



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet RAP HOUSEHOLD FURNITURE	
Solicitation No. - N° de l'invitation B8710-160020/A	Date 2017-01-24
Client Reference No. - N° de référence du client B8710-160020	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PQ-983-72286
File No. - N° de dossier pq983.B8710-160020	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-06	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Wong, Michelle	Buyer Id - Id de l'acheteur pq983
Telephone No. - N° de téléphone (819)420-6462 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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B8710-160020/A
Client Ref. No. - N° de réf. du client
B8710-160020

Amd. No. - N° de la modif.
File No. - N° du dossier
PQ983 B8710-160020

Buyer ID - Id de l'acheteur
PQ983
CCC No./N° CCC - FMS No./N° VME

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PART 1 – GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Multi-Language Packing Slip, the Furniture Description and Specifications, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirement and the Standing Offer Reporting Form.

1.2 Summary

- 1.2.1 Immigration, Refugee and Citizenship Canada (IRCC) requires the supply, delivery, assembly, set-up and disposal of packing material of household furniture, on an "if and when requested basis", on behalf of the Resettlement Assistance Program (RAP) for Government Assisted Refugees (GAR) being settled in various cities within the Provinces of British Columbia, Alberta, Manitoba, Ontario and Newfoundland. If and when requests arise, delivery, assembly, set-up and disposal of packing material will be required within 72 hours (three (3) business days) and in some cases 24 hours (one (1) business day).

The household furniture is detailed in Annex B – Furniture Description and Specifications. Orders from Canada may be comprised of any single and/or combination and quantity of items. Offerors wishing to submit an offer must be capable of supplying, delivering, assembling and setting up each of the furniture items in Annex B.

The period of the resulting Standing Offer(s) will be from **date of issue to 31 March 2018 plus four (4) optional extensions of one (1) year each** with the exception of the Province of Ontario where the Standing Offers will be from **1 August 2017 to 31 March 2018 plus four (4) optional extensions of one (1) year each**.

Public Works and Government Services Canada (PWGSC) is administering this procurement on behalf of IRCC. It is PWGSC's intention to issue one (1) Standing Offer for each area of performance identified in Part 3 – Offer Preparation Instructions; Section 3.1.3: Area(s) of Performance.

Offerors may submit an offer and be issued a Standing Offer for more than one area of performance.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offers process. The debriefing may be in writing, by telephone or in person.

PART 2 – OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by PWGSC.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2016-04-04\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[M1004T \(2016-01-28\)](#) Condition of Material

2.2 Submission of Offers

Offers must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to PWGSC will not be accepted.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 hard copy and 1 soft copy)
- Section II: Financial Offer (1 hard copy and 1 soft copy)
- Section III: Certifications (1 hard copy and 1 soft copy)
- Section IV: Additional Information (1 hard copy and 1 soft copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

[Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work in the time periods specified in Annex A – Requirement.

Should the Offeror submit an offer for more than one area of performance, the Offeror should demonstrate how they will fulfill the requirement(s) for supply, delivery, assembly, set-up and disposal of packing material at the same time in multiple cities or provinces.

Section II: Financial Offer

Offerors must submit their financial offer in Canadian funds in accordance with the Pricing Schedule detailed in Attachment 1 of Part 3 and in accordance with the Basis of Payment in Annex C of part 6. Offerors are not to add pricing to Annex C.

In addition, Offerors must submit their prices FOB destination, Canadian customs duties and excise taxes included, as applicable and Applicable Taxes excluded.

The Offeror may submit an offer for more than one area of performance. Each area of performance will be evaluated individually. Therefore, there is the potential for one Offeror to be offered more than one area of performance.

When preparing their financial offer, Offerors should review clause 4.1.1 Financial Evaluation of Part 4; and article 7.4, Payment, of Part 6.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#) Exchange Rate Fluctuation
[M0019T \(2007-05-25\)](#) Firm Price and/or Rates

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 Area(s) of Performance

Offerors must indicate the area(s) of performance below for which they are submitting an offer by checking the appropriate box. One or more area(s) of performance may be selected.

If the Offeror does not check the appropriate box for an area of performance, it will not be considered for that area during the financial evaluation.

