



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Ouest

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Ouest

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

Title - Sujet Conference and Rotary Chairs - SA	
Solicitation No. - N° de l'invitation EF245-190212/A	Date 2018-05-16
Client Reference No. - N° de référence du client EF245-190212	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-625-14878	
File No. - N° de dossier MTA-8-41037 (625)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-31	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Lavoie, Corine	Buyer Id - Id de l'acheteur mta625
Telephone No. - N° de téléphone (514) 207-4777 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	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

REQUEST FOR BID (RFB) – OFFICE SEATING

TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO 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

There is no security requirement applicable.

REQUEST FOR BID (RFB) – OFFICE SEATING

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:	- May 31, 2018 - 2:00 PM EDT
- Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
- To physical location (if applicable) (Hard copy)	PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Bid Receiving Unit Place Bonaventure, South-West Portal, Suite 7300 800 de la Gauchetière Street West Montreal, QC H5A 1L6
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquiries 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.	4 business days

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 clausings in Annex B herein.
c.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority / Identified User	
	Name:	Corine Lavoie
	Title:	Procurement Agent
	Department/Agency/Crown Corporation:	PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
	Address:	Place Bonaventure, South-West Portal, Suite 7300 800 de la Gauchetière Street West Montreal, QC H5A 1L6
	Telephone No.:	(514) 207-4777
	E-mail address:	corine.lavoie@tpsgc-pwgsc.gc.ca

REQUEST FOR BID (RFB) – OFFICE SEATING

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 checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
	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: <i>Will be completed at contract award</i>	
	Address:	

REQUEST FOR BID (RFB) – OFFICE SEATING

ANNEX A.1 REQUIREMENT and BASIS OF PAYMENT

IU to complete: Section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; Table 7 in its entirety.

Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if applicable; Tables 8 and 9.

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

Table 1 – Product (Chairs)

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID		
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		Category e.g. blue	For carpeted floor	For hard surface floor				
1	Rotary Office Chair Headrest : Not included; Backrest Height: High back; Lumbar Support : Adjustable; Armrests : Height/Width Adjustable "T" Arm; Seat Depth : Adjustable; Seat and Backrest Locks : Lockable or Stoppable in Multiple Positions; Tilt Mechanism : Independently; Upholstery : Back Breathable Material / Seat Fabric;		Carpet wheels		111			
**Must not exceed ceiling unit price in SA.					Extended Total for all Products:		\$	

Table 2 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	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**	Firm Price \$	Extended Total (Qty x Price) \$
1	Complexe Guy Favreau, 9 ^e Floor 200 boul. René Lévesque West Montréal, QC		2018/08/29	Outside Normal Business Hours (between 18h00 and 7h30)	(Y) (M) (D) (T) (M) (D) (T)		(
**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.					Extended Total for all Deliveries:		\$

REQUEST FOR BID (RFB) – OFFICE SEATING

Table 3 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours	Supplier will install on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Complexe Guy Favreau, 9 ^e Floor 200 boul. René Lévesque West Montréal, QC		2018/08/29	Outside Normal Business Hours (between 18h00 and 7h30)	(Y) (M) (D) (T) (M) (D) (T)		
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Extended Total for all Installations:		\$	

Table 4 – Optional Product (Chairs)

☒ Not Applicable

Table 5 – Optional Delivery

☒ Not Applicable

Table 6 – Optional Installation

☒ Not Applicable

Table 7 – Associated Aspects

1.	Upholstering Colour
1.1	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 Project 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. Within two business days of the Project Authority's receipt of all descriptive information, the Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A. 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.
2.	Canada's Facilities to Accommodate the Delivery
2.1	Loading Dock/Location
A	Location 1125 Jeanne-Mance
B	Dock Yes – Delivery platform
C	Lift Use elevator #3, west side, for delivery (freight elevator)
D	Door Freight elevator door dimension – Width : 47" – Height : 83"
2.2	Freight Elevator Freight elevator internal dimension – Width : 77" – Depth : 69" – Height : 118" Freight elevator capacity : 1800 kg
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)

REQUEST FOR BID (RFB) – OFFICE SEATING

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional Installation Total (Table 6)	\$
7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 9 – Bidder's Authorized Representative

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

REQUEST FOR BID (RFB) – OFFICE SEATING

ANNEX A.2 REQUIREMENT and BASIS OF PAYMENT

IU to complete: Section A of Tables 1-3; Section A of Tables 4-6 if optional quantities are required; Table 7 in its entirety.

Bidder to complete: Section B of Tables 1-3; Section B of Tables 4-6 if applicable; Tables 8 and 9.

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

Table 1 – Product (Chairs)

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		Category e.g. blue	For carpeted floor	For hard surface floor				
1	Conference Chair Headrest : Not included; Backrest Height: High 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 : Independently; Upholstery : Dual fabric;		Carpet wheels		32			
**Must not exceed ceiling unit price in SA.					Extended Total for all Products:		\$	

Table 2 – Delivery

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Product Item # from Table 1	Location	Qty	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**	Firm Price \$	Extended Total (Qty x Price) \$
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REQUEST FOR BID (RFB) – OFFICE SEATING

Table 3 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours	Supplier will install on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Complexe Guy Favreau, 9 ^e Floor 200 boul. René Lévesque West Montréal, QC		2018/08/29	Outside Normal Business Hours (between 18h00 and 7h30)	(Y) (M) (D) (T) (M) (D) (T)		
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Extended Total for all Installations:			\$

Table 4 – Optional Product (Chairs)

☒ Not Applicable

Table 5 – Optional Delivery

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☒ Not Applicable

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1.	Upholstering Colour
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