



**RETURN BIDS TO:
DEMANDE DE SOUMISSIONS:**

See Section 1. Voir Section 1.

**BID SOLICITATION – ADVANCED REQUEST FOR
BID
DEMANDE DE SOUMISSIONS – AVANCÉE**

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-120001/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-120001/PQ.

Solicitation No. - N° de la demande W-3380-16-S771/C	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier SJ-145761
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Date of Solicitation – Date de la demande 2016-11-03

Address inquiries to – Adresser toute demande de renseignement à : See Section 2, Article 4.1. Voir Section 2, Article 4.1
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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) indiqués. 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 BIDDER

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/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.
- One soft copy of the bid, in addition to the hard copy. (This is required only if it is checked.)

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.

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](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) 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.

The Bidder must provide the following information

- One or more of the following price justifications:
 5. a current published price list indicating the percentage discount available to Canada; or
 6. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 7. 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
 8. any other supporting documentation as requested by Canada.

Bid Evaluation

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

ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER

OFFICE SEATING

RFB Issued to: [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
- Facsimile Number:	
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. 2016-11-22 b. 23:59ET
- To physical location (if applicable)	25 chemin du Grand Bernier Sud, hangar H-102, local 109, St-Jean-sur-Richelieu, Qc, J0J 1R0
- To e-mail address (if applicable)	Patrick.Whalen3@forces.gc.ca
RFB Enquiries	
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.	___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-140001/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.	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.	X Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
2.	Security Requirement (The checked box applies)	
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	PATRICK WHALEN
	Title:	PROCUREMENT AGENT
	Department/Agency/Crown Corporation:	MINISTÈRE DE LA DÉFENSE NATIONALE
	Address:	25 chemin du Grand Bernier Sud, hangar H-102, local 109, St-Jean-sur-Richelieu, Qc, J0J 1R0
	Telephone No.:	450-358-7099 poste 7351
	Facsimile No.:	450-358-7384
	E-mail address:	Patrick.Whalen3@forces.gc.ca

ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER

OFFICE SEATING

4.2	Project Authority	
	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 9 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 checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the OS 6B/6C Addendum 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:	
	Address:	
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.

**ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER
OFFICE SEATING**

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

IU to complete: Section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; Table 7 in its entirety.
Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if optional quantities are listed; Tables 8 and 9.
In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Table 1 – Product (Chairs)

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID			
#	Description	Upholster-ing Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Price** [All-inclusive] \$	Extended Total [Qty x Price] \$
		Category, e.g. blue	For carpeted floor*	For hard surface floor*				
1	ROTARY OFFICE CHAIR ROTARY OFFICE CHAIR BACKREST : standard ARMREST : height/width/swivel adjustable « T » arm LUMBAR SUPPORT : adjustable SEAT DEPTH : adjustable SEAT AND BACKREST LOCKS : lockable or stroppable in multiple positions TILT MECANISM : independently UPHOLSTERY: BACK BREAHALE MATERIAL/SEAT FABRIC GREEN CHAIR : yes	BLACK		x	60			
2	ROTARY CONFERENCE CHAIR ROTARY OFFICE CHAIR BACKREST : standard ARMREST : height/width/swivel adjustable « T » arm LUMBAR SUPPORT : adjustable SEAT DEPTH : adjustable SEAT AND BACKREST LOCKS : lockable or stroppable in multiple positions TILT MECANISM : independently UPHOLSTERY: BACK BREAHALE MATERIAL/SEAT FABRIC GREEN CHAIR : yes	BLACK		x	13			
3	fauteuil de visiteur SIDE CHAIR BASE STYLE : 4 legs ARMREST : WITH UPHOLSTERY: BACK BREAHALE MATERIAL/SEAT FABRIC GREEN CHAIR : yes	BLACK		x	10			
*Not for Side Chair. **Must not exceed ceiling unit price in SA. [click weblink below to locate supplier’s available series, model number & price]: http://publiservice.gc.ca/services/icpsss-spicsn/furniture/seatingseriesrotary-e.html Add more rows if necessary.						Extended Total for all Products: \$		
						Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

**ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER
OFFICE SEATING**

Table 2 - Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	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 Price \$	Extended Total (Qty x Firm Unit Price) \$
1	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	60	2017/01/16	Normal	(Y) (M) (D) (T)		
2	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	13	2017/01/16	Normal	(Y) (M) (D) (T)		
3	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	10	2017/01/16	Normal	(Y) (M) (D) (T)		
*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.					Extended Total for all Deliveries:		\$
					Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

Table 3 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	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 Price \$	Extended Total (Qty x Firm Unit Price) \$
1	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	60	2017/01/16	Normal	(Y) (M) (D) (T)		
2	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	13	2017/01/16	Normal	(Y) (M) (D) (T)		
3	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada J0J 1R0	10	2017/01/16	Normal	(Y) (M) (D) (T)		
*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.					Extended Total for all Installations:		\$
					Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

**ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER
OFFICE SEATING**

Table 4 – Optional Product (Chairs)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID			
#	Description	Upholster-ing Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** [All-inclusive] \$	Extended Total [Qty x Price] \$
		Category, e.g. blue	For carpeted floor*	For hard surface floor*				
1	N/A							
*Not for Side Chair. **Must not exceed ceiling unit price in SA. [click weblink below to locate supplier's available series, model number & price]: http://publiservice.gc.ca/services/icpsss-spicsn/furniture/seatingseriesrotary-e.html Add more rows if necessary.						Extended Total for all Products:		\$
						Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

Table 5 – Optional Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Optional Qty	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 Price \$	Extended Total (Qty x Firm Unit Price) \$
1	N/A				(Y) (M) (D) (T)		
*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.					Extended Total for all Deliveries:		\$
					Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

Table 6 – Optional Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Optional Qty	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 Price \$	Extended Total (Qty x Firm Unit Price) \$
1	N/A				(Y) (M) (D) (T)		
*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.					Extended Total for all Installations:		\$
					Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

**ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER
OFFICE SEATING**

Table 7 – Associated Aspects

1.	Upholstering Colour	
1.1	<p>For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Contracting Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within two business days of the Contracting Authority's receipt of all descriptive information, the Contracting Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	25 chemin du Grand Bernier Sud, Bâtiment B-182, local H-250, St-Jean-sur-Richelieu, Québec, Canada JOJ 1R0
B	Dock	
C	Lift	Existing, in room H202A Capacity 2000lbs 76x55
D	Door	72x84
2.2	Freight Elevator	Existing in room J202A, capacity 4000lbs, 76x96
2.3	Other (specify, if any)	
3.	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 Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Total Evaluated (Bid) Price (1 + 2 + 3 + 4 + 5 + 6):	\$\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

Table 9 – Bidder's Authorized Representative

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

**ANNEX B
SECURITY REQUIREMENTS**

A. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
SOLLICITATION # WW380-16-S771/B (PWGSC FILE #: SJ-145761)

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).