



**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

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 Office Seating	
Solicitation No. - N° de l'invitation EP076-180645/A	Date 2017-07-20
Client Reference No. - N° de référence du client 20180645	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-985-73157	
File No. - N° de dossier pq985.EP076-180645	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-01	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Audrey	Buyer Id - Id de l'acheteur pq985
Telephone No. - N° de téléphone (819) 639-8145 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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.

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

REQUEST FOR BID (RFB) – OFFICE SEATING

- 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 CISD;
 - 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 CISD.
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 (This article is only completed if non-Government of Canada personnel will evaluate bids.)

An evaluation team composed of representatives of Canada and _____ (name of firm or consultant), will evaluate the bids.

RFB Issued to: [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:	
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
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:	August 1 st , 2017 2:00 pm EDT
- Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
- To physical location	Bid receiving-PWGSC/ Réception des soumissions-TPSGC 11 Laurier St/ 11 rue Laurier Place du Portage, Phase III Core 0B2/ Noyau 0B2 Gatineau, Qc, K1A 0S5

RFB Enquiries	
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

1.	Terms and Conditions of the Contract	
	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.	
2.	Security Requirement	
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"/>	Contractor may be escorted; possession of security clearance not required. 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"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
c.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority / Identified User	
	Name:	Audrey Paquin
	Title:	Agente d'approvisionnement/ Supply Officer
	Department/Agency/Crown Corporation:	Division des produits de l'ameublement/ Furniture Division Services publics et Approvisionnement Canada/ Public Services and Procurement Canada
	Address:	Portage III, 6B3, 11 rue Laurier, Gatineau, Qc, K1A 0S5
	Telephone No.:	(819)639-8145
	E-mail address:	audrey.paquin@tpsgc-pwgsc.gc.ca
4.2	Project Authority [Will be completed at contract award]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Payment	
	Method of Payment	
	<input type="checkbox"/>	Single Payment
	<input checked="" 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.	

6.	Invoicing [Will be completed at contract award]
	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:
	Address:

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”.

Rotary office chair

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	Rotary Office Chair		X		6 th floor: 28			
	Headrest: Not included				7 th floor: 47			
	Backrest height: Standard				8 th floor: 26			
	Back				9 th floor: 36			
	Lumbar Support: Ajustable				10 th floor: 38			
	Armrest: Height/ Width/ Swivel Adjustable “T” Arm							
	Seat Depth: Adjustable							
	Seat and Backrest locks:							
	Lockable or Stoppable in Multiple Positions							
	Tilt Mechanism: Concurrently							
	Upholstery: Back Breathable Material/ Seat Fabric							
	Green chair recognition: Yes							
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.				Extended Total for all Products: \$				

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	360 Lisgar, 6 th -10 th Floors, Ottawa, ON	175	03/11/2017	Outside Normal Business Hours 6pm-6am	(Y) (M) (D) (T) (M) (D) (T)		
*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	360 Lisgar, 6 th -10 th Floors, Ottawa, ON	175	03/11/2017	Normal	(Y) (M) (D) (T) (M) (D) (T)		
*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:		\$	

Table 4 – Optional Product (Chairs)

Table 5 – Optional Delivery

Table 6 – Optional Installation

☒ Not Applicable

☒ Not Applicable

☒ Not Applicable

Table 7 – Associated Aspects

1.	Upholstering Colour	
1.1	<p>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.</p> <p>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.</p> <p>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.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	360 Lisgar, 6 th -10 th Floors, Ottawa, ON
B	Dock	No
C	Lift	Weight capacity 15 Persons, 1136kg 51" x 79" x 105"H Wall protectors to be provide and installed by building management
D	Door	Size – 42" x 7'-0"
2.2	Freight Elevator	No
2.3	Other (specify, if any)	
3.	Continuance of Certifications	
	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)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):	\$
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:	

Side chair**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID		
#	Description	Upholste ring Colour(s)	Caster Type(s)		Qty	Model Numb er [Add if not listed in Section A]	Firm Unit Price* \$	Extende d Total [Qty x Price] \$
		Category e.g. blue	For carpete d floor*	For hard surface floor*				
1	Side chairs				6 th floor: 48			
	Base Style: Four legs				7 th floor: 20			
	Armrest: With arms				8 th floor: 78			
	Stacking capability: Non-Stacking				9 th floor: 20			
	Upholstery: Back Breathable material/ Seat Fabric				10 th floor: 16			
Green chair recognition: yes								
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.				Extended Total for all Products: \$				

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	360 Lisgar, 6 th -10 th Floors, Ottawa, ON	182	03/11/2017	Outside Normal Business Hours 6pm-6am	(Y) (M) (D) (T) (M) (D) (T)		
*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	360 Lisgar, 6 th -10 th Floors, Ottawa, ON	182	03/11/2017	Normal	(Y) (M) (D) (T) (M) (D) (T)		
*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 – Optional Product (Chairs)

Table 5 – Optional Delivery

Table 6 – Optional Installation

☒ Not Applicable

☒ Not Applicable

☒ Not Applicable

Table 7 – Associated Aspects

1.	Upholstering Colour	
1.1	<p>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.</p> <p>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.</p> <p>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.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	360 Lisgar, 6 th -10 th Floors, Ottawa, ON
B	Dock	No
C	Lift	Weight capacity 15 Persons, 1136kg 51" x 79" x 105"H Wall protectors to be provide and installed by building management
D	Door	Size – 42" x 7'-0"
2.2	Freight Elevator	No
2.3	Other (specify, if any)	Elevator can be put on service after normal business hours
3.	Continuance of Certifications	
	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)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):	\$
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:	

**ANNEX B
SECURITY REQUIREMENTS**

N/A