



**Senate of Canada
RFP SEN-026 15/16
March 23, 2016**

Questions and Answers – Set 1

Q1 – Under Section 3 - Mandatory Criteria it states "Business Registration - Offerors must include proof that they are authorized agents for the sale and service of all proposed cabinets". I am a registered company and not an agent, but I am a solutions company that is capable of providing your requested service. Is this acceptable or are you only considering responses from 'authorized agents'?

A1 – This criterion has been changed through amendment 001 and now reads:

Criterion	Mandatory Technical Criterion	Met/Not Met
M1	<p>Background Information</p> <p>Offerors must provide the following background information :</p> <ul style="list-style-type: none"> a) A brief history and overview of the Offeror; b) The length of time the Offeror has been in business; c) A brief description of the Offeror's ability to undertake the work as described in the Statement of Requirement. 	

Q2 – For the delivery lead time - is there an acceptable and unacceptable lead time for delivery?

A2 – Delivery lead time should be no more than four (4) weeks from purchase order submission. If the delivery lead time is more than four (4) weeks, the Senate must be advised immediately.

Q3 – Is there a quantity estimate for historically how many units have/will be ordered on a yearly basis?

A3 – Below are historical purchase figures for the Senate of Canada:

- 2014: 7 lateral cabinets (3 shelves)
- 2015: 10 lateral cabinets (3 shelves)

Q4 – Annex A, under Constraints: It states "*All metal hardware (no plastic or nylon parts).*"

There are certain small components that will include some plastic (such as: within the mechanism of the interlocking system, as an example). These are standard products that meet and exceed ANSI/BIFMA and CGSB requirements.

A4 – Small plastic components which are part of mechanisms, (e.g. interlocking system) are acceptable.

Q5 – Annex B - Basis of Payment is requesting only unit prices for each type of products. Does this mean you are asking for pricing for just the product **exclusive** of Freight, Delivery & Installation?

A5 – As per the Delivery Lead Time and Location, under Annex A – Statement of Requirement: All goods are to be shipped F.O.B. Destination prepaid.