



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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> Furniture SA – Cat 5 Stats Ca	
<b>Solicitation No. - N° de l'invitation</b> EQ754-182398/B	<b>Date</b> 2018-04-04
<b>Client Reference No. - N° de référence du client</b> EQ754-182398	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-7519	
<b>File No. - N° de dossier</b> TOR-7-40150 (024)	<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 2018-04-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (905) 615-2028 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> STATS CAN 2550 Victoria Park Ave 2nd Floor TORONTO Ontario M5J 5A9 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<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>



## **STANDARD REQUEST FOR BID**

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.

### **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.

Solicitation No. - N° de l'invitation  
EQ754-182398/B

Amd. No. - N° de la modif.

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tor024

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File No. - N° du dossier  
TOR-7-40150

CCC No./N° CCC - FMS No./N° VME

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## **TABLE OF CONTENTS**

Section 1: Invitation and Instructions to Bidders

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

Annex A – Requirement and Basis of Payment

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS****Step 1.  Competitive or  Non-Competitive**

For Competitive Requirements:

1.1 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:
  - (i) a current published price list indicating the percentage discount available to Canada;
  - (ii) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers;
  - (iii) 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
  - (iv) any other supporting documentation as requested by Canada.

1.2 One (1) contract will be awarded as a result of this bid solicitation.

**Step 2.  General or  PSAB****Step 3. 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.

**Step 4. 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:	<b>See Section 2, article 4.1 below.</b>
<b>RFB Closing - Submit Bid:</b> Bids must be submitted to the Bid Receiving Unit on the date and at the time indicated below.	
- By no later than date and time:	<b>a. April 16, 2018</b> <b>b. 2pm Eastern Daylight Time (EDT)</b>
- To physical location: <b>(Faxed bids will be accepted)</b>	<b>Bid Receiving Unit</b> <b>33 City Centre Drive, Suite 480C</b> <b>Mississauga, ON, L5B 2N5</b> <b>Fax: 905-615-2095</b>
<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.	<b>5 business days</b>

**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>Shannon Brewster</b>
	Title:	<b>Supply Specialist</b>
	Department/Agency/Crown Corporation:	<b>Department of Public Works and Government Services Canada / Procurement Directorate</b>
	Address:	<b>33 City Centre Drive, Suite 480C Mississauga, ON, L5B 2N5</b>
	Telephone No.:	<b>(905) 615-2028</b>
	Facsimile No.:	<b>N/A</b>
	E-mail address:	<b>shannon.brewster@pwgsc.gc.ca</b>
4.2	<b>Project Authority (to complete at Contract award)</b>	
	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.	
	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).	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	

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4.3	<b>Contractor's Representative (to be completed by Bidder with bid)</b>	
	Name:	
	Organization:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
	Procurement Business Number	
	SA #:	
5.	<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
6.	<b>Invoicing</b>	
	Further to the Invoicing terms of the <b>WTCM document</b> , 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: <b>(to complete at Contract award)</b>	
	Address: <b>(to complete at Contract award)</b>	
7.	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <u><a href="#">Defence Production Act</a></u> , R.S.C. 1985, c. D-1.

**ANNEX A****REQUIREMENT and BASIS OF PAYMENT****1. Category Selection**

1.1 The requirement includes the following categories of work:

- a.
- 
- Category 5 – Ancillary and Lighting Products

**2. GoCUID identification and/or floor plan(s)**Scenario a.  Does not include a floor plan - Category(ies) 5

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_ *(to be completed at contract award)***3. Product and Pricing Tables****Bidder to complete:** Sections B – Supplier's Bid, of Tables 1 – 3 and Tables 5 and 6.

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

**Table 1 – Product**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	Description of Product	Estimated Quantity	Supplier Part Number	Firm Price**	Extended Total [Qty x Price]
1	MADME	MADME	<ul style="list-style-type: none"> <li>Monitor Arms</li> <li>Dual Monitor</li> <li>Edge Clamp Mount</li> </ul>	108		\$	\$
**Must not exceed ceiling unit price in SA.					<b>Product Total</b>		<b>\$</b>

**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*	Supplier will deliver on the date and at the time below*	Firm Price
1 along with associated hardware	Statistics Canada 2550 Victoria Park Ave. 2 <sup>nd</sup> Floor Toronto ON M5J 5A9	May 18 <sup>th</sup> , 2018	Normal Business hours	(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)				<b>Delivery Total:</b>	<b>\$</b>

**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*	Supplier will install on the date and at the time below*	Firm Price
1	Statistics Canada 2550 Victoria Park Ave. 2 <sup>nd</sup> Floor Toronto ON M5J 5A9	May 18 <sup>th</sup> , 2018	Normal Business hours	(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)			<b>Installation Total:</b>		\$

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
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.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery:</b> The Project Authority will need to be contacted to set up access into the building for delivery and installation of equipment.	
2.1	Loading Dock/Location: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>2550 Victoria Park Ave., Toronto, Ontario</b>
B	Dock	<b>2 loading docks at rear of building</b>
C	Lift	<b>No</b>
D	Loading Dock Doors	<b>9'10" wide x 15' high</b>
2.2	Freight Elevator	<b>Yes – interior dimensions 124" x 76" x 55"; door opening 3'5" wide x 6'11" high</b>
2.3	Other (specify, if any)	<b>The distance from the loading dock to the freight elevator is approximately 25'. There is a narrow area of the corridor between the loading dock and the freight elevator. The narrow area is 3'2" wide. The door at the end of the corridor is 36" wide x 6'11" high.</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 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 5 - 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	NSA Total (if applicable) refer to Annex C	\$ Not Applicable
5	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
6	<b>Total Evaluated (Bid) (1 + 2 + 3 + 4 + 5):</b>	\$
7	Applicable Tax(es):	\$
8	Total Estimated Cost (6+7):	\$

**Table 6 – Bidder's Authorized Representative**

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".**

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