



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Furniture Chairs	
Solicitation No. - N° de l'invitation ED001-172519/B	Date 2017-01-11
Client Reference No. - N° de référence du client ED001-17-2519	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-307-10025	
File No. - N° de dossier HAL-6-77210 (307)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-27	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Stevenson, Jacquelyn	Buyer Id - Id de l'acheteur hal307
Telephone No. - N° de téléphone (902) 403-3520 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN CHARLOTTETOWN PRINCE EDWARD ISLAND C18 1T5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
3	Conference Chairs	ED001	ED001	1	SUM	\$	XXXXXXXXXXXX	See Herein



RETURN BIDS TO: DEMANDE DE SOUMISSIONS:

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
1713 BEDFORD ROW
HALIFAX, NOVA SCOTIA B3J 3C9
FACSIMILE: 902.496.5016

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.	Amendement No.
ED001-172519/B CONFERENCE CHAIR	

Solicitation closes:	File No. - N° de dossier
	HAL-6-77210

No of Page/

7 PAGES OF 7 PAGES

Date of Solicitation :

January 10, 2017

Address inquiries to :

JACQUELYN STEVENSON
SUPPLY OFFICER
PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
TELEPHONE: 902.403.3520
jacquelyn.stevenson@pwgsc.gc.ca

Destination

Veterans Affairs Canada
24 Stratford Road, 1st Floor
Stratford, PE

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
Facsimile No

Name and title of person authorized to sign on behalf of supplier (type or print)

Signature : _____ Date : _____

Contract No. - N° du contrat
ED001-172519/B
Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
CCC No./N° CCC - FMS No./N° VME

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 BIDDER

TERMS OF THE REQUEST FOR BID

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.

SECURITY REQUIREMENT

There is no security requirement for this solicitation.

CANADIAN CONTENT

The Supplier is not required to propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA.

PRICE CERTIFICATION

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:
 - a. a current published price list indicating the percentage discount available to Canada; or
 - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 - c. 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
 - d. any other supporting documentation as requested by Canada.

Contract No. - N° du contrat
ED001-172519/B
Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
CCC No./N° CCC - FMS No./N° VME

BID EVALUATION

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

RFB ISSUED TO:	
Supplier Name and Address: (City, Province)	Supply Arrangements for Suppliers under the Procurement Strategy for Aboriginal Business (PSAB).
RFB ISSUED BY:	
Contact for this RFB:	Jacquelyn Stevenson Supply Officer Public Works and Government Services Canada 1713 Bedford Row Halifax, Nova Scotia B3J 3C9 Phone: 902.403.3520 Email: Jacquelyn.stevenson@pwgsc.gc.ca
RFB CLOSING <i>Bids must be submitted prior to the Contracting Authority on/before the date and at the time indicated below.</i>	
Date and Time:	
To:	Jacquelyn Stevenson Supply Officer Public Works and Government Services Canada 1713 Bedford Row Halifax, Nova Scotia B3J 3C9
To e-mail address	BIDS SENT BY EMAIL WILL NOT BE ACCEPTED
RFB Enquiries	
Bidders may submit enquires to the Contracting Authority until THREE (3) business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

Contract No. - N° du contrat
ED001-172519/B
 Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
 File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
 CCC No./N° CCC - FMS No./N° VME

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	
2.1	There is no security requirement for this solicitation.	
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	JACQUELYN STEVENSON
	Title:	SUPPLY OFFICER
	Department/Agency/Crown Corporation:	PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
	Address:	1713 BEDFORD ROW, HALIFAX, NS, B3J 3C9
	Telephone No.:	902.403.3520
	Facsimile No.:	902.496.5016
	E-mail address:	JACQUELYN.STEVENSON@PWGSC.GC.CA
4.2	Project Authority	
	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.	
5.	Method of Payment	
	<input checked="" type="checkbox"/> Single 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:	
	Address:	

Contract No. - N° du contrat
ED001-172519/B
 Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
 File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
 CCC No./N° CCC - FMS No./N° VME

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

Table 1 – Product

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
#	Description	Upholstery Colour	Caster Type		Qty	Model Number	Firm Price**	Extended Total [Qty x Price]
		Category	Carpet floor	Hard floor				
1	Conference Chair <i>No headrest; High Back; Adjustable Lumbar Support; Fixed "T" Arms; Adjustable Seat Pan Depth; Backrest Lockable or Stoppable in Multiple Positions; Tilt Mechanism Independent or Concurrent; Back Breathable Material/Seat Fabric</i>	Black or Charcoal	X		24		\$	\$
**Must not exceed ceiling unit price in SA. http://publiservice.gc.ca/services/icpsss-spicsn/furniture/seatingseriesrotary-e.html						Extended Total		\$
						Applicable Tax : (HST)		\$

Table 2 - Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date and at the time below*	Firm Price	Extended Total (Qty x Firm Price)
1	24 Stratford Road, 1 st Floor Stratford, PE	24	2017/03/31	Normal	(Y) (M)	\$	\$
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time - <i>Normal Business Hours 8:00 – 17:00</i>					Extended Total for Deliveries:		\$
					Applicable Tax(HST)		\$

Contract No. - N° du contrat
ED001-172519/B
 Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
 File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
 CCC No./N° CCC - FMS No./N° VME

Table 3 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (Y/M/D)	Desired Time:	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	24 Stratford Road, 1 st Floor Stratford, PE	24	2017/03/31	Normal	(Y) (M)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <i>Normal Business Hours 8:00 – 17:00</i>				Extended Total for Installations:		\$	
				Applicable Tax(HST):		\$	

Table 7 – 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:	
A	Location	24 Stratford Road, Stratford, PE
B	Dock	Ground Floor Level Access
C	Lift	Does not exist
D	Door	84" x 36" (2134 mm x 914 mm)
2.2	Freight Elevator	Does not exist
2.3	Other (specify, if any)	
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 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)	

Contract No. - N° du contrat
ED001-172519/B
Client Ref. No. - N° de réf. du client
ED001-172519

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-6-77210

Buyer ID - Id de l'acheteur
HAL307
CCC No./N° CCC - FMS No./N° VME

Table 8 - Bid Evaluation and Contract Total

To be completed by the Bidder:

1	Product Total (Table 1)	\$
3	Delivery Total (Table 2)	\$
5	Installation Total (Table 3)	\$
7	Total Evaluated (Bid) Price (1 + 2 + 3):	\$
8	Applicable Tax(HST):	\$
9	Estimated Total Contract Amount (7+8):	\$

Table 9 – Bidder's Authorized Representative

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