



**RETURN BIDS TO:
DEMANDE DE SOUMISSIONS:**

See Section 1. Voir Section 1.

**BID SOLICITATION – ADVANCED REQUEST FOR
BID
DEMANDE DE SOUMISSIONS – AVANCÉE**

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-120001/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-120001/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification

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 BIDDER

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/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.
- One paper copy of the bid.

Security Requirement.

Security Requirement –All the supplier employees must be escorted

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.

**ADVANCED REQUEST FOR BID (RFB) – GENERAL STREAM – COMPETITIVE SUPPLIER
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Bid Evaluation

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.	
- no later than date and time:	By 02:00 PM EST – On January 17 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 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-120001/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 clausung in Annex B herein.
2.	Security Requirement (The checked box applies)	
3.	Requirement	
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:	Buyers
	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 be 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 9 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

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	Multiple Payment
6.	Invoicing
	Further to the Invoicing terms of the OS 6B/6C Addendum 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:
	<p>Address:</p> <p>Public Works and Government Services Canada 1550, avenue D'Estimauville Québec, Québec. G1J 0C7 Attn : Mme Bibiane Couture</p>

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**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

IU to complete: Section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; Table 7 in its entirety.
Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if optional quantities are listed; Tables 8 and 9.
In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Table 1 – Product (Chairs) SEE ATTACHED ANNEX C AND DRAWINGS

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID			
#	Description: SEE ATTACHED ANNEX C AND DRAWINGS	Upholster-ing Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Price** [All-inclusive] \$	Extended Total [Qty x Price] \$
		Category, e.g. blue	For carpeted floor*	For hard surface floor*				
1	[Insert Chair Category: Rotary Office/Conference or Side Chair] [Insert description from e-Purchasing result screen.] [Insert Supplier’s Model Number - optional]	SEE ATTACHED ANNEX C AND DRAWINGS						
2	[Insert Chair Category: Rotary Office/Conference or Side Chair] [Insert description from e-Purchasing result screen.] [Insert Supplier’s Model Number - optional]	SEE ATTACHED ANNEX C AND DRAWINGS						
*Not for Side Chair. **Must not exceed ceiling unit price in SA. [click weblink below to locate supplier’s available series, model number & price]: http://publiservice.gc.ca/services/icpsss-spicsn/furniture/seatingseriesrotary-e.html Add more rows if necessary.						Extended Total for all Products:		\$
						Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):		G: \$ P: \$ H: \$

Table 2 - Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location SEE ATTACHED ANNEX C AND DRAWINGS Immigration, Refugees and Citizenship Canada 1010 rue Saint-Antoine Montréal, Québec. H3C 1B2	Qty	Desired Date (Y/M/D) March 21,22,23 and 24 2017	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	[Building, Floor, civic address, etc.]	[?]	[Y/M/D]	[Normal] or [Outside Normal] Weekly from 10:00AM to 02:00 PM	(Y) (M) (D) (T)		
2	[Building, Floor, civic address, etc.]	[?]	[Y/M/D]	[Normal] or	(Y)		

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				[Outside Normal]	(M)		
					(D)		
					(T)		
*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.				Extended Total for all Deliveries:			\$
				Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):			G: \$ P: \$ H: \$

Table 3 – Installation- SEE ATTACHED ANNEX C AND DRAWINGS

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location SEE ATTACHED ANNEX C AND DRAWINGS Immigration, Refugees and Citizenship Canada 1010 rue Saint-Antoine Montréal, Québec. H3C 1B2	Qty	Desired Date (Y/M/D) March 21,22,23 and 24 2017	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	[Building, Floor, civic address, etc.]	[?]	[Y/M/D]	[Normal] or [Outside Normal] Weekly from 10:00AM to 02:00 PM	(Y) (M) (D) (T)		
2	[Building, Floor, civic address, etc.]	[?]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D) (T)		
*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.				Extended Total for all Installations:			\$
				Applicable Tax(es) : Specify GST/PST/HST & Amounts (as applicable):			G: \$ P: \$ H: \$

Table 4 – Associated Aspects

1.	Upholstering Colour
1.1	<p>For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Contracting Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within two business days of the Contracting Authority's receipt of all descriptive information, the Contracting Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>
2.	Canada's Facilities to Accommodate the Delivery
2.1	Loading Dock/Location: By the Street level at 1010 saint-Antoine Street
A	Location Montreal , Quebec
B	Dock no
C	Lift does not exist
D	Door N/A
2.2	Freight Elevator yes at 1010 saint-Antoine Street
2.3	Other (specify, if any) Delivery: Weekly between 10:00 AM and 2:00 PM
3.	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

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	to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:
3.1	Integrity Provisions
3.2	Federal Contractor's Program for Employment Equity
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)
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	Total Evaluated (Bid) Price (1 + 2 + 3):	\$
5	Applicable Tax(es):	\$
6	Estimated Total Contract Amount (4+5):	\$

Table 6 – Bidder's Authorized Representative

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

**ANNEX B
SECURITY REQUIREMENTS**

Instructions to IU:

Add this Annex B IF there are security requirements. The content of Annex B will be:

- *Only the Security Requirement Check List if Section 2 of the contract, article 2.1 a is selected. Use clause A below.*
- *The SRCL and the contract clauses from PWGSC-CISD if Section 2 of the contract, article 2.1.b is selected. Use clause B below.*

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

IU to attach the SRCL

B. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

IU to insert the contract clauses provided by CISD and attach the SRCL.