



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**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**

<b>Title - Sujet</b> Rotary Office Chair	
<b>Solicitation No. - N° de l'invitation</b> ET025-181728/A	<b>Date</b> 2017-12-15
<b>Client Reference No. - N° de référence du client</b> CBSA ET025-181728	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-118-10409	
<b>File No. - N° de dossier</b> WPG-7-40169 (118)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Omerzo, Zeljka	<b>Buyer Id - Id de l'acheteur</b> wpg118
<b>Telephone No. - N° de téléphone</b> (204) 510-2597 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</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 Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
ET025-181728/A  
Client Ref. No. - N° de réf. du client  
ET025-181728

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-7-40169

Buyer ID - Id de l'acheteur  
wpg118  
CCC No./N° CCC - FMS No./N° VME

## **BID SOLICITATION**

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-120001/PQ.

### **Instructions:**

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.

### **TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

## **SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER**

### **Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

**Competitive or**  **Single Conforming Supplier**

### **For Competitive Requirements:**

**The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein;

**The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:**

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

**General Stream or**  **Procurement Strategy for Aboriginal Business (PSAB) Stream**

### **Bid Evaluation**

An evaluation team composed of representatives of Canada and Architecture 49, 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 time, location, and in the format indicated below.	
- By no later than date and time:	See page 1 of solicitation.
- Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
- To physical location (if applicable) (Hard copy)	See page 1 of solicitation.
<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 until 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-120001/PQ apply to and form part of this Contract.
<b>2.</b>	<b>Security Requirement</b>
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).
a.	<input type="checkbox"/> <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 checked="" 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 / Identified User</b>
	Name: <b>Zeljka Omerzo</b>
	Title: <b>Procurement Officer</b>
	Department/Agency/Crown Corporation: <b>Public Works and Government Services</b>
	Address: <b>100-167 Lombard Ave</b>
	Telephone No.: <b>204-510-2597</b>
	Facsimile No.: <b>204-983-7796</b>
	E-mail address: <b>Zeljka.Omerzo@pwgsc-tpsgc.gc.ca</b>

<b>4.2</b>	<b>Project Authority [To be completed upon contract award]</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 9 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the OS 6B/6C Addendum document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: Public Services and Procurement Canada	
	Address: [completed at contract award]	
<b>7.</b>	<b>Defence Contract</b> (This clause applies if the box below is checked.)	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

The bidder may contact the Contracting Authority by email (see 4.1 above) for an editable version of this document.

**ANNEX A  
 REQUIREMENT and BASIS OF PAYMENT**

Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if applicable; Tables 8 and 9.

In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT						Section B – SUPPLIER'S BID		
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		Category e.g. blue	For carpeted floor*	For hard surface floor*				
1	Rotary Office Chair Backrest Height: High Back Lumbar Support: Adjustable Armrests: Height/Weight Swivel Adjustable "T" Arm Seat Depth: Adjustable Seat and Backrest Locks: Lockable or Stoppable in Multiple Positions Tilt Mechanism: Concurrently Upholstery: Dual Breathable Material		✓		45			
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.						Extended Total for all Products:		\$

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Border Services Agency Victory Building 269 Main Street Rooms 103 Winnipeg, Manitoba R3C 1B3	2	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
2	Canada Border Services Agency Victory Building 269 Main Street Rooms 105 Winnipeg, Manitoba R3C 1B3	14	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		

3	Canada Border Services Agency Victory Building 269 Main Street Room 203 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
4	Canada Border Services Agency Victory Building 269 Main Street Room 212 Winnipeg, Manitoba R3C 1B3	11	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
5	Canada Border Services Agency Victory Building 269 Main Street Room 215 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
6	Canada Border Services Agency Victory Building 269 Main Street Room 305 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Extended Total for all Deliveries:		\$	

**Table 3 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Produ ct Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Border Services Agency Victory Building 269 Main Street Rooms 103 Winnipeg, Manitoba R3C 1B3	2	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
2	Canada Border Services Agency Victory Building 269 Main Street Rooms 105 Winnipeg, Manitoba R3C 1B3	14	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
3	Canada Border Services Agency Victory Building 269 Main Street Room 203 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		

4	Canada Border Services Agency Victory Building 269 Main Street Room 112 Winnipeg, Manitoba R3C 1B3	11	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
5	Canada Border Services Agency Victory Building 269 Main Street Room 215 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
6	Canada Border Services Agency Victory Building 269 Main Street Room 305 Winnipeg, Manitoba R3C 1B3	6	on or before 2018-01-02	Normal Business Hours	(Y) (M) (D) (T)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Extended Total for all Installations:		\$	

**Table 4 – Optional Product (Chairs)**  Not Applicable

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID			
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price* \$	Extended Total [Qty x Price] \$
		Category e.g. blue	For carpet ed floor*	For hard surface floor*				
1	Rotary Office Chair Backrest Height: High Back Lumbar Support: Adjustable Armrests: Height/Weight Swivel Adjustable "T" Arm Seat Depth: Adjustable Seat and Backrest Locks: Lockable or Stoppable in Multiple Positions Tilt Mechanism: Concurrently Upholstery: Dual Breathable Material		✓		10			
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.					Extended Total for all Products:		\$	

**Table 5 – Optional Delivery**  Not Applicable

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Border Services Agency Victory Building 269 Main Street Winnipeg, Manitoba R3C 1B3	10	2018-02-28	Outside Normal Business Hours	(Y) (M) (D) (T)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.					Extended Total for all Deliveries:		\$

**Table 6 – Optional Installation**  Not Applicable

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Border Services Agency Victory Building 269 Main Street Winnipeg, Manitoba R3C 1B3	10	2018-02-28	Outside Normal Business Hours	(Y) (M) (D) (T)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.					Extended Total for all Installations:		\$

**Table 7 – Associated Aspects [To be completed upon contract award]**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Contracting Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within two business days of the Contracting Authority's receipt of all descriptive information, the Contracting Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	[address]
B	Dock	[For non-standard size, if applicable]
C	Lift	[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]
D	Door	[Size - H x W]
2.2	Freight Elevator	[Location]
2.3	Other (specify, if any)	
<b>3.</b>	<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 Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

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

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

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WPG-7-40169

Buyer ID - Id de l'acheteur  
wpg118  
CCC No./N° CCC - FMS No./N° VME

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**Table 9 – Bidder’s Authorized Representative**

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