



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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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 1000339082	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier
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Date of Solicitation – Date de la demande November 21, 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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.
- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

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

This article is completed if non-Government of Canada personnel will evaluate bids.

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

RFB Issued to: [This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]	
Supplier Name and Address: (City, Province)	[use address from Supplier's SA] [SA number starts with E60PQ-140003/.../PQ]
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 at the time indicated below.	
By no later than date and time:	a. December 1, 2017 b. 2:00pm EST
- To physical location (if applicable)	Canada Revenue Agency Bid Receiving Unit Ottawa Technology Centre Receiving Dock 875 Heron Road, Room D-95 Ottawa, ON K1A 1A2 Telephone No: (613) 941-1618
- To e-mail address (if applicable)	Not applicable. ELECTRONIC BIDS WILL NOT BE ACCEPTED.
RFB Enquiries	
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.	2 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-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (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.	x 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.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	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		
	Name:	Kevin Hailemariam	
	Title:	Senior Supply Business Analyst	
	Department/Agency/Crown Corporation:	Canada Revenue Agency	
	Address:	250 Albert Street, 8 th Floor, Ottawa, ON K1A 0L5	
	Telephone No.:	613-697-8156	
	Facsimile No.:	613-957-6655	
	E-mail address:	Kevin.Hailemariam@cra-arc.gc.ca	
4.2	Project Authority		
	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 10 below.		
5.	Payment		
	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	
6.	Invoicing		
	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:		
	Address:		
7.	Defence Contract. This clause applies if the box below is checked.		
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the Defence Production Act , 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 (*check applicable box(es)*):

- a. Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products

RULE: Category 1 and 2

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

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

- c. Category 3 – Metal Filing and Storage Cabinets

RULE: High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights forming part of an existing inventory. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

Maximum Height for product #(s) _____ at article 3 of this Annex is _____.

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

- d. Category 4 – Wood Veneer – Freestanding Products

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

- e. Category 5 – Ancillary and Lighting Products

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

f. Category 6 - Support Space – Collaborative Furniture

RULE 1: Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

RULE 2: Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product/series.

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

g. Product Related Services2. 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 1.

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: Not applicable.

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 Category: 1

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 Firm Unit Price] \$
1	Refer to Annex C					\$
**Must not exceed ceiling unit price in SA. 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 \$
1	9755 King George Boulevard, Surrey, BC (1st floor), V3T 5E1	On or before 8 weeks from Contract Award Date	Outside Normal	(Y) (M) (D)	\$
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:	\$

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 \$
1	9755 King George Boulevard, Surrey, BC (1st floor), V3T 5E1	On or before 8 weeks from Contract Award Date	Outside Normal	(Y) (M) (D)	\$
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:	\$

Table 4 – Optional Product

Not applicable.

Table 5 – Optional Delivery

Not applicable.

Table 6 – Optional Installation

Not applicable.

Table 7 – Product Related Services

Not applicable.

Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes
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.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	9755 King George Blvd, Surrey BC
B	Dock	Yes large dock area
C	Lift	Yes Width – 71" Depth – 95"
D	Door	Height – 97" Width – 90.5"
2.2	Freight Elevator	Near loading dock
2.3	Other (specify, if any)	

	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 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	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	Product Related Services Total (if applicable) (Table 7)	\$
8	NSA Total (if applicable)	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
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**

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 or AutoCAD version

Attached separately as AnnexC_AnnexeC.zip

Panels highlighted in pink represent the panels which require the accessory rail.

2) Product Descriptions

As a minimum, the IU must identify the following product information below for requirements containing panel matrices or on the Workstation Layouts:

- a. All panels: Seated Privacy Add-on Height
- b. All panels: Non-powered.

3) Product Configurations

#	GoCUID	Description of Product	Qty
1		Panel A Panel Height: Seated Privacy Height Add-On Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 1067mm (42 in./po)	113
2		Panel B Panel Height: Seated Privacy Height Add-On Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric	154

		Upper Element 1: Fabric Upper Element 2: Accessory Rail Width: 1067mm (42 in./po)	
3		Panel C Panel Height: Seated Privacy Height Add-On Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 914mm (36 in./po)	206
4		Panel D Panel Height: Seated Privacy Height Add-On Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 762mm (30 in./po)	1
5		Panel E Panel Height: Seated Privacy Height Add-On Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 610mm (24 in./po)	2
6	ACBIPMPLxxxxxxxxxxxxx	Pencil Cups Category: Accessories Sub-Category: Bins Support & Mounting: Panel Mounted Materials and Finishes: Rigid Plastic	154
7	ACIOPMPLxxxxxxxxxxxxx	Legal Sized Paper Tray Category: Accessories Sub-Category: In-Out Trays Support & Mounting: Panel Mounted Materials and Finishes: Rigid Plastic	308

4) Workstation Layout(s) or Panel Matrix**a. Panel Matrix****Panel A:**

<i>upper element 1</i> <i>Fabric</i>	<i>upper element 2</i> <i>Fabric</i>
<i>lower element 1</i> <i>Fabric</i>	<i>lower element 2</i> <i>Fabric</i>

Side 1

Side 2

Panel B:

<i>upper element 1</i> <i>Fabric</i>	<i>upper element 2</i> <i>Accessory Rail</i> <i>One Pencil Cup</i> <i>Two Legal Sized Paper</i> <i>Trays</i>
<i>lower element 1</i> <i>Fabric</i>	<i>lower element 2</i> <i>Fabric</i>

Side 1

Side 2

Panel C:

<i>upper element 1</i> <i>Fabric</i>	<i>upper element 2</i> <i>Fabric</i>
<i>lower element 1</i> <i>Fabric</i>	<i>lower element 2</i> <i>Fabric</i>

Side 1

Side 2

Panel D:

<i>upper element 1</i> <i>Fabric</i>	<i>upper element 2</i> <i>Fabric</i>
<i>lower element 1</i> <i>Fabric</i>	<i>lower element 2</i> <i>Fabric</i>

Side 1

Side 2

Panel E:

<i>upper element 1</i> <i>Fabric</i>	<i>upper element 2</i> <i>Fabric</i>
<i>lower element 1</i> <i>Fabric</i>	<i>lower element 2</i> <i>Fabric</i>

Side 1

Side 2

b. Workstation Layout(s)

Not applicable.

1. 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

Not applicable.