



**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

**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**

<b>Title - Sujet</b> Down view Computer Desks	
<b>Solicitation No. - N° de l'invitation</b> E0276-162857/A	<b>Date</b> 2016-05-09
<b>Client Reference No. - N° de référence du client</b> E0276-162857	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-584-7787	
<b>File No. - N° de dossier</b> VAN-6-39029 (584)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-06-20</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perez, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> van584
<b>Telephone No. - N° de téléphone</b> (604) 775-7690 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Public Service Commission c/o Library Square Room 1010, 300 West Georgia Street VANCOUVER British Columbia Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirements associated with this requirement.

Nil security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted within the specific areas of the institution/site as and where required by Public Service Commission (PSC) personnel or those authorized by PSC on its behalf.

Public Service Commission (PSC) reserves the right to deny access to any site or part thereof to any Contractor personnel, at any time.

### **1.2 Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 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 (2016-04-04) 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: 120 days

### **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.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **fourteen (14)** 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 British Columbia.

Solicitation No. - N° de l'invitation

E0276-162857/A

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

E0276-162857

Amd. No. - N° de la modif.

File No. - N° du dossier  
VAN-6-39029

Buyer ID - Id de l'acheteur

van584

CCC No./N° CCC - FMS No./N° VME

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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.

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## **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 (3 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.

The technical bid consists of the following:

- i. **Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- ii. **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance of the Bidder and its proposed solution with the specific articles of Annex A (Requirement) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. **The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient.**

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**Bidders:**

- A. Must designate the brand name, model and/or part number of the proposed product; and
- B. Must provide complete specifications and descriptive literature to substantiate that the proposed product's meets the mandatory requirements that are specified in the bid solicitation Annex A Requirement.

Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. **The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers;** where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders to demonstrate, at the sole cost of bidders, that the proposed product meets all mandatory criteria that are specified in the bid solicitation.

**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.

- i. Bidders must quote a firm unit pricing. Unit pricing must include all customs duties and sales taxes extra.
- ii. **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications and additional information 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**

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and will be given no further consideration.

- A) Bidders must demonstrate and provide sufficient information and documentation to support compliance with all the mandatory requirements listed in Annex A.
- B) Bidders must provide three (3) plastic laminate sample cards for the horizontal surface and three (3) laminate, melamine or metal finishes for the vertical surfaces with their technical bid.
- C) Bidders must provide firm pricing for all items in accordance with Annex B Basis of Payment.
- D) Bidders must accept PWGSC General Terms and Conditions and Resulting Contract Clauses contained in this Request for Proposal (RFP).

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price – Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes, the Total Bid Price using the pricing tables completed by the bidders will be calculated as follows:

The unit price quoted for item 1 in Annex B times 25 unit;  
plus the unit price quoted for item 2 in Annex B times 2 unit;  
plus the unit price quoted for item 3 and 4

equals the Total Bid Price.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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**

**6.1.1** There is no security requirement applicable to the Contract.

Nil security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted within the specific areas of the institution/site as and where required by Public Service Commission (PSC) personnel or those authorized by PSC on its behalf.

Public Service Commission (PSC) reserves the right to deny access to any site or part thereof to any Contractor personnel, at any time.

### **6.2 Requirement**

**6.2.1** The Contractor must supply, deliver and install Down view Computer Desks in accordance with the Requirement at Annex A Requirement, and Annex B Basis of Payment.

### **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 (2016-04-04), 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 July 25, 2016**.

#### **6.4.2 Delivery and Unloading**

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex B Basis of Payment of the Contract.

### 6.4.4 Installations

All installations for the Down view Computer Desks **must be completed on or before July 25, 2016.**

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Elizabeth Perez  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-775-7690  
Facsimile: 604-775-7526  
Email Address: elizabeth.perez@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 Project Authority

The Project Authority for the Contract is: **To be inserted at time of award.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

### 6.7 Payment

#### 6.7.1 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 \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

#### 6.7.2 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

#### 6.7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.10 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)*

## 6.11 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 (2016-04-04), 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))*

## **6.12 Warranty**

Section 09 if General Conditions 2010A

### **6.12.1 Warranty – Contractor responsible for all costs**

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

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.

