



**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

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
5000032486	

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

<b>Date of Solicitation – Date de la demande</b>
20/07/2017
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>
<b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
<b>Destination</b>
<b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**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.**

<b>Supplier Name and Address – Nom et adresse du fournisseur</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 supplier (type or print)</b>
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>
<b>Signature : _____ Date : _____</b>



## 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 BIDDERS

#### Step 1. Not Applicable

#### 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.

#### Step 3. General or PSAB

#### **Step 4. Due to an interchangeable parts reasons only Teknion products are accepted.**

---

**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.

**Bid Evaluation**

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

<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. July 31 <sup>st</sup> , 2017 b. 14:00 Eastern daylight Savings Time (EDT)
- To e-mail address (if applicable)	<a href="mailto:Shakir.salman@ceaa-acee.gc.ca">Shakir.salman@ceaa-acee.gc.ca</a>
<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.	<input checked="" 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 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 (IU)</b>
	Name: <b>Shakir Salman</b>

	Title:	<b>Senior Procurement Officer</b>
	Department/Agency/Crown Corporation:	<b>Canadian Environmental Assessment Agency</b>
	Address:	<b>160 Elgin Street 22<sup>nd</sup> Floor Ottawa, Ontario K1A 0H3</b>
	Telephone No.:	<b>613-404-7638</b>
	E-mail address:	<a href="mailto:Shakir.salman@ceaa-acee.gc.ca">Shakir.salman@ceaa-acee.gc.ca</a>
<b>4.2</b>	<b>Project Authority To be completed at award date</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</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: Canadian Environment Assessment Agency	
	Address: 160 Elgin Street 22 <sup>nd</sup> Floor Ottawa, Ontario K1A 0H3	

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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:

- a.  Category 1 – Interconnecting Panels and Freestanding Systems
- b.  Category 2 – Freestanding Height Adjustable Desk / Table Products
- c.  Product Related Services

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) for **Category 1 & 2** products WITH identification of product information in Annex C of this RFB. 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: \_\_\_\_\_ *( 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”.

**Product Categories:** **1 & 2**

**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						

2						
**Must not exceed ceiling unit price in SA.				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) \$
1	160 Elgin Street 22 <sup>nd</sup> Floor Ottawa, Ontario K1A 0H3	6- 8 weeks from contract award	Outside Normal	(Y) (M) (D)		
				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	160 Elgin Street 22 <sup>nd</sup> Floor Ottawa, Ontario K1A 0H3	6-8 weeks from contract award	Outside Normal	(Y) (M) (D)		
				Installation Total:	\$	

**Table 7 – Product Related Services**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Service Required	Service	Description of Service Annex D	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
—	Dismantle and removal of existing office furniture	Labour to dismantle existing stations including moving personal items			
Desired completion date for services: _____ Can this date be met? ___yes, if not please provide best completion date: _____  Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

**Tables 4, 5, and 6 are not applicable**

**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 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.  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	
A	Location	160 Elgin Street 22 <sup>nd</sup> floor
B	Dock	11ft
C	Lift	Exists
2.2	Freight Elevator	160 Elgin Street
	<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)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if	\$

