



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

Title - Sujet Adjustable Tables - Furniture	
Solicitation No. - N° de l'invitation ET025-182027/A	Date 2018-03-12
Client Reference No. - N° de référence du client ET025-182027	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-118-10495	
File No. - N° de dossier WPG-7-40188 (118)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-23	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Omerzo, Zeljka	Buyer Id - Id de l'acheteur wpg118
Telephone No. - N° de téléphone (204) 510-2597 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Western Economic Diversification 344 Edmonton Street WINNIPEG Manitoba R3C0P6 Canada	

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

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Republic Architecture Inc. will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in **APPENDIX 1**.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2018 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before June 8, 2018.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

Solicitation No. - N° de l'invitation
ET025-182027/A
Client Ref. No. - N° de réf. du client
ET025-182027

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-7-40188

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Zeljka Omerzo
Procurement Officer
Procurement Branch, Western Region
Public Works and Government Services Canada
Suite 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: (204) 510-2597
Facsimile: (204) 983-7796
E-mail address: Zeljka.Omerzo@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **(to be determined)**

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \$ **TBD**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): **TBD**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Requirement;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*).

6.11 SACC Manual Clauses

[B1501C](#) (2006-06-16) Electrical Equipment
[B7500C](#) (2006-06-16) Excess Goods
[D0018C](#) (2007-11-30) Delivery and Unloading
[G1005C](#) (2016-01-28) Insurance - No Specific Requirement

6.12 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

REQUIREMENT

1. SCOPE OF WORK

- 1.1 Public Works and Government Services Canada (PWGSC) has a requirement for the supply, delivery and installation of height adjustable tables for the Western Economic Diversification Office (WD) located at 344 Edmonton Street, Winnipeg, Manitoba.

2. GENERAL REQUIREMENTS

- 2.1. All products must be new.
- 2.2. Provide necessary hardware attachments for a complete installation.
- 2.3. Desking products to meet:
- 2.3.1. CAN/CGSB-044.227 and ANSI/BIFMA X5.5.
 - 2.3.2. ANSI/BIFMA e3 Furniture Sustainability Standard, Minimum Level 1 or SCS-EC10.2 Indoor Advantage Gold or Greenguard Gold. Certification must be submitted with the bid package.
- 2.4. Electrical systems and components: To CAN/CSA C22.2 No. 203.

3. REFERENCES

- 3.1. American Association of Textile Chemists and Colorists (AATCC)
 - AATCC Evaluation Procedure (EP) 1, Gray Scale for Color Change.
- 3.2. American National Standards Institute (ANSI)
 - ANSI A208.1-2009, Particleboard.
- 3.3. American National Standards Institute (ANSI)/Business and International Furniture Manufacturers Association (BIFMA) International
 - ANSI/BIFMA X5.5-2014, Desk Products.
 - ANSI/BIFMA e3-2011e, Furniture Sustainability Standard.
- 3.4. American National Standards Institute (ANSI)/National Electrical Manufacturers Association (ANSI/NEMA)
 - ANSI/NEMA LD3-2005, High-Pressure Decorative Laminates.
- 3.5. ASTM International
 - ASTM D3359-09e1, Standard Test Methods for Measuring Adhesion by Tape Test.
 - ASTM D3363-05 (2011)e2, Standard Test Method for Film Hardness by Pencil Test.
 - ASTM D4060-10, Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser.
- 3.6. Canadian General Standards Board (CGSB)
 - CAN/CGSB-44.227-2008, Free-Standing Office Desk Products and Components.

- 3.7. Canadian Standards Association (CSA)
- CSA C22.2 No. 68-09 (R2014), Motor-Operated Appliances (Household and Commercial), including updates.
 - CSA C22.2 No.203-M91 (R2014), Modular Wiring Systems for Office Furniture.
- 3.8. Health Canada/Workplace Hazardous Materials Information System (WHMIS)
- Material Safety Data Sheets (MSDS).
- 3.9. Scientific Certification Systems (SCS)
- SCS-EC10.2-2007, Indoor Air Quality Performance.

