

**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 J003513	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 December 01,2016
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 : _____

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

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

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**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 12, 2016 b. 14:00 Eastern Daylight Savings Time (EDT)
- To physical location (if applicable)	N/A

- To e-mail address (if applicable)	Nada.moazin2@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 two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Three (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 (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.	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:	Nada Moazin
	Title:	Contracting Advisor
	Department/Agency/Crown Corporation:	Statistics Canada
	Address:	150 Tunney's Pasture Driveway
	Telephone No.:	613 355 9837
	Facsimile No.:	N/A
	E-mail address:	Nada.moazin2@canada.ca
4.2	Project Authority : To be inserted at contract award	
	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 6 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(Work Spaces Terms and Conditions Manual) 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: Financial & Administrative Services Division
	Address: RH Coats Bldg., Finance Counter (RHC7A) 100 Tunney's Pasture Driveway Ottawa Ontario K1A 0T6 Email: statcan.financecounter-comptoirfinance.statcan@canada.ca and nada.moazin2@canada.ca
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 Defence Production Act , R.S.C. 1985, c. D-1.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**
2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.
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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) _____ at article 3 of this Annex is _____.

- 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 Categories 1-6:

Scenario a. Does not include a floor plan

Scenario b. Includes floor plan(s) WITH identification of product information in Table 1 of this RFB. Floor plan(s) are used for information purposes

3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex.

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

Product Category: Category 1a, 1b & 2

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		Base Height/ Powered outlet(s) Below Work Surfaces/ Cut-out(s) for Power & Data, Fabric on both sides 36”x24”	41			
2		Base Height/ Powered outlet(s) Below Work Surfaces/ Cut-out(s) for Power & Data, Fabric on both sides 36”x30”	4			
3		Base Height/ Powered outlet(s) Below Work Surfaces/ Cut-out(s) for Power & Data, Fabric on both sides 36”x48”	42			
4	ACPRPMAFxxxxxxx1524xx	Accessories / Privacy Screens / Panel Mounted /Frosted -15”x24”	41			
5	ACPRPMAFxxxxxxx1530xx	Accessories / Privacy Screens / Panel Mounted /Frosted -15”x30”	4			
6	ACPRPMAFxxxxxxx1548xx	Accessories / Privacy Screens / Panel Mounted /Frosted -15”x48”	42			
7	SPPDWLLxxxxBFCSxxx24	Storage Products/Pedestals / Locking Casters /Metal / Box, File / Cushion Seat/ Depth 24”	24			

8	WSSUCAMxxxxxxxxxxx xxx	Work Surfaces / Supports / Cantilever / Metal	144			
9	WSSULPMxxxxxxxxxxx xxx	Work Surfaces / Supports / Post Leg / Metal	48			
10	WSxxPMLHRxxxxxxxx2 424	Work Surfaces / Panel Mounted / High Pressure Laminate / Rectangular - 24"x24"	24			
11	WSxxPMLHRxxxxxxxx4 824	Work Surfaces / Panel Mounted / High Pressure Laminate / Rectangular - 24"x48"	24			
12		Power Pole, 96"	12			
13	FSCAEA4824	Sit/Stand Range Height Adjustable Work Surfaces/Electrically assisted -48"x 24"	24			
**Must not exceed ceiling unit price in SA.				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*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Statistics Canada Jean-Talon Building (Ground Floor) 170 Tunney's Pasture Driveway Ottawa ON K1A 0T6	2017/02/28	Outside Normal Business Hours	(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]				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) \$
1	Statistics Canada Main Building 150 Tunneys Pasture Driveway Wing 0105 K1A 0T6	2017/03/28	Outside Normal Business Hours	(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]				Installation Total:		\$

Table 4 – 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	Shipping/ Receiving Jean Talon Building Floor B-1 W-21 Statistics Canada 170 Tunney’s Pasture Driveway, Ottawa On K1A 0T6 Telephone 613-720-7388 Facsimile 613-951-1928
B	Dock	Accommodate all vehicles (53’ trailers, small vans etc..)
C	Lift	Scissor lifts to ground 10,000lbs capacity
D	Door	53’1” or 3.9 meters clearance
2.2	Freight Elevator	At Statistics Canada 170 Tunney’s Pasture Driveway, Ottawa ON K1A 0T6 (beside loading dock B1W18)
2.3	Door Size	84”H x 48”W
	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	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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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(s)**

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.

1) Floor Plan(s) in PDF or AutoCAD version

See next page

The offices that are circled are the ones we need to order



