

Annex E - Standard RFB



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

See Section 1. Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION A SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande FEDDEV-ON-2017-002	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
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Date of Solicitation – Date de la demande November 29, 2016
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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) 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)
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Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Competitive or **Non-Competitive**

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**

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

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

RFB Issued by:	
Identified User’s (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. December 9, 2016 b. 2:00pm EDST
- To physical location or via Fax or Email	Federal Economic Development Agency for Southern Ontario 139 Northfield Drive West, Suite 101 Waterloo, ON N2L 5A6 Fax – 519-725-9709 Email – Dianna.pietsch@canada.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.	2 business days
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SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Dianna Pietsch
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	Federal Economic Development Agency for Southern Ontario
	Address:	139 Northfield Drive West, Suite 101, Waterloo, ON N2L 5A6
	Telephone No.:	519-500-5937
	Facsimile No.:	519-725-9709
	E-mail address:	Dianna.pietsch@canada.ca
4.2	Project Authority left blank for RFB. IU to complete when awarding contract	
	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 checked="" type="checkbox"/>	Single Payment
	<input 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: Federal Economic Development Agency for Southern Ontario	

	<p>Address:</p> <p>139 Northfield Drive West, Suite 101, Waterloo, ON N2L 5A6</p> <p>Email: fdo.accounts payable-comptescrediteurs.fdo@canada.ca</p>

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following category of work:

- Category 2 – Freestanding Height Adjustable Desk / Table Products
- Category 3 – Metal Filing and Storage Cabinets

2. Floor Plans

- GoCUID identification and/or floor plan(s) WITH Annex B.

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”.

Product Category: 2 & 3

Table 1 – Product

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	FSCAEA4830	<ul style="list-style-type: none"> • Sit/Stand Range Height Adjustable Work Surfaces • Electrically Assisted • 1219mm (48in./po) x 762mm (30in./po) 	26			
2	Non-SA	<ul style="list-style-type: none"> • Sit/Stand Range Height Adjustable Work Surfaces • Electrically Assisted • 1828.8mm (72in./po) x 762mm (30in./po) 	8			

3	Non-SA	<ul style="list-style-type: none"> • Non- Height Adjustable Work Surfaces • 1828.8mm (72in./po) x 609.6mm (24in./po) 	34			
4	PSTxW2FO54x2424Lxxx	<ul style="list-style-type: none"> • Personal Storage Tower • Wardrobe one side, 2 file drawers at bottom and open cupboard above • 1372mm (54in.) high • 610mm (24in./po) x 610mm (24in./po)- left • Keys to match (doors w/ drawers) 	15			
5	PSTxW2FO54x2424Rxxx	<ul style="list-style-type: none"> • Personal Storage Tower • Wardrobe one side, 2 file drawers at bottom and open cupboard above • 1372mm (54in.) high • 610mm (24in./po) x 610mm (24in./po) – right • Keys to match (doors w/ drawers) 	11			
6	PEDSMCLC24xBFxx xxxx	<ul style="list-style-type: none"> • Pedestals • Mobile, Cushion seat, Locking Casters, Depth 610mm (24in.) work surface • Box, File 	34			
7	FSCAEA4830	<ul style="list-style-type: none"> • Sit/Stand Range Height Adjustable Work Surfaces • Electrically Assisted • 1219mm (48in./po) x 762mm (30in./po) 	9			
8	Non-SA	<ul style="list-style-type: none"> • Non- Height Adjustable Work Surfaces • 1828.8mm (72in./po) x 762mm (30in./po) 	8			

9	PSTxW2FO54x2424L xxx	<ul style="list-style-type: none"> • Personal Storage Tower • Wardrobe one side, 2 file drawers at bottom and open cupboard above • 1372mm (54in.) high • 610mm (24in./po) x 610mm (24in./po)- left • Keys to match (doors w/ drawers) 	4			
10	PSTxW2FO54x2424 Rxxx	<ul style="list-style-type: none"> • Personal Storage Tower • Wardrobe one side, 2 file drawers at bottom and open cupboard above • 1372mm (54in.) high • 610mm (24in./po) x 610mm (24in./po) – right • Keys to match (doors w/ drawers) 	4			
11	PEDSMCLC24xBFxx xxxx	<ul style="list-style-type: none"> • Pedestals • Mobile, Cushion seat, Locking Casters, Depth 610mm (24in.) work surface • Box, File 	9			
<p>**Must not exceed ceiling unit price in SA.</p> <p>Add more rows if necessary.</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	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$

			(Outside)*			
Product Item # 1 to 6	Federal Economic Development Agency for Southern Ontario 410 Laurier Avenue West, 3 rd Floor Ottawa, ON K1A 0L8	2017-03-01	Normal	(Y)		
				(M)		
				(D)		
Product Item # 7 to 11	Federal Economic Development Agency for Southern Ontario 1161 Crawford Drive Peterborough, ON K9J 6X6	2017-02-13	Normal	(M)		
				(D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.					Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
Product Item # 1 to 6 from Table 1	Federal Economic Development Agency for Southern Ontario 410 Laurier Avenue West, 3 rd Floor Ottawa, ON K1A 0L8	2017-03-01 to 2017-03-03	Normal	(Y)		
				(M)		
				(D)		
				(T)		
				(M)		
				(D)		
				(T)		
Product Item # 7 to 11 from Table 1	Federal Economic Development Agency for Southern Ontario 1161 Crawford Drive Peterborough, ON K9J 6X6	2017-02-13 to 2017-02-15	Normal	(M)		
				(D)		
				(T)		
				(M)		
				(D)		
				(T)		
	** refer to the plans at Annex B					

*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:	\$
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Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. 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. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	410 Laurier Avenue West, Ottawa, ON / 1160 Crawford Drive, Peterborough, ON
B	Dock	N/A / N/A
C	Lift	Ramp / N/A
D	Door	38 inches wide x 78 inches high / 38 inches wide x 78 inches high
2.2	Freight Elevator	Freight elevator available / N/A
2.3	Other (specify, if any)	N/A / N/A
	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 5 - 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)	\$ not applicable
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 2)	\$ not applicable
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 3)	\$ not applicable
7	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7):	\$
9	Applicable Tax(es):	\$
10	Total Estimated Cost (9+10):	\$

Table 6 – Bidder’s Authorized Representative

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

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

**ANNEX B
FLOOR PLANS**

See Attached PDF Documents

Send request for AUTOCAD to Dianna Pietsch (Dianna.pietsch@canada.ca)

Contract First Page



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

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File No. – N° de dossier
Date of Contract – Date du Contrat
Contract No. - N° du contrat
Client Reference No. (optional) - N° du référence du client (facultatif)
Financial Code(s) – Code(s) financier(s)

Duty - Droits <input checked="" type="checkbox"/> Included <input type="checkbox"/> Excluded	GST - TPS/ HST - TVH <input checked="" type="checkbox"/> Included <input type="checkbox"/> Excluded
FOB - FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to :- Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	