



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  T8080-170618	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 <b>February 12, 2018 - 12 février 2018</b>
Address inquiries to – Adresser toute demande de renseignement à :  <b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
Destination  <b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**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 (Identified User (IU) to check the applicable box)**

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.

**Bid Evaluation**

<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. February 22, 2018 b. 16:00 Eastern Daylight Savings Time (EDT)
- To physical location (if applicable)	Transport Canada TC Mailroom (Food Court Level) Place de Ville Tower "C" 330 Sparks Street, Ottawa ON K1A 0N5
- To e-mail address (if applicable)	Not Applicable
<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.	

**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.	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings 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</b>	
	Name:	<b>Mariam Stitou</b>
	Title:	Contracting Officer
	Department/Agency/Crown Corporation:	Transport Canada
	Address:	275, Sparks st
	Telephone No.:	613-993-8450
	Facsimile No.:	N/A
	E-mail address:	Mariam.stitou@tc.gc.ca
4.2	<b>Project Authority</b>	
	<i>The Project Authority (PA) 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.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	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> <i>(optional)</i>
	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: Facility Mgmt, Ground Floor, TWR "C", 330 Sparks St. Place de Ville, Ottawa, ON K1A 0N5

**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 (ies) of work

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

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

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”.

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

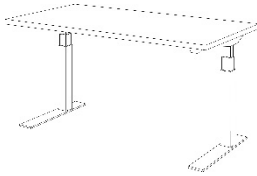
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm unit Price** \$	Extended Total [Qty x Price] \$
1	FSCAEA4830	Freestanding Height Adjustable Desk/Table Products    <u>Dimensions:</u> 1219mm (48”) x 762mm (30”)  <u>Type:</u> <ul style="list-style-type: none"> <li>- Electrical height adjustable table</li> <li>- Laminate top</li> <li>- Touch pad actuator</li> <li>- Height adjustment of 27” to 46”</li> </ul> <u>Finish:</u> Metal base colour black and laminate white spec top to match existing furniture in Tower C and Tower B	50			

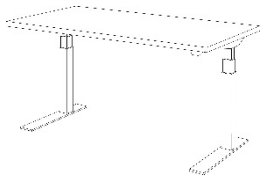
Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date and at the time below*	Firm unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Place de Ville Tower C, 330 Sparks Street, Floor: Ground <b>(50 tables)</b>	Prior to March 29, 2018	8:00 – 16:00	(Y) (M) (D)		
Delivery and Installation dates will be confirmed by Transport Canada's Project Authority at contract award.			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	Supplier will install on the date and at the time below*	Firm unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Place de Ville Tower C, 330 Sparks Street, Floor: Ground <b>(50 tables)</b>	Prior to March 29, 2018	8:00 – 16:00	(Y) (M) (D)		
Delivery and Installation dates will be confirmed by Transport Canada's Project Authority at contract award.			Installation Total:		\$	

Table 4 – Optional Quantity

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm unit Price** \$	Extended Total [Qty x Price] \$
1	FSCAEA4830	Freestanding Height Adjustable Desk/Table Products 	Up to 250			

	<p><u>Dimensions:</u> 1219mm (48") x 762mm (30")</p> <p><u>Type:</u></p> <ul style="list-style-type: none"> <li>- Electrical height adjustable table</li> <li>- Laminate top</li> <li>- Touch pad actuator</li> <li>- Height adjustment of 27" to 46"</li> </ul> <p><u>Finish:</u> Metal base colour black and laminate white spec top to match existing furniture in Tower C and Tower B</p>				
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**Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b> <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>  <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>	
2.1	Loading Dock/Location	
A	Location	- Place de Ville Tower C, 330 Sparks Street, Floor: Ground - 29 Rue de Varennes, Gatineau, QC
B	Dock	unknown
C	Lift	unknown
D	Door	unknown
2.2	Freight Elevator	1365 KG, located on the ground floor
2.3	Other (specify, if any)	
	<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)
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**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)	N/A
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	N/A
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”.