



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

Title - Sujet Down View Computer Desks	
Solicitation No. - N° de l'invitation EF245-180726/A	Date 2017-07-27
Client Reference No. - N° de référence du client EF245-18-0726	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-625-14454	
File No. - N° de dossier MTA-7-40105 (625)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-06	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Lavoie, Corine	Buyer Id - Id de l'acheteur mta625
Telephone No. - N° de téléphone (514) 496-3483 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PLACE BONAVENTURE 800 RUE DE LA GAUCHETIERE OUEST PORTAIL SUD-EST, BUREAU 7300 MONTREAL Québec H5A 1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this request.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual clause B1000T (2014-06-26) Condition of Material – Bid

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

CHANGE OF ADDRESS – BIDS DELIVERY

In person or by mail:
Place Bonaventure, 1st Floor
800 de la Gauchetière Street West, Suite 1110
Montreal (QC), H5A 1L6

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders must meet all the requirements as stated in Annex "A".

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment of Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria to be met precedent to Contract Award

- 1) The Bidder must submit a shop drawing that includes, as a minimum, the dimensions (length, width, height and adjustable range) for the item being proposed at Annex "B"—Basis of Payment, in accordance with the Requirement at Annex "A".
- 2) Authorized Dealer
If the bidder is not the manufacturer of the products offered but is submitting an offer offering the products of a manufacturer(s), the Bidder must:
 - i. Be an authorized dealer of the manufacturer(s) for the products delivered;
 - ii. Submit a letter of authorization from each manufacturer whose products are being offeredThe letter must:
 - i. Be signed by the manufacturer and be under the letterhead of the manufacturer;
 - ii. List the products name/series offered;
 - iii. List the model number offered; and
 - iv. Confirm that the Bidder is in fact an authorized dealer for the products specified in the letter.
- 3) Provide (3) three laminate plastic samples for the horizontal surfaces and (3) three melamine samples for the vertical surfaces. All options must offer the manufacturer's color range for horizontal and vertical surfaces, including white.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

Modified as follows:

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, *DDP Incoterms 2010*, Canadian customs duties and excise taxes included.

The Bidder must provide all the requested prices in Annex "B", in order to be able to proceed with the complete financial evaluation. Failure to comply will render the offer non-responsive.

The Total Bid Price of the offer will be evaluated as follows:

The unit price quoted for item 1 in Annex "B" times 50 unit;
plus the unit price quoted for item 2 in Annex "B" times 2 unit;
plus the unit price quoted for item 3 and 4

Equals the Total Bid Price.

4.2 Basis of Selection

SACC Manual clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [*Ineligibility and Suspension Policy*](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A" and Plans at Annex "A.1".

Bidder's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under Annex "A" – Requirement and Annex "A.1" - Plans.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

SACC *Manual* clause 2010A (2016-06-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended as follows:

- a. At Sub-section 1.
 - a. Deleted: "The warranty period will be twelve months."
 - b. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."
- b. At Sub-section 2.
 - a. Deleted: In its entirety
 - b. Inserted: as follows:
"2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Delivery and Installation Date

All the deliverables must be received at the latest after 18:00 January 12, 2018.

Installation is to be held between January 15 - 26, 2018, however, dates are to be coordinated with the construction site contractor. It is possible that the delivery and the installation be moved a few days depending on the progress of the site.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Corine Lavoie
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 514-496-3483
Facsimile: 514-496-3822
E-mail address: corine.lavoie@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: *(To be inserted at time of award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a unit price and/or firm lot price, as specified in Annex "B" for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex "A" – Requirement and Annex "A.1" Plans. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex "A". The Contractor must not, without obtaining the prior written consent of the Contracting Authority, 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.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex "A". The Contractor must forward such test pieces and samples to such person or location as the representatives of Canada specifies.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04); General Conditions - Goods (Medium Complexity)
- (c) Annex "A", Requirement;
- (d) Annex "A.1", Plans;
- (e) Annex "B", Basis of payment
- (f) the Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

SACC Manual clause [B7500C](#) (2006-06-16) Excess Good

SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

6.12 Installation Services

Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

6.13 Post installation Procedures

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

6.14 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures

1. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
2. The deficiency list must be forwarded by the Project Authority to the Contractor;
3. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
4. For all deficiencies other than those identified in point 3, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
5. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A" REQUIREMENT

