



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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

See Section 1.  
Voir Section 1.

**STANDARD REQUEST FOR BID****INVITATION A SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

Solicitation No. - N° de la demande	Amendment No. - N° de modification
<b>100007847</b>	<b>002</b>

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	<b>100007847</b>

Date of Solicitation – Date de la demande

**December 23, 2016**

Address inquiries to – Adresser toute demande de renseignement à :

**See Section 2, Article 4.1.****Voir Section 2, Article 4.1**

Destination

**See Section 2, Annex A.****Voir Section 2, Annexe A.****Instructions:****Municipal taxes are not applicable.**

**Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.**

**Instructions:****Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.**

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

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

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS****Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

**Step 2.  Competitive or  Non-Competitive**

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.
- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

**Step 3.  General or  PSAB**

For PSAB procurement:

**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.
  - a. The Bidder's valid VOS clearance number issued by CISD;

<b>RFB Issued to:</b> [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	<b>SA number starts with E60PQ-140003/.../PQ</b>
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
- Facsimile Number:	
<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b> Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	<b>January 25, 2017 2:00 pm Eastern Standard Time</b>
- To physical location (if applicable)	<b>Not Applicable</b>
- To e-mail address (if applicable)	<b>nc-solicitations-gd@hrscd-rhdcc.gc.ca</b>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	_____ business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b> The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).
a.	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
c.	<b>X</b> <b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>
3.1	The Contractor must perform the Work listed in Annex A herein.

<b>4.</b>	<b>Authorities</b>	
<b>4.1</b>	<b>Contracting Authority</b>	
	Name:	<b>Claude Bouchard</b>
	Title:	<b>Contracting Procurement Agent</b>
	Department/Agency/Crown Corporation:	<b>Employment and Social Development Canada (ESDC)</b>
	Address:	<b>Place du Portage, Gatineau, QC</b>
	Telephone No.:	<b>819-654-5931</b>
	Facsimile No.:	<b>819-953-6859</b>
	E-mail address:	
<b>4.2</b>	<b>Project Authority [To be left blank for RFB. IU to complete only when awarding contract]</b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
<b>4.3</b>	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 10 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing (optional)</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <b>ESDC Accounts Payable Winnipeg</b>	
	Address: <b>ESDC Accounts Payable Winnipeg PO Box 4600 Winnipeg, MB, R3C 0S1</b>	
<b>7.</b>	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**  
**2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.**
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1. Category Selection

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

Category 1 – Interconnecting Panels and Freestanding Systems

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

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a.  Does not include a floor plan – Category(ies) \_\_\_\_\_

Scenario b.  Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) 1 a.

Floor plan(s) are used for information

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_ (*to be completed by IU at contract award*)

3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Table 1 – Product (Only applicable for Scenario A procurements)****Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Service Canada / PPT Calgary South Harry Hays Building 220 - 4th Avenue, SE, Suite 272 Calgary, AB, T2G 4X3 Wendy Haile 604-974-6278	2017-03-31	Normal Business Hours	(Y) (M) (D)		
<b>** Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5.</b> <b>1 - From the Suppliers storage until installation in two phases in Table 3 - Installation. After April 2017 **</b> <b>OR</b> <b>2 - If storage from supplier is unavailable deliver to :</b> <b>McIntire Group</b> <b>#34 - 4216 61 Avenue, S.E. , Calgary, AB, T2C 1Z5</b> <b>Clayton Warren tel (403) 287-7779, x 234</b> <b>mob (403) 371-3463</b> <b>See Table 5 - Optional Delivery</b> <b>**</b> <b>ADD QUOTE FOR WAREHOUSE : \$</b>				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Service Canada / PPT Calgary South Harry Hays Building 220 - 4th Avenue, SE, Suite 272 Calgary, AB, T2G 4X3 Wendy Haile 604-974-6278	2017-03-31	Normal Business Hours	(Y) (M) (D)		
<b>** Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5. Phase 1 - 370 Panels Mid - June 2017 (185) 54" H x 36" L (185) 54" H x 42" L Phase 2 - 248 Panels - December 1, 2017 (124) 54" H x 36" L (124) 54" H x 42" L The client will advise a head of time to coordinate the deliveries and installations.</b>				Installation Total:		\$

Table 4 – Optional Product Not Required

Table 5 – Optional Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	McIntire Group #34 - 4216 61 Avenue, S.E. , Calgary, AB, T2C 1Z5 Clayton Warren tel (403) 287-7779, x 234 mob (403) 371-3463	2017-03-31	Normal Business Hours	(Y) (M) (D)		
<b>** Contact the client for arrangement **</b>				Delivery Total:		\$
<b>** ADD QUOTE WAREHOUSE VALUE: \$</b>						

Table 6 – Optional Installation Not Required

Table 7 – Product Related Services Not required



**Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.  Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location Harry Hays Building	
A	Location	Access from the East side of the building from McLeod Trail
B	Dock	Lenght 9.6 M - Height 4.3 M
C	Lift	Dock Lever Capacity 5,000 lbs
D	Door	3.6 M wide, 4.3 M Hight
2.2	Freight Elevator	In dock 2.4 M long x 1.6 M wide capacity 4,000 Lbs
2.3	Other (specify, if any)	<b>N A</b>
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1) or Annex C Total	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	NSA Total (if applicable) refer to Annex D	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):</b>	\$\$
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

**Table 10 – Bidder’s Authorized Representative**

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

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

**ANNEX B  
SECURITY REQUIREMENTS**

**Not required**

**ANNEX C****FLOOR PLAN(s)****Instructions to Bidder(s):**

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).

As a minimum the product listing must include the following information:

- Supplier part numbers;
- brief product descriptions;
- quantities;
- firm unit prices.

By submitting a bid, the Bidder certifies that their submission includes all components and quantities required and identified in the floor plan(s) in accordance with the product descriptions, the product configurations and panel matrices stipulated at Annex C.

**\*At contract award, “By submitting a bid, the Bidder...” becomes “The Contractor...”.**

NSA products forming part of the requirement will be identified at Annex D of this RFB.

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

**Floor Plan attached**

**2) Product Descriptions**

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

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

**3) Product Configurations**

#	GoCUID	Description of Product
1		Seated Privacy Height Add On, Power Outlets Below Work Surface, Cut-outs for power and Data, Fabric, 50"/54" x 36" W
2		Seated Privacy Height Add On, Power Outlets Below Work Surface, Cut-outs for power and Data, Fabric, 50"/54" x 42" W

**4) Workstation Layout(s) or Panel Matrix****a. Workstation Layout(s)****b. Panel Matrix**

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

**Panel Matrix**

<i>upper element 1 Fabric</i>	<i>upper element 2 Fabric</i>
<i>lower element 1 Power below work surface, Fabric 50"/54" x 36" And 50"/54" x 42"</i>	<i>lower element 2 Fabric 50"/54" x 36" And 50"/54" x 42"</i>
Side 1	Side 2

**1. Product and Pricing**

1	Product Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 1 FOR THE RESPECTIVE CATEGORY
2	Delivery Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 3 FOR THE RESPECTIVE CATEGORY
3	Installation Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 5 FOR THE RESPECTIVE CATEGORY

## **ANNEX D**

### **Non Supply Arrangement (NSA) Products**