4. PRODUCTS

4.1. TABLES

- 4.1.1. Tables: electric height adjustable with continuous height adjustment range from 559 mm (22") to 1219 mm (48"). Table load capacity to be minimum 200 lbs.
- 4.1.2. Table tops:
- 4.1.2.1. Rectangular, size 610 mm (24") deep x 1219 mm (48") long, and 610 mm (24") deep x 1828 mm (72") long (nominal). Actual sizes to be undersized by at least 25.4 mm (1") in depth and 50.8 mm (2") to accommodate cables. See Annex A.
- 4.1.2.2. Minimum 25.4 mm (1") thick to a maximum of 38.1 mm (1.5") thick finished height with high-pressure laminate, 3 mm thick flat PVC edge trim and flat edge profile.
- 4.1.2.2.1. Particleboard substrate to ANSI A208.1 grade M2 or greater.
- 4.1.2.2.2. High-pressure laminate: Impact Resistance – no cracking when tested to ANSI/NEMA LD3, with the following exceptions:
- 4.1.2.2.2.1. Ball drop height: 762 mm (30").
- 4.1.2.2.2.2. Test substrate: material to be used for the manufacturer's work surfaces.
- 4.1.2.2.2.3. Trim and edging that may project onto the surface are exempt from these requirements.
- 4.1.2.2.3. Edge banding to be free of de-lamination, bubbles and adhesive or processing residues.
- 4.1.2.3. Performance Requirements for Finishes - Abrasion Resistance: The loss of finish, when tested to ASTM D4060 using a CS-10 wheel with a 1000 g load, maximum 0.02 g at 500 cycles.

4.1.3. Table bases:

4.1.3.1. Steel with cross bracing as required to assure strength and stability throughout the entire range of motion. Finish bases with durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with installation and operation of mounting hardware including keyboard/mouse trays and clamping-type monitor arms.

4.1.3.1.1. Include glides with a minimum of 12 mm (½") height adjustment.

4.1.3.1.2. Metal components:

- Finish Hardness: to ASTM D3363 scratch hardness method, minimum H.
- Abrasion Resistance: loss of finish, to ASTM D4060 using CS-10 wheel with 1000 g load, maximum 0.04 g at 500 cycles.
- Colour Stability: finish, after exposure, when tested to NEMA LD 3, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC Evaluation Procedure (EP) 1.
- Paint Adhesion: Minimum 4B, when tested in accordance with ASTM D3359, Method B.

4.1.4. Lift mechanism for height adjustability: electrically powered and to CSA C22.2 No. 68 standards.

4.1.5. Pre-drill table surfaces to accept installation of mounting hardware and attachments to complete assembly of table and base.

4.1.6. Install hardware with metal-to-metal connection.

4.1.7. Table finishes to be determined after award of contract. Colour of exposed finished edge must match the colour of table top finish.

4.1.8. Table to have vertical wire management and power cord, minimum 2743 mm (108") long.

4.1.9. Table to have programmable actuator to set user required heights (minimum of 3 heights) and can be mounted on left or right side of table.

4.1.10. Operation of table to be at maximum 65 dB during movement.

4.1.11. Line drawings provided are to establish design intent and are intended for reference purposes only.

4.2. DESKTOP POWER MODULES

4.2.1. Power module must be rectangular and can be installed onto tabletop (clamp-mounted).

4.2.2. Module to have 2 Power / 2 USB charger / 1 Open data complete ports.

4.2.3. Length of cord: minimum 3048 mm (120").

4.2.4. Colour to be selected after award of contract.

5. INSTALATION

5.1. FURNITURE INSTALLATION

- 5.1.1. Locate all furniture items where indicated on drawings.
- 5.1.2. Assemble and install all materials in accordance with manufacturers' written instructions.
- 5.1.3. Lubricate operating hardware as recommended by hardware manufacturer. Adjust glides so that tables are leveled.
- 5.1.4. Once installation is complete, verify complete operation of electrical components.

