



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Bed Linens & Blankets	
Solicitation No. - N° de l'invitation W0133-170004/A	Date 2016-10-17
Client Reference No. - N° de référence du client W0133-170004	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-123-7075	
File No. - N° de dossier VIC-6-39085 (123)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-28	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Sezginalp, Kipp	Buyer Id - Id de l'acheteur vic123
Telephone No. - N° de téléphone (250) 217-0194 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 171 19 WING COMOX Comox British Columbia V0R2K0 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 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Requirement

The work that is to be performed 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.

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 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

-
- a. name of former public servant;
 - b. conditions of the lump sum payment incentive;
 - c. date of termination of employment;
 - d. amount of lump sum payment;
 - e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 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.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (One (1) hard copy)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (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 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.

3.1.3 SACC Manual Clauses

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

See Annex A.1

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 – Multiple Categories

Bids must be assessed and contracts awarded on a per category basis. In the event that the same Bidder wins more than one category, a single contract containing the categories won by the same Bidder may be awarded.

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) (<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) (<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.

- i. Bidders, offerors or suppliers that are **corporate entities**, including those bidding as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation.
- ii. Bidders, offerors or suppliers bidding as **sole proprietors**, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners.
- iii. Bidders, offerors or suppliers that are a **partnership** do not need to provide a list of names. Contracting officers only need to submit the information provided by the bidder, offeror or supplier when requesting an integrity verification.

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (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.

5.2.3 Additional Certifications Precedent to 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.

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 (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

a. Section 09 - Warranty, is amended as follows:

a. At Sub-section 1.

- a. Deleted: "The warranty period will be twelve months."
- b. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."

b. At Sub-section 2.

- a. Deleted: In its entirety
- b. Inserted: as follows:
 - a. "2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before March 31, 2017.

6.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

Solicitation No. - N° de l'invitation
W0133-170003
Client Ref. No. - N° de réf. du client
W0133-170003

Amd. No. - N° de la modif.
File No. - N° du dossier
Vic-6-39086

Buyer ID - Id de l'acheteur
VIC 123
CCC No./N° CCC - FMS No./N° VME

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kipp Sezginalp
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1230 Government Street, Suite 401
Victoria, British Columbia, Canada V8W 3X4

Telephone: 250-217-0194
Facsimile: 250-353-0395
E-mail address: kipp.sezginalp@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:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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, as specified in Annex B for a cost of \$ _____. 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.

6.6.2 Single Payment

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

6.6.3 Electronic Payment of Invoices – Contract

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

(as indicated by the Bidder in Annex C)

- 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)

6.7 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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Applicable Laws

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

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 (2016-04-04), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment/Evaluation;
- (f) Annex C, Electronic Payment Instruments;
- (g) the Contractor's bid dated _____.

6.11 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

ANNEX A

REQUIREMENT

Title

Linens and Sofa Beds

Objective

This document sets out the general and specific requirements for the purchase of linens and sofa beds for the quarters serviced by Wing Accommodations at 19 Wing Comox, Department of National Defence.

Background

Wing Accommodations has a mandate to offer up-to-date furniture for residents of the various accommodations provided by the Wing. Wing Accommodations and Building Services have a mandate to offer clean, good quality bed linens and blankets to permanent and transient residents of the various accommodations on 19 Wing. A bulk purchase of new linens will enable Building Services personnel to replace worn items as well as increase the size of the current inventory. The couches in the Ubique Way Apartment Style Quarters are close to fifteen years old and most are showing signs of age. Some have been replaced on an as required basis but the rest should also be replaced.

Category 1

Requirements for Linens

DND has a requirement to purchase new linens for the quarters serviced by Wing Accommodations at 19 Wing Comox.

The supplier shall provide the following linens.

1. Twin / single bed spread: 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90". (Quantity: 550)
2. Twin / single mattress pad: 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90". (Quantity: 550)
3. Twin / single comforters: Reversible, blue colour, machine washable, polyester / cotton blend, 72" x 90". (Quantity: 275)
4. Twin / single blankets: 100% polyester, blue colour, needle woven, machine washable, needlepoint edges, 72" x 90". (Quantity: 275)
5. Double mattress pads: 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 80" x 90". (Quantity: 100)
6. Double comforters: Reversible, blue colour, machine washable, polyester / cotton blend, 80" x 90". (Quantity: 75)

Category 2
Requirement for Sofa Beds

The supplier shall provide 30 sofa beds between 70 and 73 inches wide with the following minimum features:

