

## Annex E - Standard RFB

**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS A:**

See Section 1.

Voir Section 1.

**STANDARD REQUEST FOR BID****INVITATION A SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

<b>Solicitation No. - N° de la demande</b>	Amendment No. - N° de modification
F5211-170719	1

<b>Solicitation closes – La demande prend fin :</b>	File No. - N° de dossier
at – à See Section 1 Voir Section 1	F5211-170719
on – le See Section 1 Voir Section 1	

<b>Date of Solicitation – Date de la demande</b>
December 28, 2017
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>
See Section 2, Article 4.1. Voir Section 2, Article 4.1
<b>Destination</b>
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.**

<b>Supplier Name and Address – Nom et adresse du fournisseur</b>
<b>Telephone No. - N° de téléphone</b>
<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b>
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>
<b>Signature : _____ Date : _____</b>

**TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders

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

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS****Step 1.  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****Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

**Bid Evaluation**

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

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	<b>a. January 15, 2018</b> <b>b. 2:00 PM Atlantic Standard Time</b>
- To e-mail address	<a href="mailto:DFOtenders.XNAT@dfo-mpo.gc.ca">DFOtenders.XNAT@dfo-mpo.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.	2 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>	
2.1	The applicable security requirement is 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).	
	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 [IU]</b>	
	Name:	<b>Cathi Harris</b>
	Title:	<b>Senior Contracting Officer</b>
	Department/Agency/Crown Corporation:	<b>Fisheries and Oceans Canada</b>
	Address:	<b>301 Bishop Drive, Fredericton NB E3C 2M6</b>
	Telephone No.:	<b>506-452-3639</b>
	Facsimile No.:	<b>506-452-3676</b>
	E-mail address:	<a href="mailto:DFOtenders.XNAT@dfo-mpo.gc.ca">DFOtenders.XNAT@dfo-mpo.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 checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <b>Caroline Parent</b>	
	Address: <a href="mailto:DFO.invoicing-facturation.MPO@canada.ca">DFO.invoicing-facturation.MPO@canada.ca</a>	

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**  
**2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.**

1. Category Selection

The requirement includes the following category of work:

- Category 2 – Freestanding Height Adjustable Desk / Table Products

2. GoCUID identification and/or floor plan(s)

2.1 For Categories 1-6:

- Scenario a.  Does not include a floor plan – Category 2

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: 2**

**Table 1 – Product**

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	FSCAEA4824	Sit/Stand Range Height Adjustable Work Surfaces  Electrically assisted  1219mm (48 in./po) x 610mm (24 in./po)  Colour: White	83			
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
**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	<b>Fisheries and Oceans Canada, 301 Bishop Drive, Fredericton NB E3C 2M6</b>	<b>2018-March-30</b>	<b>Normal</b>	(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 Monday to Friday, as per SA, Annex A, article 5]				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	<b>Installation of sit/stand range height adjustable work surfaces, remove and reinstall monitor arms, install keyboard rails.</b>  <b>Fisheries and Oceans Canada, 301 Floors 1, 2 and 3 Bishop Drive, Fredericton NB E3C 2M6</b>	<b>2018-March-30</b>	<b>Normal</b>	(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, Monday to Friday as per SA,				Installation Total:		\$

Annex A, article 5]

**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 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.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location: <b>Fisheries and Oceans Canada, 301 Bishop Drive, Floors 1, 2 and 3, Fredericton NB E3C 2M6</b>	
A	Location	No loading dock – delivery to front door
B	Dock	None
C	Lift	Does not exist
D	Door	Size – 82”H x 41”W
2.2	Freight Elevator	None
2.3	Other (specify, if any)	Elevator to floors 2 and 3
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

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

**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”.