## **6.13 SACC Manual Clauses**

B7500C (2006-06-16), Excess Goods

## **ANNEX A**

### **REQUIREMENT**

#### Down view Computer Desks

#### **1.0 Scope:**

- 1.1 This specification is for the supply, delivery and installation of 25 test tables and 2 instructor tables at Public Service Commission within the test and training rooms. All desks must be complete with wire management.
- 1.2 The contractor must supply all necessary accessories (trim, hardware, supports, etc.) to allow the configuration to be integrated as illustrated in the drawings. Contractor must be responsible for the removal and disposal of all packaging appropriately.
- 1.3 Products must not be refurbished.

#### **2.0 References:**

- 2.1 American National Standards Institute (ANSI)/BIFMA International
  - 2.1.1 ANSI/BIFMA X 5.5- Desk/Table Products – Tests
- 2.2 Canadian General Standards Board (CGSB)
  - 2.2.1 CAN/CGSB 44.227-Freestanding Office Desk Products and Components.
- 2.3 Note: Reference to the above publications, or test methods, is to the latest issue.

#### **3.0 Test Requirements:**

- 3.1 All table products and components offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.5, and CAN/CGSB 44.227 when tested in accordance with the appropriate test from the reference standards and purchase discretion.

#### **4.0 Terminology:**

- 4.1 VESA- Is an international non-profit corporation which supports and sets industry-wide standards for the PC, workstation and consumer electronics industries.
- 4.2 VESA Monitor Arm guidelines – Mounting plate interface that has a six-hole mounting methodology.

#### **5.0 General Requirements:**

- 5.1 Quality of Workmanship – The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defect that may affect appearance, serviceability, or safety. There must be no visible unfinished edges or

- surfaces, other than stainless steel. Metal edges, corners and parts with which the user is intended to come into contact with, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.
- 5.2 Cord and Cable Management – Tables must provide wire managers to accommodate cords and cables and must run the width of the table.
  - 5.3 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.
  - 5.4 Work surfaces must have radius corners and square edges.
  - 5.5 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
  - 5.6 The tolerance for all dimensions except height must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.
  - 5.7 Supports – All tables to have their own supports. Legs are not to be shared in table configurations as per drawings. If legs are metal they must be compatible with vertical wire management.
  - 5.8 Glides – all primary supports with levelling mechanisms must provide an adjustment of not less than 51mm (2") from 737mm to 787mm (29"-31").
  - 5.9 Keyboard/Mouse Tray – full retractable keyboard and mouse tray with wrist pad must be mounted under the work surface, and must not interfere with hidden monitor storage.
  - 5.10 Partial Height Modesty Panel – Must come complete with hardware and cable tray. Must run the width of table and must not interfere with hidden monitor storage.
  - 5.11 Configuration: All tables must have the ability to butt against one another.
  - 5.12 Finishes = Horizontal surfaces must be constructed of high pressure laminate complete with PVC edge. Vertical surfaces and supports must be constructed of metal that is powder coated or laminate or melamine.

## 6.0 Detailed Requirements

- 6.1 Table substrate must be a minimum of 25.4 mm (1") thick.
- 6.2 Work surface to be continuous to allow the work surface to function as a desk top and contain a down view pane to see LCD monitor below.
- 6.3 Down view window pane must be tempered anti-glare glass. Must allow for complete visibility of a 432mm (17") – 559mm (22") monitor.
- 6.4 Monitor Arm – Arm must allow for 432mm (17") – 559mm (22") monitor to be completely recessed below the work surface. Mounting plates must be VESA compliant.
- 6.5 CPU holder- Must be adjustable to accommodate varying sizes of CPUs to a maximum size of 485mm (19") high x 175mm (7") wide x 455mm (18") deep. The holder must be a minimum of 102mm (4") off the floor. Must be lockable.
- 6.6 Table work surface sizes must have the following sizes:
  - 6.6.1 Test tables: 914mm (36") wide x 762mm (30") deep AND
  - 6.6.2 Instructor tables: 1219mm (48") wide x 762mm (30") deep AND
- 6.7 Grommets – One (1) side access grommet must be provided for 1219mm (48") wide and under.

## 7.0 Detailed Finish Requirements

- 7.1 Horizontal must meet the performance requirements for high pressure laminate as stated in CAN/CGSB-44.227-Table 1.
- 7.2 Deflection - The horizontal work surface must meet the deflection requirement for work surfaces as stated in CAN/CGSB-44.227- par. 6.1.1 and 8.4
- 7.3 Provide:
  - 7.3.1 Three (3) plastic laminate sample cards for the horizontal surface and;
  - 7.3.2 Three (3) laminate, melamine or metal finishes for the vertical surfaces.All options must include available colours for the horizontal and vertical surfaces; must also include white.

