



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Pacific Region

401 - 1230 Government Street
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

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

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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet 800 Burrard Seating	
Solicitation No. - N° de l'invitation EZ899-183234/B	Date 2018-04-04
Client Reference No. - N° de référence du client EZ899-183234	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-241-7486	
File No. - N° de dossier VIC-7-40240 (241)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-12	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Grieve, Bronwen	Buyer Id - Id de l'acheteur vic241
Telephone No. - N° de téléphone (250) 514-3757 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BURRARD ST VANCOUVER British Columbia V6Z0B9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:

See Section 1.
Voir Section 1.

BID SOLICITATION INVITATION À SOUMISSIONNER

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.

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-120001/PQ.

Solicitation No. - N° de la demande EZ899-183234/B	Amendment No. - N° de modification 000
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

No of
Page/
N° de page

Date of Solicitation – Date de la demande

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.
Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.
Voir Section 2, Annexe A.

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.

Instructions:

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 : _____

Canada

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SUMMARY

1. This NPP is issued pursuant to PWGSC Supply Arrangement (SA) # E60PQ-120001/F, and covers a requirement from the following Sub-Category(ies) of the SA:
 - Rotary Office Chair;
 - Rotary Conference Chair;
 - Side Chair.
2. Public Service and Procurement Canada (PSPC) has a requirement for Office Furniture for a reconfiguration project at 800 Burrard Street, Vancouver BC. The project involves phased deliveries between April 10, 2018 and December 24, 2019, as per tentative schedule at Annex F.

All the Work to be performed under the Contract will be on an "as and when requested basis" using Task Authorizations (TA). Details of the requirement and floor plans, if applicable, will be provided upon issuance of each Task Authorization for each delivery phase. An obligation for any Work will come into force only when a Task Authorization is approved and issued in accordance with the Task Authorization Process detailed in Annex E.

Canada is under no obligation to purchase all or part of the optional requirement stated herein.

RFB Enquiries must be submitted by no later than April 6, 2018 at 2:00 PM Pacific Daylight Time (PDT). Enquiries received after that date and time may not be answered.

Period of the Contract: From date of contract award to December 31, 2019.

3. This NPP covers a requirement to be solicited amongst the General Stream of Suppliers (SA holders).
4. This requirement is subject to the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), the World Trade Organization-Agreement on Government Procurement (WTO-AGP), the Canada-Columbia Free Trade Agreement, the Canada-Chile Free Trade Agreement, and the Canada-Peru Free Trade Agreement.
5. The bid solicitation is also open to suppliers who are not Supply Arrangement (SA) holders. In order for new suppliers to bid on this solicitation, the new supplier must first qualify for a SA. The process to qualify for a SA is detailed in RFSA # E60PQ-120001/F, and can be found on the Government Electronic Tendering Service (GETS) (<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-PQ-959-73086>). Canada is not required to delay the award of a resulting contract pending the evaluation of an arrangement and issuance of a SA by the PWGSC Supply Arrangement Authority.
6. Following are the basic features and attributes required by Canada:
Refer to Table 1.
7. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Annex H titled Federal Contractors Program for Employment Equity - Certification.

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.

For Single Conforming Suppliers:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein;
- 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**

For PSAB procurement:

Canadian Content (*Only applicable if checked*)

☐ The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

Security Requirement (The Security Requirement articles below are only applicable if Section 2, article 2.1.b. herein applies.)

The Bidder must provide the information at article 3. below at the time indicated in article 2.

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. The conditions in article 1 above must be met by the Bidder:
 - a. ☐ by the closing date of the bid;

- b. ☐ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
- The Bidder's valid VOS clearance number issued by CISC;
 - The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISC.
4. For additional information on security requirements, bidders should refer to the **Canadian Industrial Security Directorate (CISD)**, Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Bid Evaluation

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
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:	April 12, 2018 2:00 PM Pacific Daylight Time (PDT)
- Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
- To physical location (if applicable) (Hard copy)	Bid Receiving Public Works and Government Services Canada Pacific Region 401-1230 Government St. Victoria, BC V8W 3X4 Fax Number: (250) 363-3344
- To e-mail address (if applicable) (Soft copy)	Not Applicable
RFB Enquiries	
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.	By no later April 6, 2018 at 2:00 PM Pacific Daylight Time (PDT).