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

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

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

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





**ANNEX B  
SECURITY REQUIREMENTS**

Not Applicable

**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 or workstation layouts stipulated at Annex C.

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

**1) Floor Plan(s) in PDF and AutoCAD**

*See attached PDF drawings*

**2) Product Descriptions**

*Refer to panel matrix*

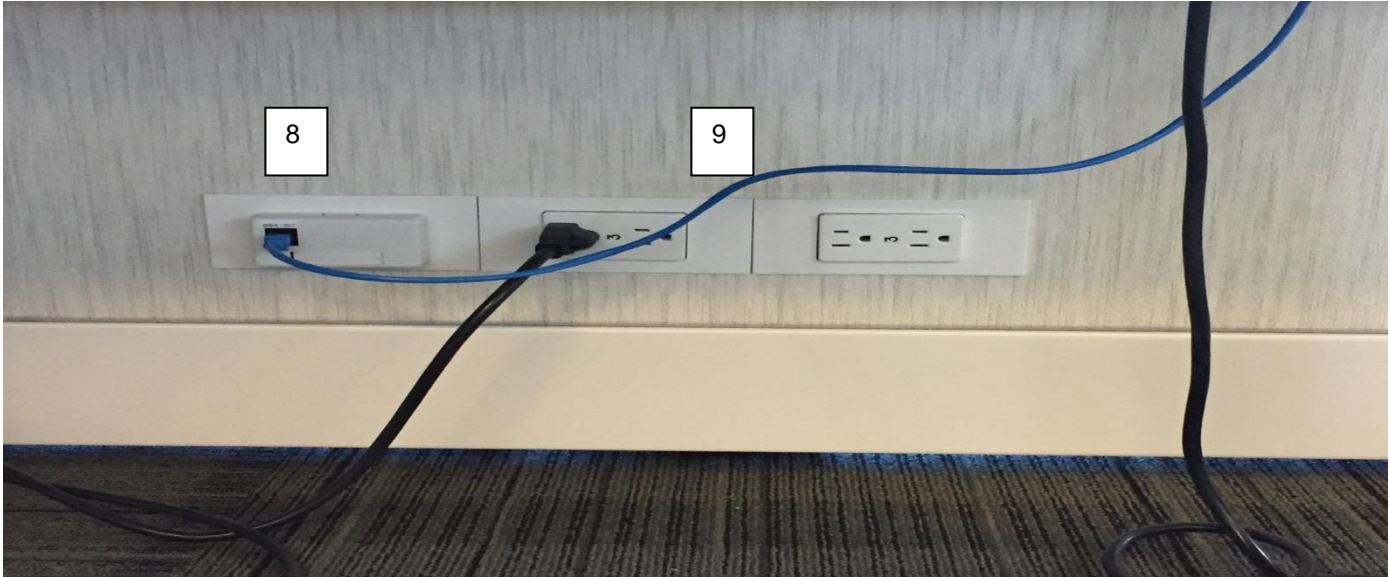
**3) Product Configurations**

#	GoCUID	Description of Product
1	<b>FSCAEA4830</b>	Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout Electrically assisted /commande électrique 1219mm (48 in./po) x 762mm (30 in./po)
2	<b>PSTxW2FO54x2424Lxxx</b>	Personal Storage Towers/ Armoires de rangement personnel Wardrobe one side, 2 file drawers at bottom and open cupboard above./ Penderie d'un coté, 2 tiroirs classeurs a la partie inférieure et un placard au-dessus. 1372mm(54 in.) high/ hauteur 1372mm(54 po). 610mm (24 in./po) x 610mm (24 in./po) - left/gauche
3	<b>PSTxW2FO54x2424Rxxx</b>	Personal Storage Towers/ Armoires de rangement personnel Wardrobe one side, 2 file drawers at bottom and open cupboard above./ Penderie d'un coté, 2 tiroirs classeurs a la partie inférieure et un placard au-dessus. 1372mm(54 in.) high/ hauteur 1372mm(54 po). 610mm (24 in./po) x 610mm (24 in./po) - right/droit
4	<b>WSSUCAMxxxxxxxxxxxxxxxx</b>	Cantilever / Cantilever Metal / Métal 12"d
5	<b>WSSUCAMxxxxxxxxxxxxxxxx</b>	Cantilever / Cantilever Metal / Métal 12"d

6	<b>WSSUBRMxxxxxxxxxxxxxxxx</b>	Brackets / Supports Metal / Métal
7	<b>FSICTS6024</b>	Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise Telescopic/ télescopique 1524mm (60 in./po) x 610mm (24 in./po)
8	<b>GOUID : N/A</b>	Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise Telescopic/ télescopique 24"d x 66"w
9	<b>WSSULPMxxxxxxxxxxxxxxxx</b>	Post Leg / Patte Metal / Métal
10	<b>ACPRPMFxxxxxxxx1524xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Frosted / givré 15"h x 24"w
11	<b>ACPRPMFxxxxxxxx1548xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Frosted / givré 15"h x 48"w
12	<b>ACPRPMATxxxxxxxx1524xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 24"w
13	<b>ACPRPMATxxxxxxxx1548xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 48"w
14	<b>ACPRPMATxxxxxxxx1524xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 24"w
15	<b>ACPRPMATxxxxxxxx1548xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 48"w
16	<b>ACPRPMATxxxxxxxx1530xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 30"w
17	<b>ACPRPMATxxxxxxxx1530xx</b>	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 36"w

4) Workstation Layout(s)