## 8.0 Marking

- 8.1 In addition to the labelling requirement stated in CAN/CGSB-44.227 all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier  
VAN-6-39029

Buyer ID - Id de l'acheteur

van584

CCC No./N° CCC - FMS No./N° VME

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**ANNEX A1**

**Drawing**

**(See Attached)**

**ANNEX B**

**BASIS OF PAYMENT**

Prices are in Canadian dollars, the Goods & Services Tax extra as applicable, FOB destination, Canadian Customs duties and excise taxes included.

**Destination Delivery Address:** Public Service Commission  
Library Square  
Room 1010 – 300 West Georgia Street  
Vancouver, BC  
Attention: To be inserted at time of award  
Phone No: To be inserted at time of award

Description	Unit of Issue	Quantity	Firm Unit Price	Firm Total
1. 36" x 30" Down View Computer Desks (Students)	each	25	\$_____	\$_____
2. 48" x 30" Down View Computer Desks (Instructors)	each	2	\$_____	\$_____
3. Installation/Set-up	Lot	1	\$_____	\$_____
4. Freight Charge	Lot	1	\$_____	\$_____
			<b>FIRM TOTAL PRICE</b>	\$_____

### **ANNEX C to PART 3 OF THE BID SOLICITATION**

#### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**SUBMISSION FORM 1**

<b>Bidder's Submission Information</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the <i>Standard Instructions 2003</i> ]	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>	See Annex C
<b>COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:</b>	
<b>NAME</b>	<b>TITLE</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>	
<b>Signature of Authorized Representative of Bidder</b>	

## FORM 2 – Substantiation of Technical Compliance Form

Description	Comply		Comments	Substantiate/ References
	Yes	No		
<b>Down View Computer Desks Make and Model No.</b>			Bidder is requested to Specify Make & Model	
<b>1.0: Scope</b>				
1.1 Supply, deliver and install 25 test tables and 2 instructor tables at Public Service Commission within the test and training rooms. All desks must be complete with wire management.			Bidder is requested to substantiate & confirm compliance.	
1.2 The Bidder must supply all necessary accessories (trim, hardware, supports, etc.) to allow the configuration to be integrated as illustrated in the drawings. Contractor must be responsible for the removal and disposal of all packaging appropriately.			Bidder is requested to substantiate & confirm compliance.	
1.3 Products may not be refurbished.			Bidder is requested to substantiate & confirm compliance.	
<b>3.0 Test Requirement</b>				
3.1 All table products and components offered under this solicitation must meet the acceptance criteria provided in ANSI/BIFMA X5.5, and CAN/CGSB 44.227 when tested in accordance with the appropriate test from the reference standards and purchase discretion.			Bidder is requested to substantiate & confirm compliance.	
<b>5.0 General Requirements</b>				
5.1 Quality of Workmanship – The assembled components must be uniform in quality, style, material and workmanship and must be clean			Bidder is requested to substantiate & confirm compliance.	

Description	Comply		Comments	Substantiate/ References
	Yes	No		
and free from any defect that may affect appearance, serviceability, or safety. There must be no visible unfinished edges or surfaces, other than stainless steel. Metal edges, corners and parts with which the user is intended to come into contact with, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.				
5.2 Cord and Cable Management – Tables must provide wire managers to accommodate cords and cables and must run the width of the table.			Bidder is requested to substantiate & confirm compliance.	
5.3 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.			Bidder is requested to substantiate & confirm compliance.	
5.4 Work surfaces must have radius corners and square edges.			Bidder is requested to substantiate & confirm compliance.	
5.5 Safety – Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.			Bidder is requested to substantiate & confirm compliance.	
5.6 The tolerance for all dimensions except height must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.			Bidder is requested to substantiate & confirm compliance.	
5.7 Supports – All tables to have their own supports. Legs are not to be shared in table configurations as per drawings. If legs are			Bidder is requested to substantiate & confirm compliance.	

