

## Annex E - Standard RFB

**Solicitation No.: R.081893.001**

**Furniture Cat. 1, 2, 3, 5 and 6, 100 Lafontaine, Chicoutimi, QC. G7H 7Y7**



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

No of Page/

N° de page \_\_\_\_\_

**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
R.081893-.001	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande
Address inquiries to – Adresser toute demande de renseignement à :  See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination  See Section 2, Annex A. Voir Section 2, Annexe A.

**Instructions:**

**Municipal taxes are not applicable.**

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

**Instructions:**

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

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

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

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

**SECTION 1 – INVITATION AND INSTRUCTIONS TO 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.

**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.

**Step 3. General****SECURITY REQUIREMENT.**

There is no security requirement associated with this contract.

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

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

**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.

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Public Works and Government Services Canada 1550, avenue D'Estimauville Québec, Québec. G1J 0C7  Martin Duthoy, tel.: 418-649-2745 <a href="mailto:Martin.duthoy@tpsgc-pwgsc.gc.ca">Martin.duthoy@tpsgc-pwgsc.gc.ca</a>  Denis Leporé, tel.: 514-496-3618 <a href="mailto:denis.lepore@tpsgc-pwgsc.gc.ca">denis.lepore@tpsgc-pwgsc.gc.ca</a>
<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:	May 17 th 2017 02:00 PM EDT
- To physical location (if applicable)	Public Works and Government Services Canada 1550, D'Estimauville, Ave Quebec, Quebec. G1J 0C7

	6 <sup>ième</sup> Floor, Room 601 Numéro de télécopieur : 418-648-2209  <b>IMPORTANT :</b> <b>Bids transmitted by Email WILL NOT be accepted.</b>
-	

**RFB Enquiries**

Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.

3 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.	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
	<ul style="list-style-type: none"> <li>• Product Category 1 - Interconnecting Panels and Freestanding Systems;</li> <li>• Product Category 2 - Freestanding Height Adjustable Desk/Table Products;</li> <li>• Product Category 3 - Metal Filing and Storage Cabinets;</li> <li>• Product Category 5 - Ancillary and Lighting Products</li> <li>• Product Category 6 - Collaborative Furniture</li> </ul>	
	<b>Delivery and Installation: 100 Lafontaine, Chicoutimi, Québec on July 24<sup>th</sup>, 2017</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Martin Duthoy and or Denis Leporé
	Title:	Buyer

	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	1550, D'Estimauville, Ave Quebec, Quebec. G1J 0C7
	Telephone and E-mail address:	Martin Duthoy, tel.: 418-649-2745 <a href="mailto:Martin.duthoy@tpsgc-pwgsc.gc.ca">Martin.duthoy@tpsgc-pwgsc.gc.ca</a>  Denis Leporé, tel.: 514-496-3618 <a href="mailto:denis.lepore@tpsgc-pwgsc.gc.ca">denis.lepore@tpsgc-pwgsc.gc.ca</a>
4.2	<b>Project Authority</b> To be complete only when awarding contract	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 10 below.	
5.	<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
6.	<b>Invoicing</b> To be complete only when awarding contract	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	
	Address: To be complete only when awarding contract	

**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.**
- 

1. Category Selection

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

- a.  Category 1 – Interconnecting Panels and Freestanding Systems

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- b.  Category 2 – Freestanding Height Adjustable Desk / Table Products

**RULE: Category 1 and 2**

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

- c.  Category 3 – Metal Filing and Storage Cabinets

**RULE: High Storage Products**

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights forming part of an existing inventory. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

- e.  Category 5 – Ancillary and Lighting Products

- f.  Category 6 - Support Space – Collaborative Furniture

Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

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

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) 1, 2, 3, 5 and 6  
Floor plan(s) are used for information purposes

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

Site Inspection Date: July 24<sup>th</sup>, 2017

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. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Product Category: 1 - Interconnecting Panels and Freestanding Systems****Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	<b>Product Category:</b> Cat. 1 a Cat. 1.b  <b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>	<b>Interconnecting Panels and Freestanding Systems</b>  <b>Product See Annex and Drawing</b>	<b>Product See Annex and Drawing</b>		\$ _____ \$ _____	\$ _____ \$ _____
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$



Product Category: 2 - **Freestanding Height Adjustable Desk/Table Products****Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm _____ Price** \$	Extended Total [Qty x Price] \$
1	<b>Product Category: Cat. 2</b>	<b>Freestanding Height Adjustable Desk/Table Products</b>			\$ _____	\$ _____
	<b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>	<b>Product See Annex and Drawing</b>	<b>Product See Annex and Drawing</b>			
<b>**Must not exceed ceiling unit price in SA.</b>  Add more rows if necessary.				<b>Product Total</b>		<b>\$</b>