Area of Performance	Offeror Selection
Province of Alberta (Edmonton Area): The city of Edmonton* and surrounding areas**, including Red Deer***.	<input type="checkbox"/>
Province of Alberta (Calgary Area): The city of Calgary* and surrounding areas**, including Brooks***.	<input type="checkbox"/>
Province of Alberta (Lethbridge Area): The city of Lethbridge* and surrounding areas**, including Medicine Hat***.	<input type="checkbox"/>
Province of British Columbia: The city of Vancouver* and surrounding areas**.	<input type="checkbox"/>
Province of Manitoba: The city of Winnipeg* and surrounding areas**, including Brandon***.	<input type="checkbox"/>
Province of Ontario (Ottawa Area): The city of Ottawa* and surrounding areas**, including Kingston***.	<input type="checkbox"/>
Province of Ontario (Hamilton Area): The city of Hamilton* and surrounding areas**.	<input type="checkbox"/>
Province of Ontario (Kitchener Area): The city of Kitchener* and surrounding areas**.	<input type="checkbox"/>

Province of Ontario (London Area): The city of London* and surrounding areas**, including Chatham-Kent***.	<input type="checkbox"/>
Province of Ontario (Toronto Area): The Greater Metropolitan Toronto (GTA)* and surrounding areas**, including Mississauga*** and Peterborough***.	<input type="checkbox"/>
Province of Ontario (Windsor Area): The city of Windsor* and surrounding areas**, including Leamington*** and Chatham-Kent***.	<input type="checkbox"/>
Province of Newfoundland: The city of St. John's* and surrounding areas**.	<input type="checkbox"/>

* City Center

** Surrounding areas are defined as any delivery areas up to 50KM from the city center

*** Distance will be calculated from the city center indicated for the Area of Performance

3.1.3 Estimated Furniture Quantities

Canada cannot at this time provide firm estimated quantities for the initial Standing Offer period or the extension periods.

Attachment 2 of Part 3 details the estimated quantities of furniture items broken down by area of performance for the initial Standing Offer period only.

The Offeror may assume that the estimates provided in Attachment 2 of Part 3 for the initial Standing Offer period will be applied to the Extension Periods.

The estimates provided are for information purposes only and are the best estimates available at this time. There is no guarantee that these estimated quantities will be met.

Orders from Canada may be comprised of any single and/or combination and quantity of items.

ATTACHMENT 1 OF PART 3, PRICING SCHEDULE

The Offeror should complete the pricing schedule, Table 1- Supply of Furniture and Table 2- Delivery, Assembly, Set-up and Disposal of packing material clearly indicating the area of performance for which the Offeror is submitting pricing. The Offeror must complete separate pricing schedules for each area of performance that they are submitting an Offer.

The pricing schedule(s) must be included in the financial offer.

Table 1 – Supply of Furniture – The Offeror must submit a firm unit price for quantity 1 for each item listed on Table 1, for the initial period of the Standing Offer and for each extension period.

Table 2 – Delivery, Assembly, Set-up and Disposal of packing material – The Offeror must submit a firm lot price for each delivery, assembly, set-up and disposal of packing material area listed on Table 2, for the initial period of the Standing Offer and for each extension period.

The Offeror must refer to Annex B – Furniture Description and Specifications for a complete description of the Furniture Items listed on Table 1.

ATTACHMENT 1 OF PART 3 – PRICING SCHEDULE

Table 1 – Supply of Furniture

<p>Area of Performance:</p> <p><i>A separate pricing schedule is to be completed for each Area of Performance. The Offeror must clearly indicate the Area of Performance as defined in PART 3 – OFFER PREPARATION INSTRUCTIONS, Section 3.1.3.</i></p>						
Extension Periods Firm Unit Price*						
	A	B	C	D	E	F
	Furniture Item (Quantity 1 of Each)	Firm Unit Price* \$ Date of Issue to 31 March 2018	Extension Period 1 1 April 2018 to 31 March 2019	Extension Period 2 1 April 2019 to 31 March 2020	Extension Period 3 1 April 2020 to 31 March 2021	Extension Period 4 1 April 2021 to 31 March 2022
1	Single Bed Set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
2	Double Bed Set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
3	Bunk Bed set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
4	Crib and mattress set (including bed bug mattress cover set)	\$	\$	\$	\$	\$
5	Single Dresser	\$	\$	\$	\$	\$
6	Double dresser	\$	\$	\$	\$	\$
7	3-Piece Dinette	\$	\$	\$	\$	\$
8	5-Piece Dinette	\$	\$	\$	\$	\$
9	7-Piece Dinette	\$	\$	\$	\$	\$
10	Extra Chair	\$	\$	\$	\$	\$
11	Sofa	\$	\$	\$	\$	\$
12	Loveseat	\$	\$	\$	\$	\$
	Sub-TOTAL (Lines 1 to 12)	\$	\$	\$	\$	\$
	Total Evaluated Price of Furniture (B+C+D+E+F)			\$		