1. The rigid frame shall be of hardwood construction.
2. The mattress support shall not be a fabric spring type.
3. The mattress shall be made of high density memory foam, at least 10 cm thick.
4. The mattress shall be able to accommodate a wide range of weight differences on either side.
5. The sofa cushions shall be made of high density foam.
6. The sofa cushions shall be removable.
7. The sofa fabric shall be chenille.
8. The sofa bed shall not require wall clearance to maximize space.
9. The sofa bed shall have a mattress cover under the sofa to prevent dust and dirt from coming into contact with it.
10. The sofa bed shall be of high quality and designed for daily use.
11. All cushions, foam padding, and upholstered features on the sofa bed are flame retardant or treated to meet CA Bulletin 117.
12. Any fabric on the sofa bed is finished with permanent spill and stain protection

Delivery Instructions:

To be delivered to:
Department of National Defense
Receipt Section
19 Wing Comox Bldg. 171
LAZO BC V0R 2K0
CANADA

Contractor must advise Project Authority (Section 6.52) three days in advance of delivery. DND personnel working in the receipt section will be responsible for offloading the materials and contacting the end user. Deliveries can be made between 0730-1530 Monday through Friday.

ANNEX A.1

Compliance Table

Mandatory Technical Criteria

For each mandatory technical criterion, the bidder must indicate whether the products proposed are compliant or not compliant by checking the appropriate box. The bidder must demonstrate clearly how the products proposed meet each criterion. Simply stating that they meet the criterion is not sufficient. When referencing other documents submitted with the bid, the bidder should indicate the exact location of the referenced documents, including the document title, page number and paragraph/subparagraph number. The bidder must provide a response for each criterion. The bidder must provide sufficient detail to permit a complete evaluation.

Table 1 – Bed Linens (Category 1)

Number	Mandatory Technical Criterion	Compliant	Not Compliant	Description/Reference
1	Linens			
1.1.	<u>Twin / single bed spread:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90".			
1.2	<u>Twin / single mattress pad:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90".			
1.3	<u>Twin / single comforters:</u> Reversible, blue colour, machine washable, polyester / cotton blend, 72" x 90".			
1.4	<u>Twin / single blankets:</u> 100% polyester, blue colour, needle woven, machine washable, needlepoint edges, 72" x 90".			
1.5	<u>Double mattress pads:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 80" x 90".			

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1.6	<u>Double comforters:</u> Reversible, blue colour, machine washable, polyester / cotton blend, 80" x 90".			
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Table 2 – Sofa Beds (Category 2)

Number	Mandatory Technical Criterion	Compliant	Not Compliant	Description/Reference
2.	Sofa beds between 70 and 73 inches			
2.1.	The rigid frame shall be of hardwood construction			
2.2	The mattress support shall not be a fabric spring type			
2.3	The mattress shall be made of high density memory foam, at least 10cm thick			
2.4	The mattress shall be able to accommodate a wide range of weight differences on either side			
2.5	The sofa cushions shall be removable			
2.6	The sofa fabric shall be chenille			
2.7	The sofa bed shall not require wall clearance to maximize space			
2.8	The sofa bed shall have a mattress cover under the sofa to prevent dust and dirt coming into contact with it			
2.9	The sofa bed should be of high quality and designated for daily use			
2.10	All cushions, foam padding, and upholstered features on the sofa bed are flame retardant or treated to meet CA Bulletin 117.			
2.11	Any fabric on the sofa bed is finished with permanent spill and stain protection			

Annex B

Basis of Payment/Evaluation

Firm unit prices are in Canadian Dollars, the Goods and Services Tax (GST) excluded, delivered DDP destination address specified, and customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

GST is not to be included in the unit prices. GST will be added as a separate item to any invoice issued.

Bidders may bid on one or both categories.

Category 1

Item	Description	Distribution Unit	Quantity	Unit Price (Excluding Tax)	Extended Price (Quantity X Unit Price)
1.	<u>Twin / single bed spread:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90".	Each	550		
2.	<u>Twin / single mattress pad:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 72" x 90".	Each	550		
3.	<u>Twin / single comforters:</u> Reversible, blue colour, machine washable, polyester / cotton blend, 72" x 90".	Each	275		
4.	<u>Twin / single blankets:</u> 100% polyester, blue colour, needle woven, machine washable, needlepoint edges, 72" x 90".	Each	275		
5.	<u>Double mattress pads:</u> 100% polyester, white colour, needle woven, machine washable, needlepoint edges, 80" x 90".	Each	100		
6.	<u>Double comforters:</u> Reversible, blue colour, machine washable,	Each	75		

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	polyester / cotton blend, 80" x 90".				
				GST (5%)	
				Total Evaluated Price	

Category 2

Item	Description	Distribution Unit	Quantity	Unit Price (Excluding Tax)	Extended Price (Quantity X Unit Price)
1.	Sofa Bed between 70 and 73 inches	Each	30		
				GST (5%)	
				Total Evaluated Price	

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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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)