DOWN VIEW COMPUTER DESK

1.0 SCOPE AND OBJECTIVES

- 1.1 The specification is for the supply, delivery and installation of 50 test tables and 2 instructor tables at Public Service Commission within the test and training rooms. All desk must be complete with wire management.
- 1.2 The supplier is responsible for the provision of all required accessories (trim, hardware, supports etc.) to allow the configuration to be integrated as illustrated in the drawings. Contractor must be responsible for the removal and disposal of all packaging appropriately.
- 1.3 Products shall be new, not refurbished.

2.0 REFERENCES (PUBLICATIONS)

- 2.1. General Standards Board
 - 2.1.2 CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
 - 2.1.3 CAN/CGSB-12.1-M90 Tempered or Laminated Safety Glass.
- 2.2 American National Standards Institute – Business Institutional Furniture Manufacturers Association
 - 2.2.1 ANSI/BIFMA X5.5 Desk/Table Products.
- 2.3 American National Standards Institute / National Particleboard Association (NPA)
 - 2.3.1 ANSI A 208.1- 2009 Particleboard
- 2.4 Underwriter Laboratory Inc.
 - 2.4.1 8UL 1286-2011, Section 35 Standards for Office Furnishings.

3.0 TESTS REQUIREMENTS

- 3.1 Requirements for freestanding systems (article 9.0) Benching type must have been tested and meet the acceptance levels in accordance with the standards cited by ANSI/BIFMA X5.5 Desk/Table Products and CAN/CGSB-44.227 Freestanding Office Desk Products and Components.
- 3.2 All tests shall be performed by an Acceptable test facility.

4.0 TERMINOLOGY

- 4.1 VESA- Is an international non-profit corporation which supports and sets industry-wide standards for the PC, workstation and consumer electronics industries.
- 4.2 VESA Monitor Arm Guidelines-Mounting plate interface that has a six-hole mounting technology.

5.0 GENERAL REQUIREMENTS

TABLES :

- 5.1 Quality of workmanship- The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defect that may affect appearance, serviceability, or safety. There must be no visible unfinished edges or surfaces, other than stainless steel. Metal edges ,corners and parts with which the user is intended to come into contact with, must have rounded corners or be covered with protective caps. Lubricated parts must be protected against accidental contact with the user, the user's clothes or documents. Wood core surfaces must be of a balanced construction to prevent warping.
- 5.2 Cords and Cable management- Tables must provide wire mangers to accommodate cords and cables and must run the width of the table.
- 5.3 Weld-All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer of final finish.
- 5.4 Work surfaces must have radius corners and squares edges.
- 5.5.Safety-Fixed, moveable or adjustable parts must constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.6 The tolerance for all dimensions except height must be +/- 25.4mm (+/- 1") unless otherwise specified and where edge shapes preclude.
- 5.7 Supports- All tables to have their own supports. Legs are not to be shared in table configuration per drawings.
- 5.8 Glides- all primary supports with levelling mechanisms must provide an adjustment of not less than 51mm (2") for a total height from 737mm to 787mm (29"-31")
- 5.9 Keyboard/mouse tray- full retractable keyboard and mouse tray with wrist pad must be mounted under the work surface, and must not interfere with hidden monitor storage.
- 5.10 Partial height modesty panel: same material as the support. Must come complete with hardware and cable tray. Must run the width of table and must not interfere with hidden monitor.
- 5.11 Configuration: All tables must have the ability to butt against one another.
- 5.12 Finishes= Horizontal surfaces must be constructed of high pressure laminate complete with PVC edge. Vertical surfaces and supports must be constructed of laminate or melamine.

6.0 DETAILED REQUIREMENTS

TABLES :

- 6.1 Table substrate must be a minimum of de 25.4 mm (1") thick.
- 6.2 Work surface to be continuous to allow the work surface to function as a desk top and contain a down view pane to see LCD monitor below.
- 6.3 Down view window pane must be 6 mm tempered anti-glare glass. Must allow for complete visibility of a 432mm (17") -559mm (22")monitor.