Description	Comply		Comments	Substantiate/ References
	Yes	No		
metal they must be compatible with vertical wire management.				
5.8 Glides – all primary supports with levelling mechanisms must provide an adjustment of not less than 51mm (2”) from 737mm to 787mm (29”-31”).			Bidder is requested to substantiate & confirm compliance.	
5.9 Keyboard/Mouse Tray – full retractable keyboard and mouse tray with wrist pad must be mounted under the work surface, and must not interfere with hidden monitor storage.			Bidder is requested to substantiate & confirm compliance.	
5.10 Partial Height Modesty Panel – Must come complete with hardware and cable tray. Must run the width of table and must not interfere with hidden monitor storage.			Bidder is requested to substantiate & confirm compliance.	
5.11 Configuration: All tables must have the ability to butt against one another.			Bidder is requested to substantiate & confirm compliance.	
5.12 Finishes = Horizontal surfaces must be constructed of high pressure laminate complete with PVC edge. Vertical surfaces and supports must be constructed of metal that is powder coated or laminate or melamine.			Bidder is requested to substantiate & confirm compliance.	
<b>6.0 Detailed Requirements</b>				
6.1 Table substrate must be a minimum of 25.4 mm (1”) thick.			Bidder is requested to substantiate & confirm compliance.	
6.2 Work surface to be continuous to allow the work surface to function as a desk top and contain a down view pane to see LCD monitor below.			Bidder is requested to substantiate & confirm compliance.	
6.3 Down view window pane must be tempered anti-glare glass. Must allow for complete			Bidder is requested to substantiate & confirm compliance.	

Description	Comply		Comments	Substantiate/ References
	Yes	No		
visibility of a 432mm (17") – 559mm (22") monitor.				
6.4 Monitor Arm – Arm must allow for 432mm (17") – 559mm (22") monitor to be completely recessed below the work surface. Mounting plates must be VESA compliant.			Bidder is requested to substantiate & confirm compliance.	
6.5 CPU holder- Must be a be adjustable to accommodate varying sizes of CPUs to a maximum size of 485mm (19") high x 175mm (7") wide x 455mm ( 18") deep. The holder must be a minimum of 102mm (4") off the floor. Must be lockable.			Bidder is requested to substantiate & confirm compliance.	
6.6 Table work surface sizes must have the following sizes: <b>6.6.1 Test tables:</b> 914mm (36") wide x 762mm (30") deep <b>6.6.2 Instructor tables:</b> 219mm (48") wide x 762mm (30") deep			Bidder is requested to substantiate & confirm compliance.	
6.7 Grommets – One (1) side access grommet must be provided for 1219mm (48") wide and under.			Bidder is requested to substantiate & confirm compliance.	
<b>7.0 Detailed Finish Requirements</b>				
7.1 Horizontal must meet the performance requirements for high pressure laminate as stated in CAN/CGSB-44.227-Table 1.			Bidder is requested to substantiate & confirm compliance.	
7.2 Deflection - The horizontal work surface must meet the deflection requirement for work surfaces as stated in CAN/CGSB-44.227 - par. 6.1.1 and 8.4.			Bidder is requested to substantiate & confirm compliance.	
7.3 The bidder must provide:			Bidder is requested to submit the	

Description	Comply		Comments	Substantiate/ References
	Yes	No		
<p><b>7.3.1 Three (3) plastic laminate sample cards for the horizontal surface and;</b></p> <p><b>7.3.2 Three (3) laminate, melamine or metal finishes for the vertical surfaces.</b></p> <p>All options must include available colours for the horizontal and vertical surfaces; must also include white.</p>			<p>requested samples with their technical bid.</p> <p>Confirm compliance.</p> <p>Yes _____ No _____</p>	
<p><b>8.0 Marking</b></p> <p>8.1 In addition to the labelling requirement stated in CAN/CGSB-44.227 all freestanding office furniture components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.</p>			<p>Bidder is requested to substantiate &amp; confirm compliance.</p>	

Solicitation No. - N° de l'invitation  
E0276-162857/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-6-39029

Buyer ID - Id de l'acheteur  
VAN584  
CCC No./N° CCC - FMS No./N° VME

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**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. Always ensure your company name, return address, 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. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**219 - 800 BARRARD STREET**  
**VANCOUVER BC V6Z 0B9**

**Solicitation No. : E0276-162857/A**

**Solicitation Closes at: 2:00 PM PDT**  
**on: June 20, 2016**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**800 rue Burrard, 219 étage**  
**Vancouver (C.-B) V6Z 0B9**