* Price without Applicable Taxes

ATTACHMENT 1 OF PART 3 – PRICING SCHEDULE

Table 2 – Delivery, Assembly, Set-up, and Disposal of packing material

		Firm Lot Price (\$)				
		Chargeable for Total Price** of Furniture ordered in Call-up				
A	B	C	D	E	F	
Area of Performance:	Date of Issue to 31 March 2018	Extension Period 1 1 April 2018 to 31 March 2019	Extension Period 2 1 April 2019 to 31 March 2020	Extension Period 3 1 April 2020 to 31 March 2021	Extension Period 4 1 April 2021 to 31 March 2022	
<p><i>A separate pricing schedule is to be completed for each Area of Performance. The Offeror must clearly indicate the Area of Performance as defined in PART 3 – OFFER PREPARATION INSTRUCTIONS, Section 3.1.3.</i></p>						
1	Within the City Center and surrounding areas – up to 50 km	\$	\$	\$	\$	\$
2	Outside of the surrounding areas – 50.01 km to 100 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$
3	Outside of the surrounding areas – 100.01 km to 200 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$
4	Outside of the surrounding areas – 200.01 km to 250 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$
SUB-TOTAL (Lines 1 to 5)		\$	\$	\$	\$	\$
Total Evaluated Price of Services (B + C + D + E + F)		\$				

** Price without Applicable Taxes

ATTACHMENT 1 OF PART 3, PRICING SCHEDULE

Table 3 – Total Evaluated Price of Offer

Area of Performance:

A separate pricing schedule is to be completed for each Area of Performance. The Offeror must clearly indicate the Area of Performance as defined in PART 3 – OFFER PREPARATION INSTRUCTIONS, Section 3.1.3.

1	Table 1, Total Evaluated Price of Furniture:	\$
2	Table 2, Total Evaluated Price of Services:	\$
Total Evaluated Price of Offer (Rows 1 + 2):		\$

ATTACHMENT 2 OF PART 3, ESTIMATED FURNITURE QUANTITIES

Canada cannot at this time provide firm estimated quantities for the initial Standing Offer period or the extension periods.

The following are the estimated quantities (Est.Qty) of furniture items broken down by area of performance for the initial Standing Offer period only.

The Offeror may assume that the estimates provided for the initial Standing Offer period will be applied to the Extension Periods.

The estimates provided are for information purposes only and are the best estimates available at this time. There is no guarantee that these estimated quantities will be met.

Orders from Canada may be comprised of any single and/or combination and quantity of items.

Item Description	Province of Alberta Est.Qty	Province of British Columbia Est.Qty	Province of Manitoba Est.Qty	Province of Ontario (all except Toronto Area) Est.Qty	Province of Ontario (Toronto Area) Est.Qty	Province of Newfoundland Est.Qty
Single Bed Set	483	456	324	729	363	87
Double Bed Set	121	114	81	182	91	22
Bunk Bed set	32	30	22	49	24	5
Crib/Mattress Set	64	60	44	98	48	12
Single Dresser	483	456	324	729	363	87
Double dresser	121	114	81	182	91	22
3-Piece Dinette	48	46	32	73	36	9
5-Piece Dinette	72	68	49	109	54	13
7-Piece Dinette	72	68	49	109	54	13
Extra Chair	8	7	5	12	6	1
Sofa	322	304	216	490	242	58
Loveseat	161	302	108	2445	121	29

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

- (a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (b) Offers for each area of performance will be evaluated on a per area basis.
- (c) The price used in the evaluation for each area of performance will be Table 3 – Total Evaluated Price of Offer in Attachment 1 to Part 3, Pricing Schedule.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price for the area of performance offered will be recommended for issuance of a Standing Offer for the area.

It is PWGSC's intention to issue one Standing Offer for each area of performance.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Product Conformance

The Offeror certifies that all the products offered conform, and will continue to conform throughout the duration of the Standing Offer, to all specifications of Annex B – Furniture Description and Specifications.