5.2. INSTALLATION OF ELECTRICAL ACCESSORIES

- 5.2.1. Establish exact position of accessories before installation.
- 5.2.2. Install and firmly attach accessories as per manufacturer's written instructions.
- 5.2.3. Verify power operation of all service fixtures.

6. INSTALATION

Warranty – maintain 5 years on movable and electrical components, 10 years on steel components minimum.

APPENDIX 1: MANDATORY TECHNICAL CRITERIA

Bidder's Cross Reference and/or Response (SIR – Supplemental Information Reference):		
In this column, Bidder is to cross-reference where this criteria/requirement is indicated in their proposal. If applicable, Bidder may indicate how they meet the criteria addressed below, by recording this information in this column.		
Item	Description	Bidder's Cross Reference and/or Response (SIR)
A	<p>To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria at BID CLOSING. Bidders must demonstrate their ability to meet those requirements. The proposals will be evaluated on the basis of the following criteria on a simple pass or fail basis, therefore, Bidders are advised to address each area in sufficient depth to show compliance. Proposals which do not give sufficient information will be considered to be non-responsive. Failure by Bidders to meet the mandatory requirements will render the Bidder's proposal non-responsive and will be given no further consideration in the evaluation process.</p> <p><u>What's Expected in Bidder's Proposal for all Mandatory Criteria:</u></p> <p>It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.</p> <p>If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.</p>	
1	HEIGHT-ADJUSTABLE TABLES	
1.4	Tables must be electric height adjustable with continuous height adjustment range from 559mm (22") to 1219mm (48"). Table load capacity to be no less than 200 lbs.	
1.5	Table tops must be rectangular with a size of 610mm (24") deep x 1219mm (48") length, and 610mm (24") deep x 1828mm (72") length (nominal). Actual sizes to be undersized by at least 25.4mm (1") in depth and 50.8mm (2") to accommodate cables. See Annex A.	
1.6	Table tops must be a minimum of 25.4mm (1") thick to a maximum of 38.1mm (1.5") thick finished height with pressure laminate and 3mm thick flat PVC edge trim and have flat edge profile. Particleboard substrate must conform to ANSI/NPA A208.1 grade M2 or greater. All edge banding must be free of de-lamination, bubbles and all adhesive or processing residues.	

Bidder's Cross Reference and/or Response (SIR – Supplemental Information Reference):

In this column, Bidder is to cross-reference where this criteria/requirement is indicated in their proposal. If applicable, Bidder may indicate how they meet the criteria addressed below, by recording this information in this column.

Item	Description	Bidder's Cross Reference and/or Response (SIR)
1.7	Table bases must be steel with cross bracing required to assure strength and stability throughout the entire range of motion. Bases must be finished with durable scratch resistant, heat cured powder coat paint. Cross bracing must not interfere with installation and operation of mounting hardware e.g. keyboard/mouse trays and monitor arms (clamp type).	
1.8	Lift mechanism for height adjustability must be electrically powered. Must meet minimum CSA C22.2 standards.	
1.9	Table to have vertical wire management and power cord to be no less than 2743mm (9'-0") in length.	
1.10	Table to have programmable actuator to set user required heights (minimum of 3 heights) and can be mounted on left or right side of table.	
1.11	Operation of table to be at maximum 65db during movement.	
2	DESKTOP POWER MODULES	
2.1	Power module must be rectangular and can be installed onto tabletop (clamp-mounted).	
2.2	Module should have 2 Power/ 1 USB charger / 1 Open data complete ports	
2.3	Length of cord to be 3048mm (120") minimum.	

ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Item	Description	Unit of Issue	Quantity	Lot Price	Extended Price
1.	Product as described in Annex A - Requirement and attached floor plans.	Lot	1	\$	\$
2.	Freight	Lot	1	\$	\$
3.	Delivery	Lot	1	\$	\$
4.	Installation	Lot	1	\$	\$
Total:					\$

Solicitation No. - N° de l'invitation
ET025-182027/A
Client Ref. No. - N° de réf. du client
ET025-182027

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-7-40188

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

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

