



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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**REQUEST FOR QUOTATION
DEMANDE DE PRIX**

**Quotation 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.

**Soumission de prix 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 et 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Rangement personnel	
Solicitation No. - N° de l'invitation G9292-177204/A	Date 2016-11-21
Client Reference No. - N° de référence du client G9292-17-7204	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-160-14124
File No. - N° de dossier MTA-6-39237 (160)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-08	
Time Zone - Fuseau horaire Heure Normale du l'Est HNE	
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: Asquino, Carolina	Buyer Id - Id de l'acheteur mta160
Telephone No. - N° de téléphone (514)496-3549 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: EMPLOI ET DEVELOPPEMENT SOCIAL CANADA CENTRE DE TRAITEMENT SAGUENAY QC 3223 RUE SAINTE-ÉMILIE JONQUIÈRE Québec G7S 5L1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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/

N° de page ____10____

Public Works and
Government Services
CanadaTravaux 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
G9292-177204	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	G9292-177204
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande

November 21, 2016**21 novembre 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 : _____

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**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

N/A

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

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

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 - **N/A**

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.

Bid Evaluation

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:	December 8, 2016 by 2 pm, Eastern Standard Time (EST)
- To physical location (if applicable)	Public Works and Government Services Canada Place Bonaventure, South-East Portal 800, rue de La Gauchetière Ouest, 7th floor, Montréal, Québec H5A 1L6 FAX for bids: (514) 496-3822
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority three 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 N/A	
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.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	X 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:	Carolina Asquino
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	PWGSC
	Address:	Place Bonaventure 800 de la Gauchetière ouest Local 7300 Montréal, Québec H5A 1L6
	Telephone No.:	(514) 496-3549
	E-mail address:	Carolina.asquino@pwgsc.gc.ca
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 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:	
	Address: ESDC Comptes Payables Montreal 200 Blvd, René-Lévesque Ouest Complex Guy Favreau, Tour Ouest Montréal, Qc H2Z 1X4	

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) PSTxW2FCxxx2424Rxxx at article 3 of this Annex is 54 inches.

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)

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a. Does not include a floor plan – Category 3

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) _____. 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: _____

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: 3

Table 1 – Product

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	PSTxW2FCxxx2424Rxxx	Personal Storage Tower - Wardrobe on left side, with door hinges on left side too; 2 file drawers at bottom and closed cupboard above them all on the right side, with door hinges on right side. All compartments must have a lock & the 3 locks must be keyed alike. 1372mm(54 in.) high/ hauteur 1372mm	715			
<p>**Must not exceed ceiling unit price in SA.</p> <p>Note: Each tower must have a different key from the other towers. If this not possible for all the quantity (715 units) then, as minimum, each tower on the same floor must have a different key from the other towers on the same floor.</p>				Product Total		\$

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* (Y/M/D)	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$

1	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 2 -- Qty – 54 Floor 3 -- Qty – 45	2017-01-15	Outside Normal 7:30 AM			
2	[Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 2 -- Qty – 54 Floor 3 -- Qty – 45	2017-01-22	Outside Normal 7:30 AM			
3	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 4 -- Qty – 72	2017-01-29	Outside Normal 7:30 AM			
4	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 4 -- Qty – 72	2017-02-12	Outside Normal 7:30 AM			
5	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 5 -- Qty – 59	2017-02-19	Outside Normal 7:30 AM			
6	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 5 -- Qty – 59	2017-02-26	Outside Normal 7:30 AM			
7	Centre de Traitement Saguenay 3223, rue Sainte-Émilie, Jonquière, Québec, G7S 5L1 Floor 2 -- Qty – 50	2017-03-05	Outside Normal 7:30 AM			
8	Centre de Traitement Saguenay 3223, rue Sainte-Émilie, Jonquière, Québec, G7S 5L1 Floor 2 -- Qty – 45	2017-03-12	Outside Normal 7:30 AM			
9	ESDC Warehouse Montreal 740 Bel-Air, local D-1030, Montreal, Qc, H4C 2K3 RDC -- Qty – 160	Choice of weeks : 2017-01-30, or 2017-02-06, or 2017-02-13	Normal 8 AM to 4 PM			
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. Must contact the client at least 48 hours in advance of accessing the delivery location.				Delivery Total::		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from	Location	Desired Date (Y/M/D)	Desired Time: Normal	Supplier will deliver on the date and	Firm Price	Extended Total (Qty x Firm

Table 1			Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	at the time below* (Y/M/D)	\$	Unit Price) \$
1	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 2 -- Qty – 54 Floor 3 -- Qty – 45	2017-01-15	Outside Normal 7:30 AM			
2	[Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 2 -- Qty – 54 Floor 3 -- Qty – 45	2017-01-22	Outside Normal 7:30 AM			
3	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 4 -- Qty – 72	2017-01-29	Outside Normal 7:30 AM			
4	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 4 -- Qty – 72	2017-02-12	Outside Normal 7:30 AM			
5	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 5 -- Qty – 59	2017-02-19	Outside Normal 7:30 AM			
6	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8. Floor 5 -- Qty – 59	2017-02-26	Outside Normal 7:30 AM			
7	Centre de Traitement Saguenay 3223, rue Sainte-Émilie, Jonquière, Québec, G7S 5L1 Floor 2 -- Qty – 50	2017-03-05	Outside Normal 7:30 AM			
8	Centre de Traitement Saguenay 3223, rue Sainte-Émilie, Jonquière, Québec, G7S 5L1 Floor 2 -- Qty – 45	2017-03-12	Outside Normal 7:30 AM			
9	ESDC Warehouse Montreal 740 Bel-Air, local D-1030, Montreal, Qc, H4C 2K3 Ground Floor -- Qty – 160	Choice of weeks : 2017-01-30, or 2017-02-06, or 2017-02-13	Normal 8 AM to 4 PM			
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. Must contact the client at least 48 hours in advance of accessing the delivery location.			Installation Total			\$

Tables 4 to 7 – Not applicable

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	Complexe Guy Favreau 1125 rue Jeanne Mance, Montréal, H2Z 1W8.	Centre de Traitement Saguenay 3223, rue Sainte-Émilie, Jonquière, Québec, G7S 5L1	ESDC Warehouse Montreal 740 Bel-Air, local D-1030, Montreal, Qc, H4C 2K3
B	Dock	Ideally the delivery should be done with a straight bed truck/ straight body.	The delivery dock can accommodate a 53 foot truck with hydraulic tailgate at the dock	Access to a receiving dock for a trailer of max 48 feet in length
C	Lift	Exists	Exists	Exists
		2000lbs	2000lbs	2000lbs
D	Door	Maximum height of Truck 12ft 6in (empty)	Door size big enough to accommodate a 53ft truck	4.7 m
2.2	Freight Elevator	Service elevator of 80" long x 70" deep	10 feet x10 feet	Industrial Freight Elevator
2.3	Other (specify, if any)	Skids and packaging prohibited on floors - must be removed at the loading dock	Skids and packaging prohibited on floors - must be removed at the loading dock	
	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 (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	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+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”.