



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  CIC-147631	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
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**Date of Solicitation – Date de la demande**

22 June 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**

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#### **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 to:</b> [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
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 at the time indicated below.	
By no later than date and time:	a. 4 July 2017 b. 2:00 p.m. Eastern Daylight Time
- To physical location (if applicable)	Only via email.
- To e-mail address (if applicable)	BRU@cic.gc.ca
<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 three 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.	<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 clausing 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>
4.1	<b>Contracting Authority</b>
Name:	<b>Francois Gaboury</b>
Title:	<b>Procurement Officer</b>

	Department/Agency/Crown Corporation:	Citizenship and Immigration Canada
	Address:	70 Crémazie, Gatineau, QC, K1A 1L1
	Telephone No.:	873 408 0521
	Facsimile No.:	
	E-mail address:	Francois.Gaboury@cic.gc.ca
4.2	<b>Project Authority</b>	
	Name:	Will be determined at contract award
	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.	
	X	Single Payment
		Multiple Payment
6.	<b>Invoicing</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: IRCC –Facilities & Accommodations Administration CIC, FAdmin-Accommodations	
	Address: 70 Cremazie Gatineau, QC, K1A 1L1 Attention: Sacha Goulet	

**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::

- 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.

Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

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 \_\_\_\_\_.

Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

d.  Category 4 – Wood Veneer – Freestanding Products

Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

e.  Category 5 – Ancillary and Lighting Products

Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

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.

Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

g.  Product Related Services

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

2.1 For Categories 1-6:

Scenario a.  Does not include a floor plan – Category 2 and Category 6

### 3. Product and Pricing Tables

**Bidder to complete:** Sections B of the tables identified by the IU in article 3 of this Annex applicable to Product Category being bid on as well as completing Tables 5 and 6 / 11 and 12 (as applicable). In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Product Category 2: Freestanding Height Adjustable Products complete Tables 1-6 only

Product Category 6: Collaborative Furniture complete Tables 7-12 only

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	FSCA EA 4824	Sit/Stand Range Height Adjustable Work Surfaces	262			
2						
				Product Total		\$
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.						

**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	5353 Dundas St West, Toronto (Etobicoke), ON, M9B 6K5	Not before 2017/11/01. Because of potential construction delay, exact	Outside Normal	(Y) (M) (D)		

		timing will be provided by technical authority.				
*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) \$
1	5353 Dundas St West, Toronto (Etobicoke), ON, M9B 6K5	Not before 2017/11/01. Because of potential construction delay, exact timing will be provided by technical authority.	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	Loading Dock/Location

A	Location	5343 Dundas St West, Toronto (Etobicoke)
B	Dock	There is no loading dock at this location. ONLY Cube or 5 Ton Straight Truck
C	Lift	does not exist
D	Door	Normal
2.2	Freight Elevator	None
2.3	Other (specify, if any)	
<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 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	<b>Total Evaluated (Bid) Price* (1 + 2 + 3):</b>	<b>\$\$</b>
5	Applicable Tax(es):	\$
6	Total Estimated Cost (4+5):	\$

**Table 6 – 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".



## Product Category: 6 Collaborative Furniture

**Table 7 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	SRESQPANILSAWNILOM CFFVINILNILNIL	Sofa for two adults	20			
2	SRESTQPANILSAWNILOM CFFVINILNILNIL	Sofa for three adults	16			
3	TRFTPTARNILTSLPCW60X XNILNIL30XX	Flip Table – 30X60 meeting tables	50			
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				Product Total		\$

**Table 8 - 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+2+3	5353 Dundas St West, Toronto (Etobicoke), ON, M9B 6K5	Not before 2017/11/01. Because of potential construction delay, exact timing will be provided by technical authority.	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:	\$
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**Table 9 – 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+2+3	5353 Dundas St West, Toronto (Etobicoke), ON, M9B 6K5	Not before 2017/11/01. Because of potential construction delay, exact timing will be provided by technical authority.	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 10 – 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	Loading Dock/Location	
A	Location	5343 Dundas St West, Toronto (Etobicoke)
B	Dock	There is no loading dock at this location. ONLY Cube or 5 Ton Straight Truck
C	Lift	does not exist

D	Door	Normal
2.2	Freight Elevator	None
2.3	Other (specify, if any)	
<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 11 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

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

**Table 12 – Bidder's Authorized Representative**

<b>Table 12 – 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".

