



**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 PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Rotary and side chairs	
<b>Solicitation No. - N° de l'invitation</b> EP067-180297/A	<b>Date</b> 2017-06-16
<b>Client Reference No. - N° de référence du client</b> 20180297	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-981-73012	
<b>File No. - N° de dossier</b> pq981.EP067-180297	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

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



No of Page/ N° de page	_____
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**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

See Section 1.  
Voir Section 1.

**BID SOLICITATION  
INVITATION À SOUMISSIONNER**

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

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-120001/PQ.

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

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-120001/PQ.

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:**

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:**

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.

Solicitation No. - N° de la demande EP067-180297/A	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier EP067-180297
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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 : _____



## REQUEST FOR BID (RFB) – OFFICE SEATING

### TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

### SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER

#### **Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

**Competitive** or  **Single Conforming Supplier**

#### **For Competitive Requirements:**

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

- The information requested by Canada in Annex A herein;

**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 Single Conforming Suppliers:**

**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.

**General Stream** or  **Procurement Strategy for Aboriginal Business (PSAB) Stream**

#### **For PSAB procurement:**

Canadian Content (*Only applicable if checked*)

The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

REQUEST FOR BID (RFB) – OFFICE SEATING

**Security Requirement** (The Security Requirement articles below are only applicable if Section 2, article 2.1.b. herein applies.)

The Bidder must provide the information at article 3. below at the time indicated in article 2.

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. The conditions in article 1 above must be met by the Bidder:
  - a.  by the closing date of the bid;
  - b.  before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISC;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISC.
4. For additional information on security requirements, bidders should refer to the **Canadian Industrial Security Directorate (CISD)**, Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**Bid Evaluation**

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

<b>RFB Issued to:</b> [The section "RFB Issued to:" is completed only when the RFB is not published on Buyandsell.gc.ca]	
Supplier Name and Address: (City, Province)	
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 time, location, and in the format indicated below.	
- By no later than date and time:	July 7, 2017 2:00pm EDT  PWGSC/TPSGC BID RECEIVING UNIT 11 Laurier Street Place du Portage, Phase III Tower B, Room OB2 Gatineau, QC K1A 0S5
- Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
<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 until two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	__5__ 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-120001/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b>	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. 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 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>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority / Identified User</b>	
	Name:	James Maclsaac
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	PSPC
	Address:	11 Laurier St Gatineau QC
	Telephone No.:	819-639-4357
	E-mail address:	James.Maclsaac@tpsgc-pwgsc.gc.ca
4.2	<b>Project Authority [To be completed upon contract award]</b>	
	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 9 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
	If the Contractor’s SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the OS 6B/6C Addendum document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: PSPC	

REQUEST FOR BID (RFB) – OFFICE SEATING

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if applicable; Tables 8 and 9.

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

**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID			
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		Category e.g. blue	For carpeted floor*	For hard surface floor*				
1	<b>Rotary Office Chair</b> <i>Backrest height - High Back Lumbar Support – Adjustable Armrest – Height, Width, Swivel Adjustable “T” arm Seat Depth – Adjustable Seat &amp; Backrest Locks – Lockable or Stoppable in Multiple positions Tilt Mechanism – Concurrently Upholstery – Back Breathable Material/Seat Fabric</i>			x	620			
2	<b>Rotary Conference Chair</b> <i>Backrest height – Standard Back Lumbar Support – Fixed Armrests – Fixed Arm Seat Depth – Medium Fixed Seat &amp; Backrest Locks – Lockable or Stoppable in Multiple positions Tilt Mechanism – Concurrently Upholstery – dual fabric or back breathable material/ seat fabric</i>			x	260			
3	<b>Side Chair</b> <i>Base Style – four legs Armrests – with arms Stacking Capability – Stacking Upholstery – dual fabric or back breathable material / Seat Fabric</i>				25			
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.					Extended Total for all Products:		\$	

REQUEST FOR BID (RFB) – OFFICE SEATING

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	1400 Merivale Road, Ottawa Ontario K2C 3N7	620	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7	260	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7	25	17-08-31	Normal Business Hours			
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Extended Total for all Deliveries:		\$	

**Table 3 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 3</b>	124	17-08-31	Normal Business Hours			
1	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 4</b>	124	17-08-31	Normal Business Hours			
1	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 5</b>	124	17-08-31	Normal Business Hours			
1	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 4</b>	124	17-08-31	Normal Business Hours			
1	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 5</b>	124	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 3</b>	52	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 4</b>	52	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 5</b>	52	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 4</b>	52	17-08-31	Normal Business Hours			
2	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 5</b>	52	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 3</b>	5	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 4</b>	5	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 3 – Floor 5</b>	5	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 4</b>	5	17-08-31	Normal Business Hours			
3	1400 Merivale Road, Ottawa Ontario K2C 3N7 <b>Tower 4 – Floor 5</b>	5	17-08-31	Normal Business Hours			
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Extended Total for all Installations:		\$	

REQUEST FOR BID (RFB) – OFFICE SEATING

Table 4 – N/A

Table 5 – N/A

Table 6 – N/A

Table 7 – Associated Aspects

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Contracting Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.  Within two business days of the Contracting Authority’s receipt of all descriptive information, the Contracting Authority will provide the Contractor with a written notice of Canada’s colour choices for each of the chairs in Annex A.  The Contractor will deliver the chairs corresponding to Canada’s choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	<i>1400 Merivale Road, Ottawa Ontario K2C 3N7 (Loading dock at the rear of the building)</i>
B	Dock	<i>Standard 0 – Dual Bay</i>
C	Lift	<i>Exists 1 ½ ton maximum Size – 9x9</i>
D	Door	<i>Size – 12 x 8</i>
2.2	Freight Elevator	<i>Tower 3-4 Marin Core, access from loading dock via corridor of the tower 3 basement</i>
2.3	Other (specify, if any)	
<b>3.</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 Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	N/A
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	N/A
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	N/A
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

Table 9 – Bidder’s Authorized Representative

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Facsimile:
		E-Mail:
Other:		