SIGNATURE: _____ DATE: _____

5.1.3 Ability to Supply All Furniture

The Offeror certifies that it is capable of supplying, delivering, assembling, setting-up and disposing of the packaging material for each of the furniture items listed in Annex B – Furniture Description and Specifications.

The Offeror also certifies that it has **read sub-article 7.2.1.1 and 7.2.1.2 of article 7.2 of Part B of Part 6** and is capable of satisfying all provisions of these sub-articles.

SIGNATURE: _____ DATE: _____

5.2 Certifications Precedent to the Issuance of a Standing Offer

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.
(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to supply, deliver, assemble and set-up on an if and when requested basis, household furniture in accordance with Annex A – Requirement and Annex B – Furniture Description and Specifications, for (*area of performance to be inserted at the time of Standing Offer issuance*).

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2005 (2016-04-04) General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issue of Standing Offer to 31 March 2018 with the exception of the Province of Ontario where all Standing Offers will be from 1 August 2017 to 31 March 2018.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) – one (1) year periods, from 1 April 2018 to 31 March 2019, 1 April 2019 to 31 March 2019, 1 April 2019 to 31 March 2020 and 1 April 2020 to 31 March 2021 under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Michelle Wong
Public Works and Government Services Canada
Acquisitions Branch
Furniture Division
11 Laurier Street, Gatineau, Quebec, K1A 0S5
Place du Portage, Phase III, 6B3

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Buyer ID - Id de l'acheteur
PQ983
CCC No./N° CCC - FMS No./N° VME

Telephone: 819-420-6462

E-mail address: michelle.wong@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority *(to be provided at Standing Offer issuance)*

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative *(to be determined)*

Name: _____

Title: _____

Organization: _____

Telephone: ____ - ____ - ____

E-mail address: _____

6.6 Identified Users

The Identified User authorized by Immigration, Refugees and Citizenship Canada (IRCC) to make call-ups against the Standing Offer is indicated on the call-up.

The Offeror is not required to validate the Identified User.

6.7 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will place call-ups with the Standing Offer holder for the area of performance stated in Section 6.1.1 of A. Standing Offer.

6.7.1 Ordering outside of the Standing Offer

IRCC may decide to utilize a mechanism other than a call-up against the Standing Offer to provide furniture allowance or goods to its clients. These decisions would occur on a case-by-case basis, where it is in the best interest of the client. The department may also revise its practices in any region for any period of time. Decisions to cease call-ups may be made unilaterally by the department at any time during the contracting period.

Instances where the department may use alternatives to a standing offer include, but are not limited to:

- Where clients are moving into furnished dwellings or are living with relatives;
- Where clients may have special needs which require specialized purchases or cash to purchase such items;
- In instances where items may not be delivered in time for a scheduled move-out;
- Where goods are provided through other sources such as donations;
- Where an alternative mechanism is in the best interest of a client, a group of clients or to the program integrity.

Decisions not to issue a call-up or fluctuations in area targets may impact the estimated quantities provided in the Request for Standing Offer (RFSO). The estimated quantities provided in the RFSO are non-binding and are strictly used for approximation of quantities.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

6.9 Limitation of Call-ups

Individual call-ups made by IRCC against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

Individual Call-ups that exceed \$25,000.00 must be approved and signed by the Standing Offer Authority.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005 \(2016-04-04\)](#), General Conditions – Standing Offers – Goods or Services;
- d) the general conditions [2010A \(2016-04-04\)](#), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Furniture Description and Specification;
- g) Annex C, Basis of Payment;
- h) Annex E, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*).

6.11 Certifications

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO) and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex B, Furniture Description and Specifications. The Contractor must keep proper records and documentation relating to the product conformance and the testing requirements in Annex B. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex B. The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*to be inserted at issuance of Standing Offer*).

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010A (2016-04-04) General Conditions – Goods (Medium Complexity); apply to and form part of the Contract.

7.2.1.1 General Conditions 2010A is amended as follows:

DELETE: Section 09, Warranty of General Conditions 2010A

INSERT:

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The

warranty period will be 12 months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all costs (including travel and living expenses) incurred in so doing and Canada will not reimburse these costs.
3. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
 - a. the warranty period remaining, including the extension, or
 - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.
4. For all mattresses provided under this Standing Offer, the warranty is ten (10) years.