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	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.	
2.	Security Requirement	
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"/>	Contractor may be escorted; possession of security clearance not required. 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"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
d.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract. However, there may be a requirement under a resulting task where the Contractor may be required to be escorted; possession of security clearance not required.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority / Identified User	
	Name:	Bronwen Grieve
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	401-1230 Government St. Victoria BC. V8W 3X4 Canada
	Telephone No.:	(250) 514-3757
	Facsimile No.:	n/a
	E-mail address:	bronwen.grieve@pwgsc-tpsgc.gc.ca
4.2	Project Authority [To be completed upon contract award]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Payment	
	Method of Payment	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
	<input checked="" type="checkbox"/>	Will be identified in the task using one of the option listed in section 6 titled Basis of Payment of Annex E
	<input checked="" type="checkbox"/>	The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (in accordance with Certification provided by Bidder at Annex I) 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)
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.
6.	Invoicing
	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:
	Address:
7.	Defence Contract (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.

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

Instructions to Bidders

Bidders must complete and submit financial evaluation tables 1, 2, 3, 4, 5, 6, and 7 with their bid, and in accordance with the instructions provided herein.

Failure to comply will result in their bid being declared non-responsive and given no further consideration

A financial bid addressing only part of the requirement detailed will not be considered.

Items/services offered at no charge must be submitted with pricing of “\$0” or “N/C” (No charge) or the item/service will be deemed non available and the financial bid declared non-responsive

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Financial Evaluation Table 1 – Products							
Units of issue and Prices/rates offered must be firm for the entire period of the Contract.							
Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization (TA) using the unit of issues and firm prices/rates detailed in this Table (refer to TA process at Annex E).							
For financial evaluation purposes only, Bidders must submit their financial bid based on the quantities specified below. Actual quantities may change at time of TA issuance							
A financial bid addressing only part of the requirement detailed in this Table will not be considered.							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	Description	Caster Type(s)		Estimated Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		For carpeted floor	For hard surface floor				
1	ST1 Side Chair Base Style: four legs Casters: with casters Armrests: with arms Stacking Capability: Non-stacking OR Stacking Upholstery: dual fabric	Yes	N/A	117			
2	ST2 Rotary Conference Chair Headrest: not included Backrest: standard back Lumbar Support: fixed Armrests: fixed arm Seat depth: medium fixed Seat and backrest locks: Lockable or stoppable in multiple positions Tilt Mechanism: concurrently Upholstery: back breathable material/seat fabric	Yes	N/A	384			

Financial Evaluation Table 1 – Products

Units of issue and Prices/rates offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization (TA) using the unit of issues and firm prices/rates detailed in this Table (refer to TA process at Annex E).

For financial evaluation purposes only, Bidders must submit their financial bid based on the quantities specified below. Actual quantities may change at time of TA issuance

A financial bid addressing only part of the requirement detailed in this Table will not be considered.

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	Description	Caster Type(s)		Estimated Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		For carpeted floor	For hard surface floor				
3	ST3 Rotary Office Chair Headrest: not included Backrest: standard back Lumbar Support: adjustable Armrests: height/width/swivel adjustable “T” arm Seat depth: adjustable Seat and backrest locks: Lockable or stoppable in multiple positions Tilt Mechanism: Concurrently Upholstery: dual fabric	Yes	N/A	964			
**Must not exceed ceiling unit price in SA.			Extended Total for all Products:				\$

Financial Evaluation Table 2 – Delivery (NORMAL BUSINESS HOURS)

Bidders must submit a firm pricing for delivery during normal business hours for the product requirements detailed in Table 1 (SA products) and in Table 4 (Optional products). Pricing offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization (TA) using the unit of issue and firm rate specified below (refer to TA process at Annex E).

For financial evaluation purposes only, Bidders must submit their financial bid based on the estimated quantities specified below. Actual quantities may change at time of TA issuance

A financial bid based on a different unit of issue and/or estimated quantity than specified below will not be considered.

The ceiling delivery percentage rate will be applicable to all TAs for Table 1 Product and Table 4 Optional Products.

