

## Annex E - Standard RFB



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	Amendment No. - N° de modification
M5000-18-3011/A PW-17-00	000

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1	M5000-18-3011/A
Voir Section 1	PW-17-00
on – le See Section 1	
Voir Section 1	

Canada

No of Page/

N° de page \_\_\_\_\_

Date of Solicitation – Date de la demande

October 16, 2017

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.

**Step 3.  General or  PSAB****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.

The Bidder must also provide the information at article 4. below at the time indicated in article 3.

**Security Requirement**

1. Conditions
  - a. 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. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - 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.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. 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 RCMP Departmental Security.

**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. October 30, 2017 b. 14:00 Central Standard Time (CST)	
- To physical location (if applicable)	RCMP - F Division Procurement & Contracting Services c/o Commissionaires, F Division 6101 Dewdney Ave Regina, SK S4P 3K7	
- To e-mail address (if applicable)	<a href="mailto:rachel.sookoo@rcmp-grc.gc.ca">rachel.sookoo@rcmp-grc.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 two 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.	<input checked="" 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.		<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>Rachel Sookoo</b>
	Title:	<b>Procurement Officer</b>
	Department/Agency/Crown Corporation:	<b>RCMP</b>
	Address:	<b>5600 11<sup>th</sup> Avenue, Regina, SK S4P 3K7</b>
	Telephone No.:	<b>639-625-3291</b>

	Facsimile No.:	<b>306-780-5232</b>
	E-mail address:	<a href="mailto:rachel.sookoo@rcmp-grc.gc.ca">rachel.sookoo@rcmp-grc.gc.ca</a>
4.2	<b>Project Authority [To be left blank for RFB. IU to complete only when awarding contract]</b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 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 type="checkbox"/>	Single Payment
	<input checked="" 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: Ken Lemieux, Asset Manager	
	Address: 6101 Dewdney Avenue Regina, SK S4P 3K7	
<b>7.</b>	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

**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:

Category 6 - Support Space – Collaborative Furniture

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)

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) WITH identification of product information in Annex C of this RFB. Category 6.

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”.

**NOTE:**

**Delivery date for the furniture for shared use areas 1 to 5 is January 31, 2018**

**Delivery date for the furniture for shared use areas 6 to 11 is September 1, 2018**

**Refer to drawing.**

**Delivery dates are also identified in Table 1.**

**Product Category: 6****Table 1 – Product (Only applicable for Scenario A procurements)**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm _____ Price** \$	Extended Total [Qty x Price] \$
1	SCNCCQPFNILSAWNILNIL PPMNILNILNILNIL	S1: kitchen chairs  for delivery 2018-09-01	31			
2	SCNTDQPMRPFSAWNILNIL LPPMNILNILNILNIL	S2: stools  for delivery 2018-09-01	17			
3	SREFRQRRPD PATUNILOM CFFTFNILNILNIL	S3: lounge chairs  for delivery 2018-01-31	9			
4	TTSDHSCSPESDSSDMQ96 xxNILNIL48xx	T2: multi-media table, monitor support mount, plastic laminate top with metal legs  2 tables for delivery 2018-01-31  1 table for delivery 2018-09-01	3			
5	TTPSPCBMNILCSSNIL30xx NILNIL30xx	T3: fixed freestanding table, plastic laminate top with pedestal base, 30x30  for delivery 2018-09-01	7			
6	TTPSPCBMNILRSSNILNILN IL30xxNIL	T4: fixed freestanding table, plastic laminate top with pedestal base, 30  for delivery 2018-09-01	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	RCMP Forensic Lab Building 6101 Dewdney Ave. Regina, SK S4P 3K7	As per table 1	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:		\$

**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	RCMP Forensic Lab Building 6101 Dewdney Ave. Regina, SK S4P 3K7	As per table 1	[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 – Optional Product****Table 5 – Optional Delivery****Table 6 – Optional Installation****Table 7 – Product Related Services****Table 8 – 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 three 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	Forensic Lab Building, 6101 Dewdney Avenue, Regina, SK
B	Dock	No loading dock
C	Lift	Yes – depth 69 inches from door to back wall / width 81 inches
D	Door	Size – 7 ft. H x 41 ft. $\frac{3}{4}$ inches W
2.2	Freight Elevator	None
2.3	Other (specify, if any)	2 storey building
	<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) or Annex C Total	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	NSA Total (if applicable) refer to Annex D	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):</b>	<b>\$\$</b>
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

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

Table 6 – Bidder’s Authorized Representative	
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”.



**ANNEX B  
SECURITY REQUIREMENTS**

A. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

The Contractor must:

- a) provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information is required to be provided within three (3) days of request.
- b) ensure all persons working onsite hold a valid Facility Access with Escort Security Clearance issued by RCMP Departmental Security.

**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 workstations layouts stipulated at Annex C.

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

**Please see the following Attachments for further information:  
Attachment 1 to Annex C – Floor Plan**

**NOTE: To obtain the AutoCAD file, please e-mail [rachel.sookoo@rcmp-grc.gc.ca](mailto:rachel.sookoo@rcmp-grc.gc.ca)  
Should there be a discrepancy with the floor plan and the AutoCad file, the AutoCad file takes precedence.**

NSA products forming part of the requirement will be identified at Annex D of this RFB.

**Product and Pricing**

1	Product Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 1 FOR THE RESPECTIVE CATEGORY
2	Delivery Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 3 FOR THE RESPECTIVE CATEGORY
3	Installation Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 5 FOR THE RESPECTIVE CATEGORY

## ANNEX D

### Non Supply Arrangement (NSA) Products

This Annex includes the Specifications, Products and Pricing, Certifications associated with NSA products forming part of the requirement.

#### 1. Specifications

The NSA products for this requirement must be tested and meet the performance Testing Requirements found at ANNEX A-1 and A-2 of the Supply Arrangement.

#### 2. Product and Pricing

Bidder to complete: Sections B of the tables identified by the IU below as well as Tables 9 and 10 of Annex A. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

#### Product Category: 6

**Table 1 – NSA Products**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	Description of Product	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	T1: wood veneer boardroom table 72x102 for delivery 2018-09-01	2			
2	T1: wood veneer boardroom table 54x84 for delivery 2018-01-31	1			
3	T3: fixed freestanding table, plastic laminate top with pedestal base, 36x48 for delivery 2018-09-01	4			
4	T5: fixed freestanding table, bar height, plastic laminate top with pedestal base, 42 for delivery 2018-09-01	2			
5	T6: fixed freestanding table, bar height, plastic laminate top with post leg base, 24x90 for delivery 2018-09-01	2			
6	T7: meeting table, plastic laminate with four post leg style base, 36x44 for delivery 2018-09-01	2			
Add more rows if necessary.			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	RCMP Forensic Lab Building 6101 Dewdney Ave. Regina, SK S4P 3K7	As per table 1	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:		\$

**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	RCMP Forensic Lab Building 6101 Dewdney Ave. Regina, SK S4P 3K7	As per table 1	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. NSA TOTAL**

1	Product Total	\$
2	Delivery Total	\$
3	Installation Total	\$
4	NSA Total (1+2+3)	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 8 FOR THE RESPECTIVE CATEGORY

**3. Certification****NSA Product Conformance** (Required precedent to Issuance of a contract)

The Supplier certifies that all the NSA products offered will conform to all specifications of, and meet the testing requirements detailed in Annex D of this RFB.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**NSA Product Conformance Certification** (applies after contract award)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in Annex D. The Supplier must not, without obtaining the prior written consent of the SAA, 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.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.