	Minimum 150mm legs/feet to allow for airflow, in a light hard wood or metal finish	
1.11	Backs – Foam Indentation Load Deflection rating of 20-30 and density of 1.2 – 2.8 lb/ft³	

1.12	Seats – Foam Indentation Load Deflection rating of 30-50 and density of 2.2 – 2.8 lb/ft³	
1.13	Hardwood Interior Frame	
1.14	Minimum 10 years industry standard warranty, provide details of warranty	
2	2-Seater Loveseat	
2.1	Must be same manufacturer product line and finishes as lounge chair and 3-seater sofa	
2.2	Dimensions Width: 1450mm – 1750mm Depth: 950mm – 1000mm Height: up to 950mm	
2.3	Enclosed, full upholstered outer frame	
2.4	Comfortably seat 2 adults	
2.5	Fabric must have an abrasion resistance of 50,000 double rubs or more (ASTM D4157)	
2.6	Fabric must meet flammability requirements as per CAN/CGSB-4.2 No. 27.5	
2.7	Fabric must be treated for stain resistance	
2.8	Fabric patterns must align at seams	
2.9	Removable cushions with zippered closure suitable for machine washing	
2.10	Minimum 150mm legs/feet to allow for airflow, in a light hard wood or metal finish	
2.11	Backs – Foam Indentation Load Deflection rating of 20-30 and density of 1.2 – 2.8 lb/ft³	
2.12	Seats – Foam Indentation Load Deflection rating of 30-50 and density of 2.2 – 2.8 lb/ft³	
2.13	Hardwood Interior Frame	
2.14	Minimum 10 years industry standard warranty, provide details of warranty	
3	1-Seater Lounge Chair	
3.1	Must be same manufacturer product line and finishes as 2-seater loveseat and 3-seater sofa	

3.2	Dimensions Width: 850mm – 950mm Depth: 950mm – 1000mm Height: up to 950mm	
3.3	Enclosed, full upholstered outer frame	
3.4	Comfortably seat 1 adult	
3.5	Fabric must have an abrasion resistance of 50,000 double rubs or more (ASTM D4157)	
3.6	Fabric must meet flammability requirements as per CAN/CGSB-4.2 No. 27.5	
3.7	Fabric must be treated for stain resistance	
3.8	Fabric patterns must align at seams	
3.9	Removable cushions with zippered closure suitable for machine washing	
3.10	Minimum 150mm legs/feet to allow for airflow, in a light hard wood or metal finish	
3.11	Backs – Foam Indentation Load Deflection rating of 20-30 and density of 1.2 – 2.8 lb/ft³	
3.12	Seats – Foam Indentation Load Deflection rating of 30-50 and density of 2.2 – 2.8 lb/ft³	
3.13	Hardwood Interior Frame	
3.14	Minimum 10 years industry standard warranty, provide details of warranty	
4	Queen Mattress	
4.1	Dimensions: Width: 1525mm Length: 2030mm Height: 200mm 60"W x 80"L x 8"H	
4.2	Innerspring mattress with at least 400 individually pocketed 14 gauge coil springs	
4.3	Minimum 10mm (3/8") foam layer multi-quilted to fabric covering on both sides	
4.4	6 gauge border wire, comfort foam layer, side wall support	
4.5	Multi-quilted borders	
4.6	Treated with a stain-resistant finish	
4.7	Meet or exceed the CAN/ULC-S137 flame requirements	
4.8	Minimum of 10 years industry standard warranty, provide details of warranty	
4.9	Flip-able, two-sided construction	

4.10	Fabric cover/ticking must be made from polyester or cotton-poly blend	
5	Twin XL Mattress	
5.1	Dimensions: Width: 990mm Length: 2030mm Height: 200mm 39"W x 80"L x 8"H	
5.2	Innerspring mattress with at least 250 individually pocketed 14 gauge coil springs	
5.3	Minimum 10mm (3/8") foam layer multi-quilted to fabric covering on both sides	
5.4	6 gauge border wire, comfort foam layer, side wall support	
5.5	Multi-quilted borders	
5.6	Treated with a stain-resistant finish	
5.7	Meet or exceed the CAN/ULC-S137 flame requirements	
5.8	Minimum of 10 years industry standard warranty, provide details of warranty	
5.9	Flip-able, two-sided construction	
5.10	Fabric cover/ticking must be made from polyester or cotton-poly blend	
6	Floor Lamp	
6.1	Dimension: Height: 1525mm – 2000mm	
6.2	Satin chrome, brushed nickel or anodized metal or clear oak or clear maple base with removable shade	
6.3	CSA approved	
6.4	Fully assembled	
6.5	Switch allowing for lighting level (brightness) adjustment	
6.6	Single bulb design with one fully dimmable LED bulb (16 – 20W) included	
6.7	Lamps with flexibility to direct light is preferred	
6.8	To be same manufacturer, finishes and product line as Table Lamps	
7	Table Lamp	
7.1	Dimensions: Height: 610mm – 915mm	