7.2.1.2 The following is added as Section 32 of General Conditions 2010A:

32. Conduct of the Work

1. The Offeror represents and warrants that:
 - a. it is competent to perform the Work;
 - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
2. The Offeror must:
 - a. perform the Work diligently and efficiently;
 - b. supply everything necessary to perform the Work;
 - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Standing Offer; and
 - d. ensure that the Work is of proper quality, using appropriate material and workmanship and meets all the requirements of the Standing Offer.

7.2.1.3 The following is added as Section 33 of General Conditions 2010A:

33. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

7.3 Delivery Date

Delivery, assembly, set-up and disposal of packing materiel must be made within 72 hours (three (3) business days) and at times within 24 hours (one (1) business day) upon receipt of the call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in *Annex C – Basis of Payment, Table 1 – Supply of Furniture*. Customs duties are included and Applicable Taxes are extra.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in *Annex C – Basis of Payment, Table 2 – Delivery, Assembly, Set-up and Disposal of packing material*. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing by the Standing Offer Authority before their incorporation into the Work.

7.4.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4.3 SACC Manual Clauses

[A9117C \(2007-11-30\)](#) T1204 – Direct Payment by Customer Department

7.4.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the Call-up Against the Standing Offer or Electronic document;
- b. a copy of the signed Multi Language packing slip, Appendix 1 to Annex A;
- c. a copy of the signed packaging slip for receipt of furniture for each delivery destination;
and
- d. any other documents as specified in the call-up document.

A separate invoice must be provided for each address where furniture was delivered.

2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on the call-up document for certification and payment.

7.6 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within the (10) business days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

REQUIREMENT

1.0 OBJECTIVE

Immigration, Refugees and Citizenship Canada (IRCC) requires the supply, delivery, assembly, set-up and disposal of packing material of household furniture, on an "if and when requested basis", on behalf of the Resettlement Assistance Program (RAP) for Government Assisted Refugees (GAR) being settled across Canada. If and when requests arise, delivery, assembly, set-up and disposal of packing material will be required within 72 hours (three (3) business days) and in some cases 24 hours (one (1) business day).

The household furniture is detailed in Annex B – Furniture Description and Specifications. Call-ups may be comprised of any single and/or combination and quantity of items.

(The single area of performance that applies to the Offeror will be identified in the issued Standing Offer)

2.0 BACKGROUND

IRCC will provide furniture to GAR's across Canada to facilitate their resettlement in order to fulfill Canada's commitment to assist Refugees and international obligations.

3.0 REQUIREMENT

3.1 The Offeror must be available to Canada at all times during a Business day. A Business day is defined in 3.8 of this Annex.

3.2 For deliveries required within one Business day (24 hours), IRCC will advise the Offeror by telephone of the requirement and once the Offeror has confirmed availability to deliver the requirement as requested, IRCC will provide the call-up and confirmation of the telephone conversation.

3.3 For deliveries required within three Business days (72 hours), the Offeror must acknowledge receipt of the call-up within 24 hours.

3.4 The Offeror must – if requested – deliver, assemble, set-up and dispose of packing material for multiple orders per day (possibly as many as 30 in the Toronto area and 10 orders in each of the other areas), primarily at the first or end of each month. *(The single area of performance that applies to the Offeror will be identified in the issued Standing Offer.)*

3.5 The Offeror must have sufficient inventory on hand to meet the delivery requirements of the items specified on the call-up.

3.6 The Offeror must have sufficient resources available to deliver, assemble and set-up the required items to the destination specified on the call-up.

3.7 The Offeror must supply new furniture only.

3.8 The Offeror must deliver, assemble, set-up and dispose of packing material for the required items as detailed in the call-up from receipt of the call-up within three Business days (72 hours) or on occasion within one Business day (24 hours). Business days are defined as Monday through Friday between 0800 hours and 1700 hours, local time. If the order is incomplete the Offeror must notify the Identified User, specified on the call-up.

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3.9 The Offeror must adhere strictly to the details of the call-up and provide all the items as detailed on the call-up. There must be no deviation or substitution of items, without prior notification and approval of the Identified User.

3.10 The Offeror must not accept any request or funds or payment-in-kind by the furniture recipient for different or additional furniture.

3.11 The Offeror must deliver, assemble and set-up the furniture to a "ready-to-use" state, in accordance with the manufacturers' specifications, at the address stipulated on the call-up.

3.12 The Offeror must repair or replace any items damaged in shipment or received in a defective condition within two Business days (48 hours).

