



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 100,**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3B 0T6**  
**Bid Fax: (204) 983-0338**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Furniture - pursuant to SA # E60PQ-	
<b>Solicitation No. - N° de l'invitation</b> ET025-171675/A	<b>Date</b> 2016-11-03
<b>Client Reference No. - N° de référence du client</b> CRA ET025-171675	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-005-10027	
<b>File No. - N° de dossier</b> WPG-6-39157 (005)	<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 2016-11-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<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> Guilford, Alison	<b>Buyer Id - Id de l'acheteur</b> wpg005
<b>Telephone No. - N° de téléphone</b> (204) 228-7215 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## STANDARD REQUEST FOR BID

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.

### 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.

### TABLE OF CONTENTS

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

**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.

☒ **General** or ☐ **PSAB**

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### 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.

### Bid Evaluation

This article is completed if non-Government of Canada personnel will evaluate bids.

An evaluation team composed of representatives of Canada and REPUBLIC ARCHITECTURE INC. will evaluate the bids.

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Buyer ID - Id de l'acheteur  
wpg005  
CCC No./N° CCC - FMS No./N° VME

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority until two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	2 business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	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.	
<b>2.</b>	<b>Security Requirement</b> (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.	<b>Contractor may be escorted; possession of security clearance not required.</b> 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.	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input checked="" type="checkbox"/> <b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	Alison Guilford
	Title:	A/Procurement Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada Procurement and Compensation Services Western Region
	Address:	100-167 Lombard Avenue Winnipeg, MB R3B 0T6
	Telephone No.:	204-228-7215
	Facsimile No.:	204-983-7796
	E-mail address:	alison.guilford@pwgsc-tpsgc.gc.ca
4.2	<b>Project Authority</b>	
	Name:	<b>(to be determined)</b>
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	

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4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 6 below.	
5.	<b>Payment</b>	
	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 checked="checked" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b>	
	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: Public Works and Government Services Canada	
	Address: <b>(to be determined)</b>	
7.	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

The bidder may contact the Contracting Authority by email (see 4.1 above) for an editable version of this document.

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**ANNEX A**  
**REQUIREMENT and BASIS OF PAYMENT**

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1. Category Selection

The requirement includes the following category of work:

☒ Category 1 – Interconnecting Panels and Freestanding Systems

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

Scenario a. ☐ Does not include a floor plan – Category(ies) \_\_\_\_\_

Scenario b. ☒ Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category 1 – Interconnecting Panels and Freestanding Systems. Floor plan(s) are used for information purposes

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_ *(to be completed by IU at contract award)*

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 5 and 6. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

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**Product Category: Category 1 – Interconnecting Panels and Freestanding Systems**

**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) \$
1-7	Canada Revenue Agency Brandon Service Canada Centre 2 <sup>nd</sup> Floor 1039 Princess Avenue Brandon, MB R7A 6E2	2016-12-15	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:			\$

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wpg005  
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**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) \$
1-7	Canada Revenue Agency Brandon Service Canada Centre 2 <sup>nd</sup> Floor 1039 Princess Avenue Brandon, MB R7A 6E2	2016-12-15	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 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
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>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Canada Revenue Agency Brandon Service Canada Centre 1039 Princess Avenue Brandon, MB R7A 6E2
B	Dock	
C	Lift	6000 lbs, 77" w x 116" d
D	Door	w: 84" h: 87"
2.2	Freight Elevator	3000 lbs
2.3	Other (specify, if any)	Will the delivery location accommodate a 53 foot trailer? No.
	<b>Continuance of Certifications</b>	
	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 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1 – ANNEX B)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):</b>	\$
6	Applicable Tax(es):	\$
7	<b>Total Estimated Cost (5 + 6):</b>	\$

**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 B FLOOR PLANS

### 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.

**Table 1 – Product**

#	Description of Product	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					
2					
3					
4					
5					
6					
7					
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.			Product Total		\$

### Product Descriptions

- 1) All required panel heights: Seated Privacy Height Add On;
- 2) When power is required, Powered outlet(s) Below Work Surface;
- 3) Type of power feed: Power Poles

### **Product Configurations**

#	GoCUID	Description of Product
1		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Non-Powered</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: Fabric</li> <li>• Upper Element 2: Fabric</li> <li>• 610 mm (24 in.)</li> </ul>
2		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Non-Powered</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: Fabric</li> <li>• Upper Element 2: Fabric</li> <li>• 914 mm (36 in.)</li> </ul>
3		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Non-Powered</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: White Board</li> <li>• Upper Element 2: Fabric</li> <li>• 914 mm (36 in.)</li> </ul>
4		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: Fabric</li> <li>• Upper Element 2: Fabric</li> <li>• 610 mm (24 in.)</li> </ul>
5		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: Fabric</li> <li>• Upper Element 2: Fabric</li> <li>• 914 mm (36 in.)</li> </ul>
6		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: White Board</li> <li>• Upper Element 2: Fabric</li> <li>• 914 mm (36 in.)</li> </ul>
7		<ul style="list-style-type: none"> <li>• Seated Privacy Height Add On, Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: White Board</li> <li>• Upper Element 2: White Board</li> <li>• 914 mm (36 in.)</li> </ul>

#### 4) **Panel Matrix**

##### **#1: Seated Privacy Height Add On, Non-Powered**

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

##### **#2: Seated Privacy Height Add On, Non-Powered**

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

##### **#3: Seated Privacy Height Add On, Non-Powered**

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

**#4: Seated Privacy Height Add On, Powered outlet(s) Below Work Surface**

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

**#5: Seated Privacy Height Add On, Powered outlet(s) Below Work Surface**

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

**#6: Seated Privacy Height Add On, Powered outlet(s) Below Work Surface**

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

**#7: Seated Privacy Height Add On, Powered outlet(s) Below Work Surface**

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