7.2	Satin chrome, brushed nickel or anodized metal or clear oak or clear maple base with removable shade	
7.3	CSA approved	
7.4	Fully assembled	
7.5	Switch allowing for lighting level (brightness) adjustment	
7.6	Single bulb design with one fully dimmable LED bulb (16 – 20W) included	
7.7	To be same manufacturer, finishes and product line as Table Lamps	
8	Wood Dining Chair	
8.1	Dimensions: Width: 49mm – 55mm Depth: 55mm – 60mm Seat Height: 45mm – 50mm Total Height: 75mm - 90mm	
8.2	Frame to be of solid oak, complete with four legs, seat and back	
8.3	Type and joinery of chair to support an adult up to 140kg (300 lbs) and maintain integrity of	
8.4	All joints and joining to be fabricated in accordance with good industry practice to ensure maximum strength equal to ASTM	
8.5	All joints to be well fitting, with clear smooth finish, free of defects that may affect the integrity of the furniture	
8.6	Design to support securing “off the shelf” removable seat cushion (not included)	
8.7	All exposed fasteners that are not decorative will be counter sunk and plugged for uniform finished appearance	
8.8	Minimum 5 year warranty for the entire chair. Provide details of warranty.	
8.9	Finish to support cleaning with regular multipurpose household cleaning products for the kitchen	
8.10	Dining chairs are to all be of the same product line, manufacturer, colour and finish	
9.	Must be delivered on or before April 15, 2016 to Cambridge Bay, Nunavut	
10.	On-site installation must be conducted and completed by a qualified installer on or before April 15, 2016.	

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm price, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Pricing must be firm unit price including all costs associated with providing the requirement in accordance with requirement at Annex A, FOB destination.

FOB Destination: **Delivery and installation to the following civic addresses in Cambridge Bay, Nunavut, Canada**

Residential Unit Number	Address	Legal Description
1	25 Kilgavik Street	Block 59, Lot 6, Plan 3778
2	27 Kilaaq Street	Block 58, Lot 8, Plan 3778
3	27 Kilgavik Street	Block 57, Lot 6, Plan 3778
4	28 Kilgavik Street	Block 57, Lot 8, Plan 3778
5	31 Kilaaq Street	Block 58, Lot 6, Plan 3778
6	32 Kilgavik Street	Block 59, Lot 4, Plan 3778

Currency:

Bids will be evaluated in CAD funds using the Bank of Canada conversion rate on bid closing date. Bidder must indicate if pricing offered is in Canadian or US dollars.

Table 1: Delivery on or before April 15, 2016

Item	Description	Qty	Unit of Issue	Unit Price	Extended Price Bidder to indicate if CAD or USD
1	3-Seater Sofa in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	6	each	\$	\$
2	2-Seater Loveseat in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	6	each	\$	\$

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Client Ref. No. - N° de réf. du client
A7100-152002

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File No. - N° du dossier
WPG-5-38277

Buyer ID - Id de l'acheteur
WPG016
CCC No./N° CCC - FMS No./N° VME

3	1-Seater Lounge Chair in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	6	each		
4	Queen Mattress in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	6	each		
5	Twin XL Mattress in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	18	each		
6	Floor Lamp in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	12	each		
7	Table Lamp in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	36	each		
8	Wood Dining Chair in accordance with the mandatory performance specifications detailed in Annex A – Requirement. All inclusive pricing including warranty.	54	each		
9	Delivery including freight and offloading charges, FOB Destination to CHARS Staff Homes civic addresses located in Cambridge Bay, Nunavut. (ONE FIRM LOT PRICE)	1	lot		
TOTAL					\$

Solicitation No. - N° de l'invitation
A7100-152002/A
Client Ref. No. - N° de réf. du client
A7100-152002

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-5-38277

Buyer ID - Id de l'acheteur
WPG016
CCC No./N° CCC - FMS No./N° VME

Table 2: Installation on or before April 15, 2016

Item	Description	Qty	Unit of Issue	Lot Price Bidder to indicate if CND or USD
1.	ALL INCLUSIVE Installation Charges for complete installation. Complete installation includes installation of all parts (i.e. legs), removal of all packaging, and set-up of furniture in appropriate areas of houses as defined by Delivery Contact Personnel. (ONE FIRM LOT PRICE)	1	Lot	\$
TOTAL				\$

ANNEX "C"

INSURANCE – SPECIFIC REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

ANNEX "D"

INUIT BENEFITS PLAN AND REPORT

1.0 Preamble

Further to the Nunavut Land Claims Agreement (NLCA) this contract contains a requirement for the provision of benefits to Inuit people and firms.