3.13 Packaging and shipping: Packaging and shipping must be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination. All items are the responsibility of the Offeror until delivery, assembly, set-up, disposal of packing material and accepted by the recipient. Costs associated with damage in transit to the delivery destination must be borne by the Offeror.

3.14 The Offeror must complete the Multilingual packing slip found in Appendix 1 to Annex A of this RFSO for each Call-up and attach it to the order as a packing slip. The language to be selected for preparation of the packing slip will be specified on the call-up. The packing slip must be signed by the client at the time of the delivery and returned, along with the invoice, to the contact person specified on the call-up.

APPENDIX 1 TO ANNEX A, MULTI-LANGUAGE PACKING SLIP

ATTACHED AT BACK OF DOCUMENT

To be noted, this document is a draft. A final Multilanguage packing slip will be provided to the Standing Offer holders.

ANNEX B

FURNITURE DESCRIPTION AND SPECIFICATIONS

No.	Item	Descriptions and Specifications
1.	Single Bed Set <i>including Bed bug mattress and pillow cover set</i>	1) Coil mattress approx. 39"X 72 to 76" - 10 year warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, side wall support, multi-quilted borders. 2) Box foundation with wooden (100% solid kiln dried wood frame), or metal frame, approx. 39"X 72 to 76", fully assembled upon delivery. 3) Mattress must meet all flammability performance requirements under Canada Consumer Products Safety Act (CCPSA) Mattresses Regulations. 4) Bed bug mattress cover to fit mattress size detailed above, 1 pillow cover for a single bed, zipper sealed and high density, non-woven polypropylene. The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
2.	Double Bed set <i>including Bed bug mattress and pillow cover set</i>	1) Coil mattresses approx. 54"X 74 to 76" - 10 year warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 312 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, side wall support, multi-quilted borders. 2) Box foundation with wooden (100% solid kiln dried wood frame), or metal frame, approx. 54"X74 to 76", fully assembled upon delivery. 3) Mattress must meet all flammability performance requirements under Canada Consumer Products Safety Act (CCPSA) Mattresses Regulations. 4) Bed bug mattress cover to fit mattress size detailed above, 2 pillow covers for a double bed, zipper sealed and high density, non-woven polypropylene. The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
3.	Bunk Bed set <i>including Bed bug mattress and pillow cover set</i>	1) Coil mattresses approx. 39"X 72 to 74" - 10 yr. warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders 2) Metal frame with securely attached ladders for safety, metal tubing with non-removable ladder for durability and stability, fully assembled upon delivery. 3) Mattress must meet all flammability performance requirements under Canada Consumer Products Safety Act (CCPSA) Mattresses Regulations. 4) Bed bug mattress covers to fit mattress size detailed above and one pillow cover for each bunk-bed, zipper sealed and high density, non-woven polypropylene. The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
4.	Crib and mattress set <i>including Bed bug mattress cover set</i>	1) Mattress - 10 yr. warranty, minimum 88 coil resolution, white vinyl cover, 6 gauge border rod, measurements to fit crib, 100% polyurethane foam padding, 52" long x 27" wide x 5.5" high 2) Crib - solid hardwood construction, meeting the latest version of Canadian Hazardous Products Regulations, non-toxic finishes, converts to day bed, multi-position wooden mattress supports that are bolted to the frame, fully assembled upon delivery. 3) Mattress must meet all flammability performance requirements under Canada Consumer Products Safety Act (CCPSA) Mattresses Regulations. 4) Bed bug mattress covers to fit mattress size detailed above. The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).