See table 5 for delivery OUTSIDE of NORMAL HOURS

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID				
Product Item # from Table 4	Location 800 Burrard St. Vancouver BC V6Z 0B9	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**	Unit of issue (UI)	Estimated Qty	Ceiling Percentage rate %	Extended Total (Qty x Ceiling Percentage rate)
1	ST1	Refer to Tentative Schedule at Annex F	[Normal]	The best delivery that can be offered is _____ (to be specified by Bidder)after receipt of an authorized Task Authorization (TA)	Ceiling Percentage Rate	\$ Product Total for Table 1 \$ _____	_____ %	\$
2	ST2	Refer to Tentative Schedule at Annex F	[Normal]	The best delivery that can be offered is _____ (to be specified by Bidder)after receipt of an authorized Task Authorization (TA)				
3	ST3	Refer to Tentative Schedule at Annex F	[Normal]	The best delivery that can be offered is _____ (to be specified by Bidder)after receipt of an authorized Task Authorization (TA)				
*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.			Delivery Total: \$					

Financial Evaluation Table 3 – Installation (NORMAL BUSINESS HOURS)

Bidders must submit a firm ceiling percentage rate for installation during normal business hours for the product requirements detailed in Table 1 (SA products) and in Table 4 (Optional products). The ceiling percentage rate offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products, and schedule requirements detailed in the Task Authorization (TA) using the firm ceiling percentage rate specified below (refer to TA process at Annex E).

For financial evaluation purposes only, the firm ceiling percentage rate offered will be applied to the estimated quantity specified below. Actual quantities may change at time of TA issuance

The ceiling percentage rate will be applicable to all TAs for Table 1 Product and Table 4 Optional Product installations.

A financial bid based on a different unit of issue and/or estimated quantity than specified below will not be considered.

See table 6 for installation OUTSIDE of NORMAL HOURS

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
Product Item # from Table 1	Location	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Unit of issue (UI)	Estimated Qty	Ceiling Percentage rate	Extended Total (Qty x ceiling percentage rate)
						%	\$
1-3	800 Burrard St. Vancouver BC V6Z 0B9	Refer to Tentative Schedule at Annex F	[Normal]	Ceiling Percentage Rate	\$ Product Total for Table 1 \$ _____	_____ %	\$
*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:				\$

Financial Evaluation Table 4 – Optional Products

Units of issue and Prices/rates offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization using the unit of issues and firm prices/rates detailed in this Table (refer to TA process at Annex E).

For financial evaluation purposes only, Bidders must submit their financial bid based on the quantities specified below. Actual quantities may change at time of TA issuance.

Canada is under no obligation to purchase all or part of the optional requirement stated herein.

A financial bid addressing only part of the requirement detailed in this Table will not be considered;

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	Description	Caster Type(s)		Est. Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		For carpeted floor*	For hard surface floor*				
1	Not applicable	N/A	N/A	N/A			
*Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.		Extended Total for Optional Products:					\$

Financial Evaluation Table 5 – Delivery (OUTSIDE NORMAL BUSINESS HOURS)

Bidders must submit a firm ceiling percentage rate for delivery outside normal business hours for the product requirements detailed in Table 1 (SA products) and in Table 4 (Optional products). Pricing offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization (TA) using the unit of issue and firm ceiling percentage rate specified below (refer to TA process at Annex E).

For financial evaluation purposes only, Bidders must submit their financial bid based on the estimated quantities specified below. Actual quantities may change at time of TA issuance

The ceiling percentage rate will be applicable to all TAs for Table 1 Product and Table 4 Optional Products.

A financial bid based on a different unit of issue and/or estimated quantity than specified below will not be considered.

See table 2 for delivery during NORMAL BUSINESS HOURS

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1 and 4	Location 800 Burrard St. Vancouver BC V6Z 0B9	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*	Unit of issue (UI)	Estimated Qty	Ceiling Percentage rate %	Extended Total (Qty x Ceiling Percentage rate)
1	ST1	Refer to Tentative Schedule at Annex F	Outside Normal Business Hours	In accordance with supplier's statements in Table 2	Ceiling Percentage Rate	\$ Product Total for Table 1	_____ %	\$
2	ST2	Refer to Tentative Schedule at Annex F	Outside Normal Business Hours			\$ _____		
3	ST3	Refer to Tentative Schedule at Annex F	Outside Normal Business Hours					
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. *Outside Normal Business Hours are as per SA, Annex A, article 5.			Extended Total for all Deliveries:					\$

Financial Evaluation Table 6 – Installation (OUTSIDE NORMAL BUSINESS HOURS)

Bidders must submit a firm ceiling percentage rate for installation outside normal business hours for the product requirements detailed in Table 1 (SA products) and in Table 4 (Optional products). The ceiling percentage rate offered must be firm for the entire period of the Contract.