2.0 Inuit Benefits Plan

Within 15 calendar days after date of Contract Award, the Contractor shall submit to the Crown for approval a finalized Inuit Benefits Plan which is based upon the draft Inuit Benefits Plan submitted as part of the proposal, and may include the following:

- 2.1 A clear statement of the minimum amount of Inuit Benefits that the Bidder proposes to provide for the shipping and installation of the goods; and/or
- 2.2 How the Contractor intends to maximize the use of Inuit employment or Inuit sub-contractors.

The Inuit Benefits Plan shall be in sufficient detail to allow the Crown to assess the value of the Inuit Benefits Plan proposed but also the probability of meeting the objectives contained therein.

3.0 Final Reporting of Inuit Benefits

Based on the finalized Inuit Benefits Plan, as per 2.0, the Contractor shall provide a detailed report on what was actually accomplished and the dollar value of the Inuit benefits achieved

This final report shall be as per Annex "B" Basis of Payment.

ANNEX "E"

INUIT BENEFITS PLAN

The requirements of the Nunavut Land Claims Agreement (NLCA) <http://www.aadnc-inac.gc.ca/eng/1100100030601/1100100030602> will apply to the proposed procurement. Bidders are therefore requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit citizens and businesses, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Article 24 -The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, clause 24.6.1.

Inuit Benefits

For the portion of the work specifically undertaken in the Nunavut Land Claims settlement area, bids will be evaluated and allocated a range of points in accordance with the degree to which the Bidder's proposed method of carrying out the work meets the objectives of the following criteria.

Bidders may refer to the Nunavut Tunngavik Inc. (NTI) Inuit Firm Registry Database at <http://inuitfirm.tunngavik.com/>

For purposes of interpretation:

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- a. a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- b. a co-operative controlled by Inuit, or
- c. an Inuk sole proprietorship or partnership.

"Inuit" must be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

"deliveries to" means "goods delivered to, and services performed in".

Evaluation and Assessment - Submission Requirements

In order for a bid to be assigned points for representations made in respect of any criterion (hereinafter collectively referred to as the "Nunavut Representations"), appropriately documented evidence of conformance with the stated objective of the criterion must be provided with the tender submission.

The Minister reserves the right to verify any information provided in the "Nunavut Representations" and that untrue statements may result in the tender being declared non-responsive.

Treatment of Representations and Warranties

The Bidder acknowledges that:

- a) the Minister relies upon the "Nunavut Representations" to evaluate bids; and
- b) the "Nunavut Representations" must become covenants under any contract(s) resulting from this solicitation.

ANNEX "F"

POINT RATED CRITERIA

1. INSTRUCTIONS

- 1.1 The Bidder must ensure that its Proposal provides sufficient evidence for the Evaluation Committee to assess the compliance of the Proposal with the criteria listed in this Request for Proposal (RFP). Bidders must make sure that their proposal clearly demonstrates a Logistics Supply Chain Plan for the delivery and installation of the Staff Housing Furniture detailed in Annex A. It is the sole responsibility of the Bidder to provide sufficient information within its Proposal to enable the Evaluation Committee to complete its evaluation.
- 1.2 The Bidder must include any reference material it wishes to be considered for evaluation within its Proposal. Any material or documents outside the Proposal will not be considered (for example, should the Bidder wish to provide screen shots of its website or product, etc. for evaluation, copies or printouts of website or product material must be included within the Proposal). URL links to the Bidder's website will not be considered by the Evaluation Committee. No prior knowledge of or experience with the Bidder on the part of the Evaluation Committee will be taken into consideration by the Evaluation Committee.

2. POINT RATED CRITERIA

- 2.1 Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria.
- 2.2 Bidders must obtain a minimum score of 60% for each criteria number R1, R2, and R3 considered compliant. Bids which fail to attain at least 60% in each of these categories will be considered technically non-responsive and no further evaluation will be conducted.
- 2.3 In addition, although it is not mandatory for Bidders to complete the Inuit Benefits Plan, R4, as part of their proposals, Bidders are encouraged to consider the Inuit Benefits Plan in category R4 when submitting their proposals. There is no pass mark for category R4
- 2.4 The maximum score for the Point Rated criteria is 50 points.
The maximum number of pages (including text and graphics) to be submitted for the Logistic Supply Chain Plan under this section is five (5) to ten (10) Pages.