5.	Single Dresser**	<p>1) Four(4)or Five (5) drawer dresser, finished surface, minimum 5/8" wood product construction, protective coating*, minimum 36" high, fully assembled upon delivery.</p> <p>2) All components (tops, gables, drawers and drawer fronts) must be same thickness material, minimum 5/8" wood product.</p> <p>*definition of protective coating - any surface coating over the wood that will prevent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everyday use without scratching or peeling.</p> <p>**if more than one dresser, must be matching dressers.</p> <p>***assembly and installation must be in accordance with the manufacturers' specifications</p> <p>The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).</p> <p>Product must meet latest ASTM F2057-14 International Standard Safety Specification for Clothing Storage Units.</p>
6.	Double Dresser**	<p>1) Six (6) drawers chest, finished surface; minimum 5/8" wood product construction, protective coating*, minimum 36" high, fully assembled upon delivery.</p> <p>2) All components (tops, gables, drawers and drawer fronts) must be same thickness material, minimum 5/8" wood product.</p> <p>*definition of protective coating - any surface coating over the wood that will prevent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everyday use without scratching or peeling.</p> <p>**if more than one dresser, must be matching dressers.</p> <p>***assembly and installation must be in accordance with the manufacturers' specifications</p> <p>The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).</p> <p>Product must meet latest ASTM F2057-14 International Standard Safety Specification for Clothing Storage Units.</p>
7.	3-Piece Dinette	<p>Three (3) piece dinette set, including: Table and two (2) matching chairs; Style of chairs to match style of table;</p> <p>1) Chairs: standard height, non collapsible with back, metal or wood legs, protective coating, colour/finish to match table.</p> <p>2) Table: finished surface, aluminum or wood frame (with protective lacquer coating), fully assembled, minimum dimensions 30"X 30" X 28".</p> <p>The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).</p>
8.	5-Piece Dinette	<p>Five (5) piece dinette set, including: Table and four (4) matching chairs; Style of chairs to match style of table;</p> <p>1) Chairs: standard height, non collapsible with back, metal or wood legs, protective coating, colour/finish to match table.</p> <p>2) Table: finished surface, aluminum or wood frame (with protective lacquer coating), fully assembled, minimum dimensions 30"X 30" X 48".</p> <p>The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).</p>
9.	7-Piece Dinette	<p>Seven (7) piece dinette set, including: Table and six (6)matching chairs; Style of chairs to match style of table;</p> <p>1) Chairs: standard height, non collapsible with back, metal or wood legs, protective coating, colour/finish to match table.</p> <p>2) Table: finished surface, aluminum or wood frame (with protective lacquer coating), fully assembled, minimum dimensions 30"X 30" X 60".</p>

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		The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
10.	Extra Chairs	Additional chairs for dinette set; standard height, non collapsible with back, metal or wood legs, protective coating, colour/finish to match table. Chairs must be identical to the chairs provided with the dinette set. The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
11.	Sofa***	Sofa, three (3) seater (Seating for three adults) with upholstered arms and back, hardwood frame, heavy cotton or nylon blend covering. ***sofa and loveseat must be matching fabric and color (if applicable) The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).
12.	Loveseat ***	Loveseat, two (2) seater (Seating for two adults) with upholstered arms and back, hardwood frame, heavy cotton or nylon blend covering. ***sofa and loveseat must be matching fabric and color (if applicable) The product must meet the regulations under the Canada Consumer Products Safety Act (CCPSA) and must be approved by the Canadian Standards Association (CSA).

References:

ASTM: <https://www.astm.org/Standards/F2057.htm>

Canada Consumer Products Safety Act (CCPSA): <http://laws-lois.justice.gc.ca/eng/acts/C-1.68/>

Canadian Hazardous Products Regulations: <http://laws-lois.justice.gc.ca/eng/regulations/sor-2015-17/index.html>

Canadian Standards Association (CSA): <http://www.csagroup.org/canada/>

ANNEX C

BASIS OF PAYMENT

FURNITURE, DELIVERY, ASSEMBLY and SET-UP

1. Table 1 – Supply of Furniture, prices herein are a firm unit price in Canadian Funds, FOB destination.
2. Table 2 – Delivery, Assembly, Set-up and Disposal of packing material, prices herein are a firm lot price in Canadian Funds.

ANNEX C – BASIS OF PAYMENT

(Table to be completed by Standing Offer Authority at time of Standing Offer issuance.)

Table 1 – Supply of Furniture

Area of Performance:		Extension Periods Firm Unit Price*				
	A	B	C	D	E	F
	Furniture Item (Quantity 1 of Each)	Firm Unit Price* \$ Date of Issue to 31 March 2018	Extension Period 1 1 April 2018 to 31 March 2019	Extension Period 2 1 April 2019 to 31 March 2020	Extension Period 3 1 April 2020 to 31 March 2021	Extension Period 4 1 April 2021 to 31 March 2022
1	Single Bed Set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
2	Double Bed Set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
3	Bunk Bed set (including bed bug mattress and pillow cover set)	\$	\$	\$	\$	\$
4	Crib and mattress set (including bed bug mattress cover set)	\$	\$	\$	\$	\$
5	Single Dresser	\$	\$	\$	\$	\$
6	Double dresser	\$	\$	\$	\$	\$
7	3-Piece Dinette	\$	\$	\$	\$	\$
8	5-Piece Dinette	\$	\$	\$	\$	\$
9	7-Piece Dinette	\$	\$	\$	\$	\$
10	Extra Chair	\$	\$	\$	\$	\$
11	Sofa	\$	\$	\$	\$	\$
12	Loveseat	\$	\$	\$	\$	\$

* Price without Applicable Taxes

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ANNEX C – BASIS OF PAYMENT

(Table to be completed by Standing Offer Authority at time of Standing Offer issuance.)