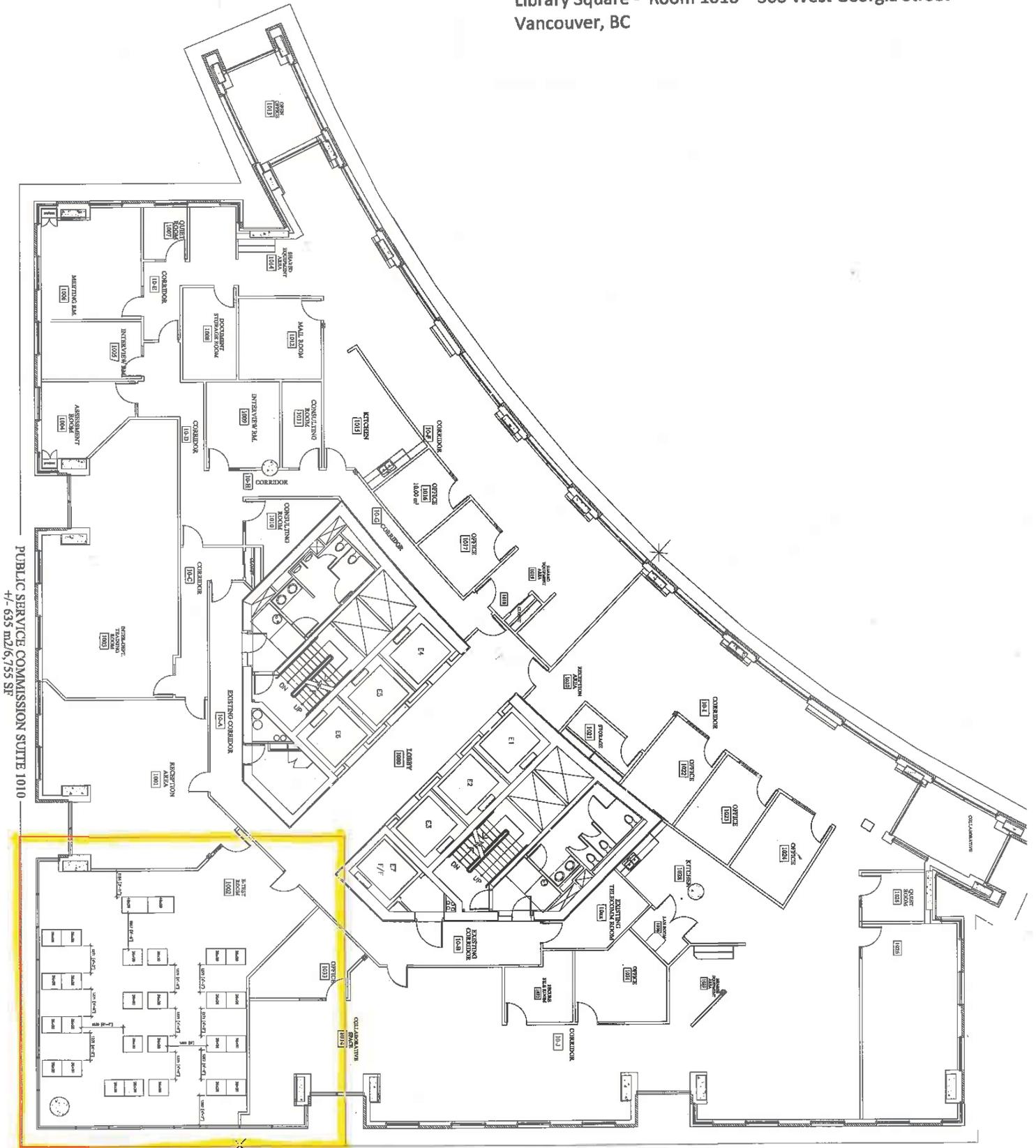
**N° de l'invitation : E0276-162857/A**

**La réception des soumissions prend fin le : 20 juin, 2016**  
**à: 14:00 PM PDT**

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# ANNEX A1 – Drawing

Public Service Commission  
Library Square - Room 1010 – 300 West Georgia Street  
Vancouver, BC



PUBLIC SERVICE COMMISSION SUITE 1010  
+/- 635 m<sup>2</sup>/6,755 SF