

## Annex E - Standard RFB

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

Date of Solicitation – Date de la demande

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 2.  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****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 – not applicable All the supplier employees must be escorted**

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Public Works and Government Services Canada 1550, avenue D'Estimauville Québec, Québec. G1J 0C7  Martin Duthoy, tel.: 418-649-2745 <a href="mailto:Martin.duthoy@tpsgc-pwgsc.gc.ca">Martin.duthoy@tpsgc-pwgsc.gc.ca</a>  Denis Leporé, tel.: 514-496-3618 <a href="mailto:denis.lepore@tpsgc-pwgsc.gc.ca">denis.lepore@tpsgc-pwgsc.gc.ca</a>
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:	2:00 Pm on January 12th 2017
- To physical location (if applicable)	Public Works and Government Services Canada 1550, avenue D'Estimauville Québec, Québec. G1J 0C7 6 <sup>ième</sup> Floor, Room 601 Numéro de télécopieur : 418-648-2209
<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 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>X</b>	<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.		<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, B and C herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	<b>Martin Duthoy or Denis Leporé</b>
	Title:	<b>Buyer</b>
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	1550, avenue D'Estimauville Québec, Québec. G1J 0C7 6 <sup>ième</sup> Floor, Room 601
	Telephone No.:	Martin Duthoy, tel.: 418-649-2745 Denis Leporé, tel.: 514-496-3618
	E-mail address:	<a href="mailto:Martin.duthoy@tpsgc-pwgsc.gc.ca">Martin.duthoy@tpsgc-pwgsc.gc.ca</a> <a href="mailto:denis.lepore@tpsgc-pwgsc.gc.ca">denis.lepore@tpsgc-pwgsc.gc.ca</a>

4.2	<b>Project Authority <u>IU to complete only when awarding contract</u></b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 10 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="" 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 1550, avenue D'Estimauville Québec, Québec. G1J 0C7	

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

- 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.

1. Category Selection

The requirement includes the following category of work

Category 6 - Support Space – Collaborative Furniture

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

2.1 For Product Related Services requirements

2.2 For Categories 6:

Scenario b.  Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category 6. 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 in article 3 of this Annex as well as Tables. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Product Category: 6 - Support Space – Collaborative Furniture** See drawing attached (Annex C)

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number and Generic code of the proposed product	Firm Price** \$	Extended Total [Qty x Price] \$
1	See attached Annex C	See attached Annex C			\$_____	\$_____
**Must not exceed ceiling unit price in SA. Add more rows if necessary.					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)
For item 1 to 5	Immigration, Refugees and Citizenship Canada 1010 rue Saint-Antoine Montréal, Québec. H3C 1B2	March, 21, 22, 23 and 24, 2017			\$ _____	\$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside 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:		\$ _____

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) \$
For Item 1 to 5	See attached Annex C Immigration, Refugees and Citizenship Canada 1010 rue Saint-Antoine Montréal, Québec. H3C 1B2				\$ _____	\$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside 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/Location: <b>By the street level at 1010 rue saint-Antoine</b>	
A	Location	<b>Montreal, Quebec</b>
B	Dock	<b>No</b>
C	Lift	<b>Does not exist</b>
D	Door	<b>N/A</b>
2.2	Freight Elevator	<b>YES at Loading dock 1010 rue saint-Antoine</b>
2.3	Other (specify, if any)	<b>Delivery : Weekly Between 10h00 AM and 2H00 PM, and or between 4h00 PM and 10H00 PM and or Weekends between 8h00AM and 6h00 PM.</b>
	<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)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 )</b>	\$
5	Applicable Tax(es):	\$
6	Total Estimated Cost (4+5):	\$

**Table 6 – Bidder’s Authorized Representative**

<b>Table 6 – Bidder’s Authorized Representative</b>		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Contractor’s Name:	Telephone:
	Authorized Representative Name:	E-Mail:
	Title:	Other:
	Address:	

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

**ANNEX B  
SECURITY REQUIREMENTS**

**Security Requirement – not applicable All the supplier employees must be escorted**

## ANNEX C 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.

Use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.

### 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.

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

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

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract  
Le fournisseur accepte le présent contrat

Name, title of person authorized to sign (type or print)  
Nom et titre du signataire autorisé (caractère d'impression)

Signature

Date

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division  
November 2015

Return signed copy forthwith - Prière de retourner une copie dûment  
signée immédiatement

Page		of de
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	GST - TPS/ HST – TVH	
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded Ensus	<input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
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		