Product Category: 3 - Metal Filing and Storage Cabinets

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	<b>Product Category: Cat. 3</b>  <b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>	<b>Metal Filing and Storage Cabinets</b>  <b>Product See Annex and Drawing</b>	<b>Product See Annex and Drawing</b>		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$

Product Category: 5 - Ancillary and Lighting Products

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	<b>Product Category: Cat. 5</b>  <b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>	<b>Ancillary and Lighting Products</b>  <b>Product See Annex and Drawings</b>	<b>Product See Annex and Drawings</b>		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$

Product Category: 6 - Collaborative Furniture

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	<b>Product Category: Cat. 6</b>  <b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>	<b>Collaborative Furniture</b>  <b>Product See Annex and Drawings</b>	<b>Product See Annex and Drawings</b>		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$

**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)
	100 Lafontaine Chicoutimi, Quebec. G7H 7Y7  <b>Product See Annex and Drawing</b>	July 24 <sup>th</sup> , 2017			\$ _____	\$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$ _____

**Table 3 – Installation**

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)
	100 Lafontaine Chicoutimi, Quebec. G7H 7Y7  <b>Product See Annex and Drawing</b>				\$ _____	\$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$ _____

**Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten 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.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	<b>Loading Dock/Location</b>	
A	Location	<p>100 Lafontaine, Chicoutimi, Quebec. G7H 7Y7.</p> <p>The local is at first floor. For delivery the supplier will be able to use the main entrance.</p> <p>There is 5 to 7 stairs to access the building</p>
B	Dock	<b>No</b>
C	Lift	<b>No</b>
D	Door	<b>Not available</b>
2.2	Freight Elevator	<b>No</b>
2.3	Other (specify, if any)	<b>No</b>
	<b>Continuance of Certifications</b>	
	<p>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:</p>	
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 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

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



**Table 6 – Bidder’s Authorized Representative**

Table 6 – Bidder’s Authorized Representative	
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 C FLOOR PLAN(s)

### Instructions to Bidder(s):

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 or workstation layouts stipulated at Annex C.

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

## ANNEX D

## Non Supply Arrangement (NSA) Products

This Annex includes the Specifications, Products and Pricing, Certifications associated with NSA products forming part of the requirement.

1. Specifications
2. Product and Pricing

Bidder to complete: Sections B of the tables identified by the IU below as well as Tables 9 and 10 of Annex A. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

**Product Category: 1, 2, 3, 5 and 6**

**Table 1 – NSA Products**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description of Product	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
	<b>Non Supply Arrangement (NSA) Products</b>				
1	<b>Non Supply Arrangement (NSA) Products</b>  Cat.: 1  <b>Tenderer must submit descriptions of items and pricing on a separate Annex</b>			\$_____	\$_____
Add more rows if necessary.			Product Total		\$_____

**Table 2 – Delivery - Non Supply Arrangement (NSA) Products**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date	Firm Price	Extended Total
	100 Lafontaine					

Table 1	Chicoutimi, Quebec. G7H 7Y7	July 24 <sup>th</sup> 2017	Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	and at the time below*	\$	(Qty x Firm Unit Price) \$
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Delivery Total:		\$	

**Table 3 – Installation Non Supply Arrangement (NSA) Products**

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)
	100 Lafontaine Chicoutimi, Quebec. G7H 7Y7	July 24 <sup>th</sup> , 2017			\$ _____	\$ _____
1	[Building, Floor, civic address, etc.]	[Y/M/D]	[Normal] or [Outside Normal]	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

**Table 4. NSA TOTAL**

1	Product Total	\$
2	Delivery Total	\$
3	Installation Total	\$
4	NSA Total (1+2+3)	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 8 FOR THE RESPECTIVE CATEGORY

### 3. Certification

#### **NSA Product Conformance** (Required precedent to Issuance of a contract)

The Supplier certifies that all the NSA products offered will conform to all specifications of, and meet the testing requirements detailed in Annex D of this RFB.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

#### **NSA Product Conformance Certification** (applies after contract award)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in Annex D. The Supplier must not, without obtaining the prior written consent of the SAA, 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.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

*Use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.*

## Contract First Page



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

## CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

**Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.**

**Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.**

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

**You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.**

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

**Supplier to sign for a "You are Requested" contract only.**

The vendor hereby accepts this contract  
Le fournisseur accepte le présent contrat

Name, title of person authorized to sign (type or print)  
Nom et titre du signataire autorisé (caractère d'impression)

Signature

Date

Page

of  
de

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits	GST - TPS/ HST – TVH
<input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud Exclus	<input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud Exclus
FOB – FAB	
DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	