Estimated cost of each phase will be finalized based on actual products, and schedule requirements detailed in the Task Authorization (TA) using the firm hourly rate specified below (refer to TA process at Annex E).

For financial evaluation purposes only, the firm ceiling percentage rate offered will be applied to the estimated quantity specified below. Actual quantities may change at time of TA issuance

The ceiling percentage rate will be applicable to all TAs for Table 1 Product and Table 4 Optional Product.

A financial bid based on a different unit of issue and/or estimated quantity than specified below will not be considered.

See table 3 for installation during NORMAL HOURS

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID			
Product Item # from Table 1	Location	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*	Unit of issue (UI)	Estimated Qty	Ceiling Percentage Rate %	Extended Total (Qty x ceiling percentage rate) \$
1-3	800 Burrard St. Vancouver BC V6Z 0B9	Refer to Tentative Schedule at Annex F	[Outside Normal]	Ceiling Percentage Rate	\$ Product Total for Table 1 \$ _____	_____ %	\$
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. * Outside Normal Business Hours are as per SA, Annex A, article 5.				Extended Total for all Installations:			\$

Financial Evaluation Table 7 – Optional Storage

Bidders are required to submit a firm storage rate per cubic meter (m3) to support unforeseen changes in part or all of the delivery requirements detailed in Table 1 (SA products) and in Table 4 (Optional products).

Prices/rates offered must be firm for the entire period of the Contract.

Contractor must provide storage locally in Greater Vancouver (preferred) to support delivery within 48 hours from receipt of a written request from the Contracting Authority.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization using the unit of issues and firm prices/rates detailed in this Table (refer to TA process at Annex E).

For products stored by Contractor at Canada's request, the Contractor will be reimbursed in accordance with the firm rate specified below up to a limitation of expenditure as specified on the approved Task Authorization. Applicable Taxes are extra.

A financial bid based on a different unit of issue and/or estimated quantity than specified below will not be considered.

Storage periods are defined as follows: Week = Seven (7) Days; Month = Thirty (30) Days.

Section A - IU REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item #	Description	Firm rate \$CDN	
1-3	Firm Storage rate for optional storage services in Vancouver BC	\$_____ / m3 / day	
		** Optional Storage Total:	\$

** Remark : For financial evaluation purposes only, optional storage costs will be evaluated at 150 m3 x 14 days x \$/m3/day for all bidders as it will be difficult to provide this information without details on the products and quantities to be stored. The cost of storage services will be determined with the successful bidder upon issuance of the Task Authorization (TA)

Table 8 – Associated Aspects

1.	Upholstering Colour	
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>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	800 Burrard St. Unit 219. Vancouver, BC. V6Z 0B9
B	Dock	Elevated Dock
C	Lift	Does not exist
D	Door	14' H x 19' W
2.2	Freight Elevator	Elevator cab number 3, main lobby
2.3	Other (specify, if any)	
3.	Continuance of Certifications	
	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 9 - Bid Evaluation and Financial Limitation of Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	Not applicable
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Optional Storage (Table 7)	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7):	\$\$
9	Applicable Tax(es):	\$
10	Estimated Total Contract Amount (8+9):	\$

* At contract award, "Total Evaluated (Bid) Price" becomes "Financial Limitation of Contract" (refer to section 5.1 at Annex E).

Table 10 – Bidder's Authorized Representative

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

**ANNEX B
SECURITY REQUIREMENTS**

-- THIS ANNEX NOT APPLICABLE TO THIS RFB/CONTRACT --

ANNEX C
WORKSTATION TEMPLATES & TENTATIVE FLOORPLAN DRAWINGS

-- THIS ANNEX NOT APPLICABLE TO THIS RFB/CONTRACT --

ANNEX D
Non Supply Arrangement (NSA) Products

-- THIS ANNEX NOT APPLICABLE TO THIS RFB/CONTRACT --

ANNEX E

TASK AUTHORIZATION PROCESS AND TASK AUTHORIZATION FORM PWGSC-TPSGC 572

1. Task Authorization

All Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2. Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. At a minimum, TA will include:
 - A detailed list of products required
 - An updated delivery/installation schedule
 - Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications (table 8 of Annex A)
 The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract at Annex A.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (*amount inserted at time of Contract award*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

4. Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
 - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - "Minimum Contract Value" means: \$5,000.00 including Applicable Taxes.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

5. Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*amount will be inserted at time of Contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6. Basis of Payment

One of the following types of basis of payment will form part of the approved Task Authorization (TA).