The following are not part of the page limitation mentioned above:

- i. Covering letter
- ii. Table of contents
- iii. Front page and required completion of Articles 1-6 of the RFP
- iv. Front page of revision(s) to RFP
- v. Compliance Matrix, Requirements and supporting documentation (Annex A)
- vi. Price Proposal Form (Annex B)
- vii. Insurance Certificates (Annex C)
- viii. Inuit Benefits Plan Report (Annex D)

Consequence of non-compliance: any pages which extend beyond the above limitation and any other attachments will be extracted from the proposal and will not be forwarded to the Evaluation Board members for evaluation.

- 2.5 The Point Rated Criteria will be evaluated using the outline below. Points will be rounded using standard mathematical methods to two (2) decimal places, when required.

Point Rated Criteria		Total Possible Points	Minimum Pass Mark
R1	Delivery Schedule	20	12
R2	Installation Service	10	6
R3	Risks and Mitigations	10	6
R4	Inuit Benefits Plan	10	0 (no pass mark)
Total Possible Points		50 points	
Minimum Pass Mark		24 points	

Bidders must clearly demonstrate in their bid how they meet the following Point-Rated Criteria:

ITEM	POINT RATED CRITERIA	MAX. POINTS
	Logistic Supply Chain Plan (Consists of R1, R2, R3) (maximum 5 to 10 pages)	
R1	Delivery Schedule (pass mark 12 pts)	20 points
	Bidder must clearly demonstrate in their bid a Logistic Supply Chain Plan that details how they will deliver all the Staff Housing Furniture on or before April 15, 2016. The demonstration should include a detailed schedule from Suppliers warehouse to proposed delivery point at Cambridge Bay, Nunavut detailing the transportation methods and potential contracts that will be implemented (i.e. truck, and/or sealift, and/or air-lift transport).	20 points (based upon grid table 1)
R2	Installation Service (pass mark 6 pts)	10 points
	Bidder must describe how they propose to provide the installation services in Cambridge Bay, Nunavut for the Staff Housing Furniture on or before April 15, 2016. The description should include details of the installation schedule including engagement of trades required for the installations.	10 points (based upon grid table 1)
R3	Risks and Mitigations (pass mark 6 pts)	10 points
	Bidder must describe all risks and mitigations that address possible issues with delivery and installation to the CHARs locations in Cambridge Bay, Nunavut.	10 points (based upon grid table 1)
R4	Inuit Benefits Plan (no minimum pass mark)	10 points
	An Inuit Benefits Plan should consist of the following components: 1. The existence of head offices, administration offices or other facilities in the Nunavut Settlement Area Points will be assigned based on the following: a) Existence of head office(s) in the Nunavut Settlement Area (max 1 pt) b) Administration office(s) or other facilities in the Nunavut Settlement Area (max 1 pt) 2. The employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contract. Points will be assigned based on the following: a) Details on the work to be carried out for each position proposed to be filled by an Inuit person. (max 4 pts) b) Details on use of Inuit suppliers and identification of the goods or services provided by Inuit firms. (max 4 pts)	10 points (based upon grid table 2)

Grid Table 1

INADEQUATE 0 point	POOR 2 (or 4) points	WEAK 4 (or 8) points	ACCEPTABLE 6 (or 12) points	VERY GOOD 8 (or 16) points	EXCELLENT 10 (or 20) points
<ul style="list-style-type: none"> Did not submit information which could be evaluated Absolutely inadequate Extremely poor, insufficient information to meet requirements 	<ul style="list-style-type: none"> Below the desirable minimum Generally doubtful that requirement can be met Little capability to meet requirements 	<ul style="list-style-type: none"> Just fails to meet the desirable minimum Not quite capable of fulfilling requirement Just below acceptable capability 	<ul style="list-style-type: none"> Meets the desirable minimum Provides minimum requirements with some weaknesses Proponent is qualified and experienced Average capability should be adequate for effective results 	<ul style="list-style-type: none"> More than satisfies desirable minimum No apparent weaknesses Proponent is highly qualified and experienced Superior capability, should ensure effective results 	<ul style="list-style-type: none"> Exceptionally strong proposal No apparent weaknesses Proponent is exceptionally qualified and experienced Exceptional capability, should ensure extremely effective results

Grid Table 2

INADEQUATE 0 point	POOR 1 point	WEAK 2 points	GOOD 3 points	EXCELLENT 4 points
<ul style="list-style-type: none"> Did not submit information which could be evaluated Absolutely inadequate Extremely poor, insufficient to meet performance requirements 	<ul style="list-style-type: none"> Lacks information, fails to provide relevant information Little capability to meet requirement 	<ul style="list-style-type: none"> Not quite capable of fulfilling requirements as presented Just below acceptable capability 	<ul style="list-style-type: none"> Covers all components and will likely meet requirements Proponent is qualified and experienced Average capability, should be adequate for effective results 	<ul style="list-style-type: none"> Exceptionally strong proposal Proponent is exceptionally qualified and experienced Exceptional capability, should ensure extremely effective performance