



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

Title - Sujet Workstations	
Solicitation No. - N° de l'invitation 45045-160033/A	Date 2016-09-21
Client Reference No. - N° de référence du client 000008871	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-968-71579	
File No. - N° de dossier pq968.45045-160033	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dale, Evonne	Buyer Id - Id de l'acheteur pq968
Telephone No. - N° de téléphone (613) 853-6646 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

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

No of Page/

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Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION A SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
45045-160033	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande September 22, 2016
Address inquiries to – Adresser toute demande de renseignement à : See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4. below at the time indicated in article 3.

Security Requirement

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
 - a. _____ by the closing date of the bid;
 - b. _____ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid VOS clearance number issued by CISD;

- b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. October 6, 2016 b. 2:00 PM Eastern Daylight Saving Time EDT
- To physical location (if applicable)	Bid Receiving - PWGSC / Réception des soumissions - TPSGC 11 Laurier St. / 11, rue Laurier Place du Portage, Phase III Core 0B2 / Noyau 0B2 Gatineau, Québec K1A 0S5 Bid Fax: (819) 997-9776
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.
2.	Security Requirement (Applies if article a. or b. is checked)
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).
a.	<ul style="list-style-type: none"> • Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	There is no security requirement associated with this contract.
3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority
	Name: Evonne Dale
	Title: Supply Specialist

	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	11 rue Laurier, Gatineau QC K1A 0S5 Place du Portage III
	Telephone No.:	613-853-6646
	Facsimile No.:	819-956-7353
	E-mail address:	<u>Evonne.Dale@tpsgc-pwgsc.gc.ca</u>
4.2	Project Authority (To be identified at Contract Award)	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: Statistics Canada	
	Address: Financial & Administrative Services Division RH Coats Building, (RHC7A) 100 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6 Email: <u>statcan.financounter-comptoirfinance.statcan@canada.ca</u>	
7.	Defence Contract. This clause applies if the box below is checked.	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following category (ies) of work:

Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total amount of metal storage products represent less than 20% of the value of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

Category 2 – Freestanding Height Adjustable Desk / Table Products

RULE: Category 1 and 2

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

Category 3 – Metal Filing and Storage Cabinets

RULE: High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

Maximum Height for product #(s) N/A at article 3 of this Annex is N/A.

Category 4 – Wood Veneer – Freestanding Products

Category 5 – Ancillary and Lighting Products

Category 6 - Support Space – Collaborative Furniture

Product Related Services

2. GoCUID identification and/or floor plan(s)

2.2 For Categories 1-6:

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Floor plan(s) are used for information purposes.

3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 1**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Statistics Canada Jean Talon Building Shipping & Receiving 170 Tunney’s Pasture Driveway Ottawa, Ontario K1A 0T6	2017-01-02	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Statistics Canada R. H. Coats Building 20 th & 21 st floors 100 Tunney’s Pasture Driveway Ottawa, Ontario K1A 0T6	2017-01-27	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Shipping/Receiving Jean Talon Building Floor B-1 W-21 Statistics Canada 170 Tunney’s Pasture Driveway, Ottawa ON K1A 0T6
B	Dock	Accommodate all vehicles (53’ trailers, small vans, etc...)
C	Lift	Scissor lifts to ground 10,000 lbs. capacity
D	Door	53’1” or 3.9 meters clearance
2.2	Freight Elevator	Statistics Canada 170 Tunney’s Pasture Driveway, Ottawa ON K1A 0T6 (beside loading dock B1W18) Doors: 84”H x 48”W Hours: 7:00 am to 6:00 pm
2.3	Other (specify, if any)	
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Product Listing submitted by Bidder)	\$
2	Optional Product Total (Table 4)	\$ N/A
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$ N/A
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$ N/A
7	Product Related Services Total (if applicable) (Table 7)	\$ N/A
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	Total Evaluated (Bid) Price* (1 + 3 + 5 + 8):	\$\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

Table 10 – Bidder’s Authorized Representative

Table 6 – Bidder’s Authorized Representative		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

***At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.**

**ANNEX C
FLOOR PLAN(s)**

Instructions to Bidder(s):

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).

As a minimum the product listing must include the following information:

- Supplier part numbers;
- brief product descriptions;
- quantities;
- firm unit prices.

1) Floor Plan(s) in PDF or AutoCAD version

AutoCAD drawing file will be available on Buyandsell.gc.ca.

Legend:

PP – Privacy panel (frosted glass add-on)

R – Right hinged

L – Left hinged

2) Product Descriptions

- a. Type of power feed: power poles.

3) Product Configurations

#	GoCUID	Description of Product
1	FSCAEA4824	Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout
2	ACPRPMAFxxxxxxx1524xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison
3	ACPRPMAFxxxxxxx1536xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison
4	ACPRPMAFxxxxxxx1548xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison
5	SPPDWLMxxxxBFCSxxxx24	Pedestals / Caissons Box, File / Un tiroir ordinaire et un tiroir classeur Cushion Seat / Coussin d'assise
6	SPPTFSMxxLHFFCD542424	Personal Storage Tower / Armoire de rangement personnel Hinged Left / Charnières Gauche File , File / Deux tiroirs classeur Closed -Drawer / Fermé - tiroir

7	SPPTFSMxxRHFFCD542424	Personal Storage Tower / Armoire de rangement personnel Hinged right / Charnières Droite File , File / Deux tiroirs classeur Closed -Drawer / Fermé - tiroir
8	WSxxPMLHRxxxxxxxxx2424	Work Surfaces / Surfaces de travail Panel Mounted / Monté sur cloison High Pressure Laminate / Stratifiés haute pression Rectangular / Rectangulaire
9	WSxxPMLHRxxxxxxxxx4824	Work Surfaces / Surfaces de travail Panel Mounted High Pressure Laminate Rectangular

4) Panel Matrices

Panel Matrix 1 - Base Height

<i>lower element 1</i>	<i>lower element 2</i>
Fabric	Fabric
Side 1	Side 2

Panel Matrix 2 - Base Height, Powered Outlets Below Work Surface

<i>lower element 1</i>	<i>lower element 2</i>
Cut-out(s) for Power & Data, Fabric	Fabric
Side 1	Side 2

Panel Matrix 3 - Base Height, Powered Outlets Below Work Surface

<i>lower element 1</i>	<i>lower element 2</i>
Cut-out(s) for Power & Data, Fabric	Cut-out(s) for Power & Data, Fabric
Side 1	Side 2

Panel Matrix 4 - Seated Privacy Height

<i>upper element 1</i> Fabric	<i>upper element 2</i> Fabric
<i>lower element 1</i> Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Panel Matrix 5 - Seated Privacy Height, Powered Outlets Below Work Surface

<i>upper element 1</i> Fabric	<i>upper element 2</i> Fabric
<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Fabric
Side 1	Side 2

Panel Matrix 6 - Seated Privacy Height, Powered Outlets Below Work Surface

<i>upper element 1</i> Fabric	<i>upper element 2</i> Fabric
<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Cut-out(s) for Power & Data, Fabric
Side 1	Side 2