Table 2 – Delivery, Assembly, Set-up and Disposal of packing material

		Firm Lot Price (\$)				
		Chargeable for Total Price** of Furniture ordered in Call-up				
	A	B	C	D	E	F
	Area of Performance:	Date of Issue to 31 March 2018	Extension Period 1 1 April 2018 to 31 March 2019	Extension Period 2 1 April 2019 to 31 March 2020	Extension Period 3 1 April 2020 to 31 March 2021	Extension Period 4 1 April 2021 to 31 March 2022
1	Within the City Center and surrounding areas – up to 50 km	\$	\$	\$	\$	\$
2	Outside of the surrounding areas – 50.01 km to 100 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$
3	Outside of the surrounding areas – 100.01 km to 200 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$
4	Outside of the surrounding areas – 200.01 km to 250 km <i>(Distance calculated from the city center specified in the Area of Performance)</i>	\$	\$	\$	\$	\$

** Price without Applicable Taxes

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File No. - N° du dossier
PQ983 B8710-160020

Buyer ID - Id de l'acheteur
PQ983
CCC No./N° CCC - FMS No./N° VME

ANNEX D

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX E

INSURANCE REQUIREMENT

G2001C (2014-06-26), Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

G2020C (2014-03-01), Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX F

STANDING OFFER REPORTING FORM - EXAMPLE

(The report must include the following information)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this Standing Offer in order to provide usage reports. Failure to comply may result in the setting aside of the Standing Offer.

Reports must be submitted to the Standing Offer Authority to: michelle.wong@tpsgc-pwgsc.gc.ca

Report(s) is/are to be submitted every quarter for each area of performance, detailing the information below.

Offerors' Name:		Offerors' Contact Info:											
Area of Performance:	(Insert Standing Offer Number)	Start Date of SO (DD/MM/YYYY)			End Date of SO (DD/MM/YYYY)								
Original Value of SO:	\$ _____	Amended Value of SO			\$ _____								
Total Value to Date (\$)	\$ _____	Start Reporting Period (DD/MM/YYYY)			End Reporting Period (DD/MM/YYYY)								

Call-Up Number	Date of Order	Quantity of Furniture Item ordered as per Annex C – Table 1														
		1	2	3	4	5	6	7	8	9	10	11	12			

Refer to Part 6.A. Article 6.3.2

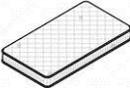
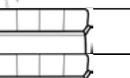
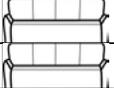
NIL REPORT: We have not done any business with the federal government for this period _____.
 The FINAL REPORT is to provide a list showing the quantity of items requisitioned as well as the total value of the call-up.



PACKING SLIP

Immigration, Refugees and Citizenship Canada Sold To/	Call up number/ _____ Date (YYYY-MM-DD)/ _____
Vendor/	Ship to/

Language of client: _____

Item no./	Quantity/	Unit/	Description/		Received/
		Set	Single Bed/		<input type="checkbox"/>
		Set	Double Bed/		<input type="checkbox"/>
		Set	Double Bed extra long/		<input type="checkbox"/>
		Each	Bunk Bed/		<input type="checkbox"/>
		Set	Crib and mattress/		<input type="checkbox"/>
		Set	Bed bug mattress and pillow cover/		<input type="checkbox"/>
		Each	5 - Drawer dresser/		<input type="checkbox"/>
		Each	Double dresser/		<input type="checkbox"/>
		Set	3 piece dinette/		<input type="checkbox"/>
		Set	5 piece dinette/		<input type="checkbox"/>
		Set	7 piece dinette/		<input type="checkbox"/>
		Set	Extra chairs/		<input type="checkbox"/>
		Set	Sofa/		<input type="checkbox"/>
		Set	Loveseat/		<input type="checkbox"/>

Shipped by/	Shipped Date (YYYY-MM-DD)/ _____
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Received by (print name)/	Signature/	Date/
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