

Standard RFB

Canada

Canada

Standard version 3

No of Page/

RFB

N° de page _____

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
20170103	Canada

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	

Canada

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 : _____

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)**

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

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.

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.

Security Requirement.**Security Requirement –All the supplier employees must be escorted**

Contractor/Offer personnel ~~will~~ **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

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 Martin.duthoy@tpsgc-pwgsc.gc.ca Denis Leporé, tel.: 514-496-3618 denis.lepore@tpsgc-pwgsc.gc.ca
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:	02:00PM (EST) January 19 th 2017
- To physical location (if applicable)	Public Works and Government Services Canada 1550, avenue D'Estimauville Québec, Québec. G1J 0C7 6 ^{ième} Floor, Room 601 Numéro de télécopieur : 418-648-2209
-	
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.	2 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.	<input checked="" 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.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement – Translation Office	
	Product Category 1 - Interconnecting Panels and Freestanding Systems; Product Category 2 - Freestanding Height Adjustable Desk/Table Products; Product Category 6 - Collaborative Furniture.	
	Categories 1 and 2 must be combined to ensure the uniformity	
	Delivery: March 27, 2017 Installation: August 2017	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Martin Duthoy and or Denis Leporé
	Title:	
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	1550, avenue D'Estimauville, 6^{ième} Floor Québec, Québec. G1J 0C7
	Telephone No.:	Martin Duthoy, tel.: 418-649-2745 Denis Leporé, tel.: 514-496-3618
	E-mail address:	Martin.duthoy@tpsgc-pwgsc.gc.ca denis.lepore@tpsgc-pwgsc.gc.ca

4.2	Project Authority (to complete only 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 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:	
	Adresse :	
	1550, D'Estimauville, AVE	
	6 Floor. Romm 601 - 1550	
	Québec, Québec.	
	G1J 0C7	
	Attn :. Véronique Buteau	

ANNEX A REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following category (ies) of work (*check applicable box(es)*):

Category 1 – Interconnecting Panels and Freestanding Systems

Refer to Annex C Floor Plans to complete the product descriptions and panel matrices for the required product of this RFB.

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.

Note: Categories 1 and 2 must be combined to ensure the uniformity

Category 6 - Support Space – Collaborative Furniture

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: _____ (*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 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Product Category: 1 – 2 and 6

Table 1 – Product See Annex C1, C2 , C3 and Drawings

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	Product See Annex C1, C2 , C3 and Drawings	Product See Annex C1, C2 , C3 and Drawings	Product See Annex C1, C2 , C3 and Drawings			
	Product Category: Cat. 1 Cat. 2 Cat. 6		Product See Annex C1, C2 , C3 and Drawings		\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
				Product Total		\$ _____
**Must not exceed ceiling unit price in SA. Add more rows if necessary.						

**Table 2 – Delivery - Product Category: 1- 2 and 6
Product See Annex C1, C2 , C3 and Drawings**

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)
	2575 Ste-Anne BLVD, Quebec, Quebec. G1J 7Y5	March 27, 2017			\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or or	(Y) (M)		

			[Outside Normal]	(D)		
			DELIVERY MUST BE IN THE END OF THE EVENING AFTER THE OFFICE HOURS			
*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 - Product Category: 1 2 and 6
Product See Annex C1, C2 , C3 and Drawings**

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)
	2575 Ste-Anne BLVD, Quebec, Quebec. G1J 7Y5	August 2017			\$ _____	\$ _____
	Cat.1				\$ _____	\$ _____
	Cat.2				\$ _____	\$ _____
	Cat.6				\$ _____	\$ _____
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

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	Delivery at 2575 Ste-Anne BLVD, Quebec, Quebec.G1J 7Y5. The storage room is at level 2
B	Dock	Loading dock
C	Lift	[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]
D	Door	[Size - H x W]
2.2	Freight Elevator	[Location]
2.3	Other (specify, if any)	The supplier must ensure the delivery to the delivery site. DELIVERY MUST BE IN THE END OF THE EVENING AFTER THE OFFICE HOUR The supplier must contact the Canadian Corps of Commissionaires to schedule delivery .
	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)	
	Cat.1	\$ _____
	Cat.2	\$ _____
	Cat.6	\$ _____
2	Delivery Total (Table 2)	
	Cat.1	\$ _____
	Cat.2	\$ _____
	Cat.6	\$ _____
3	Installation Total (Table 3)	
	Cat.1	\$ _____
	Cat.2	\$ _____
	Cat.6	\$ _____

4	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$
5	Applicable Tax(es):	\$
6	Total Estimated Cost (4+5):	\$

Table 10 – Bidder’s Authorized Representative

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

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

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ANNEX B SECURITY REQUIREMENTS

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.

Instructions to IU:

Add this Annex C if the requirement includes a Floor Plan(s) in scenario b. The content of Annex C will include:

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

As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:

- a) *All and only the required furniture (sizes and dimensions must be accurate in the plan);*
- b) *Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;*
- c) *Workstations and room numbers;*
- d) *Indications of panel matrices (which panels are powered, non-powered, panels with glazed elements, etc)*
- e) *Indications of power feed locations;*
- f) *Electrical outlet locations within workstations;*
- g) *Telecommunications/data symbols;*
- h) *Lighting components requirements;*
- i) *List of acceptable deviations from the original floor plans (if any).*
- j) *Clearly indicate which work surfaces are freestanding height adjustable and which surfaces are panel hung.*

2) Product Descriptions

As a minimum, the IU must identify the following product information:

- a. *All required panel heights: Base Height, Work Surface Privacy Add-on Height, Seated Privacy Add-on Height;*
- b. *When power is required, whether the power is located below or above work surface height;*
- c. *Type of power feed (either base feed or power poles).*

3) Product Configurations

IUs must indicate pertinent product information in the form of GoCUIDs or descriptions of products in the table below in order for Bidders to accurately prepare bids in response to this RFB. IUs entering descriptions of products are to use the product descriptions and terminology from the category 1 CST. Pertinent product information such as, but not limited to, all door and drawer configurations must be identified.

#	GoCUID	Description of Product
1		<i>(Example description of product)</i> Pedestal: - freestanding; - drawers (configuration): B/B/F.
2		<i>(Example description of product)</i> Personal Storage Tower: - hinged right; - height of 54”h.
3	<i>(Example GoCUID)</i> SPWAFSLxxDDxxCx663018	

4) Panel Matrix

A panel matrix is a section view of a panel with the purpose of identifying the configuration of elements and element types on each side of a panel. Below is a sample panel matrix identifying the element locations from the Category 1 CST.

As a minimum, the IU must identify each panel matrix within the requirement. Each panel matrix must identify the element types required. Each panel matrix must use the terminology from the Category 1 CST to identify the required element types (for example: air flow, fabric, plastic laminate, etc.) The below panel matrix format may be copied and used to identify all matrices required.

Each panel matrix must be identified on the floor plan so that Bidders may accurately prepare bids in response to this RFB.

Panel Matrix

Canada

<i>upper element 1</i>	<i>upper element 2</i>
<i>lower element 1</i>	<i>lower element 2</i>
Side 1	Side 2

IU to 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

Canada

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

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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		GST - TPS/ HST – TVH	
■ Includ <input type="checkbox"/> Inclus	□ Exclud <input type="checkbox"/> Ensus	■ Includ <input type="checkbox"/> Inclus	□ Exclud <input type="checkbox"/> 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			

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

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