1. Side Opening Locker / Penderie d'un coté
2. White Board / Tableau blanc
3. Accessory Rail / Rail d'accessoires
4. Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise
5. Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise
6. Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout
7. Power outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail
8. Data outlet/ Prise(s) informatique(s)
9. Power outlet/ Prise(s) électrique(s)
10. Electric control panel / Panneau commande électrique

**5) Panel Matrix**

**TYPICAL # 1**

<i>upper element 1</i>	<i>upper element 2</i>
<b>FABRIC / TISSU</b>	<b>FABRIC / TISSU</b>
<i>lower element 1</i>	<i>lower element 2</i>
<b>FABRIC / TISSU</b>	<b>FABRIC / TISSU</b>
Side 1	Side 2

- 24" W x 54" H - TYPICAL #1A (T#1A) / 24" L x 54" H - TYPIQUE #1A (T#1A)
- 30" W x 54" H - TYPICAL #1B (T#1B) / 30" L x 54" H - TYPIQUE #1B (T#1B)
- 36" W x 54" H - TYPICAL #1C (T#1C) / 36" L x 54" H - TYPIQUE #1C (T#1C)
- 48" W x 54" H - TYPICAL #1D (T#1D) / 48" L x 54" H - TYPIQUE #1D (T#1D)

**TYPICAL # 2**

<i>upper element 1</i>	<i>upper element 2</i>
<b>WHITEBOARD / TABLEAU BLANC</b>	<b>WHITEBOARD / TABLEAU BLANC</b>
<i>lower element 1</i>	<i>lower element 2</i>
<b>FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)</b>	<b>FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)</b>
Side 1	Side 2

- 30" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #2 (T#2) /  
30" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #2 (T#2)

**TYPICAL # 3**

<i>upper element 1</i> METAL SLAT / LAMELLE MÉTALIQUE	<i>upper element 2</i> METAL SLAT / LAMELLE MÉTALIQUE
<i>lower element 1</i> FABRIC / TISSU	<i>lower element 2</i> FABRIC / TISSU
Side 1	Side 2

- 30" W x 54" H – TYPICAL #3 (T#3) / 30" L x 54" H – TYPIQUE #3 (T#3)

**TYPICAL # 4**

<i>upper element 1</i> FABRIC / TISSU	<i>upper element 2</i> FABRIC / TISSU
<i>lower element 1</i> FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)	<i>lower element 2</i> FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)
Side 1	Side 2

- 48" W x 54" H, POWER AND DATA BELOW WORKSURFACE- TYPICAL #4 (T#4) /  
48" L x 54" H, PRISE(S) ÉLECTRIQUE(S) ET INFORAMTIQUE(S) SOUS LA SURFACE DE TRAVAIL -  
TYPIQUE #4 (T#4)

**TYPICAL # 5**

<i>upper element 1</i> FABRIC / TISSU	<i>upper element 2</i> METAL SLAT / LAMELLE MÉTALIQUE
<i>lower element 1</i> FABRIC / TISSU	<i>lower element 2</i> FABRIC / TISSU
Side 1	Side 2

- 30" W x 54" H – TYPICAL #5 (T#5) / 30" L x 54" H – TYPIQUE #5 (T#5)

**TYPICAL # 6**

<i>upper element 1</i> FABRIC / TISSU	<i>upper element 2</i> WHITEBOARD / TABLEAU BLANC
<i>lower element 1</i> FABRIC / TISSU	<i>lower element 2</i> FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)
Side 1	Side 2

- 30" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #6A (T#6A) /  
30" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #6A (T#6A)

- 36" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #6B (T#6B) /  
36" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #6B (T#6B)



**TYPICAL # 7**

<i>upper element 1</i> <b>FABRIC / TISSU</b>	<i>upper element 2</i> <b>FABRIC / TISSU</b>
<i>lower element 1</i> <b>FABRIC / TISSU</b>	<i>lower element 2</i> <b>FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)</b>
Side 1	Side 2

- 48" W x 54" H, POWER AND DATA BELOW WORKSURFACE- TYPICAL #7 (T#7) /  
48" L x 54" H, PRISE(S) ÉLECTRIQUE(S) ET INFORAMTIQUE(S) SOUS LA SURFACE DE TRAVAIL -  
TYPIQUE #7 (T#7)