6.4 Monitor arm-Arm must allow for 432mm(17") -559mm(22") monitor to be completely recessed below the work surface. Mounting plates must be VESA compliant.

6.5 CPU holder-Must be a be adjustable to accommodate varying sizes of CPUs to a maximum size of 485mm(19") high x 175mm(7") wide x 455mm (18") deep. The holder must be a minimum of 102mm (4") of the floor. Must be lockable.

6.6 Table work surface sizes must have the following sizes:

6.6.1 Type A (test table) : Surface 914 mm (36") wide x 762 (30 ") deep, quantity :50

6.6.2. Type B (table for instructor): Surface 1220 mm (48 ") wide x 762 mm (30") deep, quantity : 2

6.7 Grommets : 2 side access grommet on each lateral support (on top and bottom) must be provided for 760mm (30") table.

7.0 FINISH REQUIREMENTS

7.1 All horizontal surfaces must meet the requirements of the CAN/CGSB-44.227 norm for High Pressure Laminate finishes (HPL).

7.2 Flexion, Al The horizontal work surface must meet the requirements of CAN/CGSC-44.227-2008 al. 6.1.1

7.3 Provide (3) three laminate plastic samples for the horizontal surfaces and (3) three melamine samples for the vertical surfaces. All options must offer the manufacturer's color range for horizontal and vertical surfaces, including white.

8.0 MARKING

In addition to the marking requirement stated in Marking of CAN/CGSB 44.227, all products must permanently and legibly marked, by product code, manufacture trade mark, traceable order information for warranty purposes.

9.0 DELIVERY AND INSTALLATION

9.1 Preparation for delivery

9.1.1 In addition to the marking requirement stated in section 9.0 MARKING of CAN/CGSB-44.227-2008 Freestanding Office Desk Products and Components or CAN/CGSB.44.229-2008

9.1.1.1 The product code

9.1.1.2 Manufacture's trade mark

9.1.1.3 Traceable order information for warranty purposes.

9.2 Installation plan

9.2.1 The manufacturer/supplier must provide an installation plan that must be approved by PWGSC.

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File No. - N° du dossier
MTA-7-40105

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mta625
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ANNEX "A.1" PLANS

See the "Attachments" section on this Tender Notice's page on the buyandsell.gc.ca site

ANNEX "B" BASIS OF PAYMENT

Note to Bidders:

1. Firm prices in Canadian dollar, all inclusive, *DDP Incoterms 2010* (address below), are required for all items in the table below.
2. All prices must include customs duties and Canadian excise taxes, if any.
3. Applicable taxes are additional for all items.

Article	Description	Unit of Issue	Quantity	Firm Unit Price	Firm Total
1.	Down View Computer Desks 36x30 (Students) as per specifications mentioned in Annex A.	Each	50	\$ _____	\$ _____
2.	Down View Computer Desks 48x30 (instructors) as per specifications mentioned in Annex A.	Each	2	\$ _____	\$ _____
3.	Freight Charge as specifications mentioned in section 6.4.1, 6.4.2, 6.11.	Lot	1	\$ _____	\$ _____
4.	Installation as specifications mentioned in section 6.4.1, 6.12, 6.13, 6.14.	Lot	1	\$ _____	\$ _____
FIRM TOTAL PRICE					\$ _____

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DELIVERY & INSTALLATION

All the deliverables must be received at the latest after 18:00 January 12, 2018.

Installation is to be held between January 15 - 26, 2018, however, dates are to be coordinated with the construction site contractor. It is possible that the delivery and the installation be moved a few days depending on the progress of the site.

The delivery and installation must be completed at:

**305 René-Lévesque West
Montreal**

Please note that the furniture can only be delivered in the evening as of 6:00 p.m. Installations can be done during the day as of 6:00 a.m.

Loading Dock is accessible from the back of 305 René-Lévesque via Jeanne Street

Platform: no

Elevator: Exists – Use the #4 elevator, hall of René-Lévesque
Maximum Capacity of 1587 kg
74' L X 62' L X 97' H

Door: Public Service Commission of Canada 915 x 2135

Dock: Exists but there's no access to the 1st Floor

Restriction: Small trucks only, no 18 wheelers

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)