All approved task authorizations will have their own Basis of Payment. The task price must be determined in accordance with the Basis of Payment at Annex A in each resulting Task Authorization.

(a) Firm Unit Price(s) or Firm Lot Price(s) - TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) or firm lot price(s) in accordance with the Basis of payment in Annex A and with the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A, to the ceiling price specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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.

(c) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex A, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data upon request from the Contracting Authority in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority no later than 15 calendar days after receipt of a written request.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

For each authorized task:

1. the authorized task number or task revision number(s);
2. a title or a brief description of each authorized task;
3. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
4. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
5. the start and completion date for each authorized task; and
6. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

8. Period of the Contract

Period of the Contract: From date of contract award to December 31, 2019 included.

The Contracting Authority or Authorized Client may issue Task Authorizations between date of contract award up to midnight December 31, 2019. Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond December 31, 2019 and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
Contract Number Enter the PWGSC contract number.	Numéro du contrat Inscrire le numéro du contrat de TPSGC.
Contractor's Name and Address Enter the applicable information	Nom et adresse de l'entrepreneur Inscrire les informations pertinentes
Security Requirements Enter the applicable requirements	Exigences relatives à la sécurité Inscrire les exigences pertinentes
Total estimated cost of Task (Applicable taxes extra) Enter the amount	Coût total estimatif de la tâche (Taxes applicables en sus) Inscrire le montant
For revision only	Aux fins de révision seulement
TA Revision Number Enter the revision number to the task, if applicable.	Numéro de la révision de l'AT Inscrire le numéro de révision de la tâche, s'il y a lieu.
Total Estimated Cost of Task (Applicable taxes extra) before the revision Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
Increase or Decrease (Applicable taxes extra), as applicable As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.
1. Required Work: Complete sections A, B, C, and D, as required.	1. Travaux requis : Remplir les sections A, B, C et D, au besoin.
A. Task Description of the Work required: Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.	A. Description de tâche des travaux requis : Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.
<p>(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.</p>	<p>(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.</p>
<p>(b) Details of the activities to be performed (include as an attachment, if applicable)</p>	<p>(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).</p>
<p>(c) Description of the deliverables to be submitted (include as an attachment, if applicable).</p>	<p>(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).</p>
<p>(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).</p>	<p>(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).</p>

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:

Insert Option 1 or 2:

Option 1:

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :

Insérer l'option 1 ou 2

Option 1 :

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe _____

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

**ANNEX F
TENTATIVE SCHEDULE**

**800 Burrard – Tentative Furniture Delivery Schedule
As of 2018/03/01**

Level	Furniture Delivery Date	ST1	ST2	ST3
18 PSPC	10-Apr-18	6	24	38
9 NEB	04-May-18			
9 EAS	04-May-18			
9 TC	04-May-18	17	36	65
13 SSC	08-May-18		21	75
19 COM	07-Jun-18			
19 PSPC	07-Jun-18	1	6	11
15 PSPC	28-Jun-18	18	53	56
8 TC	17-Jul-18	3		35
5 TC	24-Jul-18	6		58
2 PSPC	13-Aug-18			
2 IRCC	13-Aug-18	4	14	37
10 TC	04-Oct-18	12	38	61
17 PSPC	31-Oct-18	10	24	54
14 PSPC	18-Jan-19	10	40	58
11 PPSC	01-Feb-19			14
6 TC	13-Mar-19	14	16	98
4 IRCC	08-Apr-19	6	30	75
16 PSPC	10-Apr-19	2	40	60
3 IRCC	24-Jun-19	4	18	89
12 PPSC	28-Oct-19			9
7 TC	24-Dec-19	4	24	71
TOTAL:		117	384	964

ANNEX G CONTRACT FIRST PAGE



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

Use “Canada accepts your bid” when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use “You are Requested” when you conducted a verbal solicitation, did not sent a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder
You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Supplier to sign for a “You are Requested” contract

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date

only.

	Page of de
File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded Ensus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded En sus
FOB – FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	

ANNEX H

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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 specified will render the bid non-responsive.

1. 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex H [titled Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).

- () A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- () A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- () A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement

Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

- () B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Signature: _____

ANNEX I
ELECTRONIC PAYMENTS INSTRUMENTS

1. Electronic Payment of Invoices – Bid

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

If this Annex 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.

2. Electronic Payment of Invoices – Contract

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

The Bidder accepts to be paid by 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)

Signature: _____

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)