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Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Parliamentary Precinct Division/Acquisitions de la  
Cité parlementaire  
222 Queen Street / 222, rue Queen  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Closed Office Furniture Casegoods	
<b>Solicitation No. - N° de l'invitation</b> EP803-183135/B	<b>Date</b> 2018-06-06
<b>Client Reference No. - N° de référence du client</b> EP803-183135	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> 019pps.EP803-183135	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PPS-019-26793	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2018-04-19	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-06-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abdillahi, Mahade	<b>Buyer Id - Id de l'acheteur</b> 019pps
<b>Telephone No. - N° de téléphone</b> (613) 990-3717 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Annex A	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

## QUESTIONS AND ANSWERS – SERIES I

Q1. At RFSO section 4.2.3 Basis of Selection, it states that the ranking will be based on the Offeror with the highest discount from the Manufacturer's Suggested Retail Price (MSRP), and does not evaluate based on the net price (the lowest price). All manufacturers use a different discount structure so if the net price is not used in the evaluation, a manufacturer with a higher discounted cost could be issued a Standing Offer even if Offeror has a high MSRP and with a higher discount percentage.

Please confirm if this is the case or whether the net discounted price will be used in the evaluation.

A1. See amendment below.

Q2. At RFSO section 1.2.6, it states that one standing offer will be awarded for each stream (General and PSAB). Can you specify how the actual purchase orders will be divided up between the two streams? Or will it be divided equally?

A2. The Identified User will determine which Standing Offer to use, either the General SO stream or the PSAB stream. Once decided, the call-up will be issued to one SO Holder only and in accordance with the Call-up Procedures, at section 7.9 of Part 7 - Standing Offer and Resulting Contract Clauses.

Q3. At Annex A, Section 5.5 refers to the need to have products scanned at the scanning facility. Can you please approximate the down time required for Scanning Facility personnel to offload and scan a truckload of product if an appointment is made prior to delivery as this will factor into the cost of delivery and installation.

A3. See amendment below.

Q4. At Attachment 1 to Annex A - Product Specifications, section 1.0, products can contribute to LEED but are not in themselves LEED certified. Please confirm that you are requiring that the products contribute points to the project being LEED certified.

A4. Products contributing to LEED certification is acceptable.

Q5. At Attachment 1 to Annex A - Product Specifications, section 6.5.1, due to the weight of a ¾ height laminate modesty panel, since it would not be tied into open frame metal legs, there would be nothing to stabilize the lateral movement of the modesty panel below the desk. Therefore we recommend a shorter modesty panel, i.e. up to half height with open frame metal legs. This size of modesty panel would be stable without requiring the typical perpendicular support of the legs. Would this be acceptable? Yes, a half-height modesty panel is acceptable.

Alternately, we can accommodate the ¾ modesty if this is a necessary specification, if the legs can be tied into the modesty panel to stabilize the lateral movement. In this case, laminate gables would be recommended instead of open frame metal legs. Would this be acceptable?

A5. See amendment below.

Q6. At Part 4- Evaluation Procedures and Basis of Selection, section 4.1.1.1 Mandatory Technical Criteria, MTC 9.4, it is recommended that PSPC delete the Account Representative role and replace with an Account Team instead. For the size and scope of this project, an Account

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Team is better suited to this role than having only one person who would fill the various skill sets required in 'specifying, selling and install coordination'.

Alternately, the Account Representative would *coordinate and oversee* the specifying, selling and installation and be the point of contact, but use the Account Team to fulfill the various skill sets such as specifying and installation coordination. Please confirm that is acceptable.

A6. See amendment below.

Q7. At Annex A – Statement of Requirement, section 13.4, if there is no use for a freight elevator, what are the proposed or other possible means to move deliveries and equipment to the installation floor? Where can we add these additional costs in the RFSDO document since we will not have this information until time of call-up? Please revise Attachment 1 to Part 4 to allow for costs for regular freight elevator delivery as well as deliveries without a freight elevator.

A7. See amendment below.

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**THIS AMENDMENT IS RAISED TO CHANGE THE REQUEST FOR STANDING OFFER (RFSDO), INCLUDING ANNEX A - STATEMENT OF REQUIREMENT. THE FOLLOWING REVISIONS ARE:**

1. At Request for Standing Offer cover page, solicitation closing box, DELETE in its entirety and REPLACE with the following,

Solicitation Closes – L'invitation prend fin
At – à 2:00 PM
On – le 27 June/Juin 2018

2. At Part 1 – General Information, article 1.2.6,

DELETE: “The Basis of Selection will be comprised of 2 stages. Stage 1 will be based on MSRP Discount. Stage 2 – Products and Services, will be based on highest combined rating between MSRP Discount, Delivery, Installation and Product-Related Services. The top ranked responsive offer in each stream with the highest financial score will be recommended for issuance of a standing offer agreement.

INSERT: The Basis of Selection will be based on highest combined rating between MSRP Discount, Basket of Products, Delivery, Installation and Product-Related Services. The top ranked responsive offer in each stream with the highest financial score will be recommended for issuance of a standing offer agreement.

3. At Part 1 – General Information, 1.3 Security Requirements, ADD the following,

“It is anticipated that the Contractor/Offeror must hold a valid organization security clearance and its personnel requiring access to secure work site(s) must, at all times during the performance of the call-up, EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).

Offerors will be recommended to obtain all appropriate clearances upon issuance of a Standing Offer”

4. At Part 1 – General Information, 1.6 Offeror's Conference, DELETE in its entirety and REPLACE with the following,

“1.6 Offeror's Conference

An offerors' conference will be held at 222 Queen Street, Ottawa, Ontario on Thursday, June 14, 2018. The conference will begin at 3:30 p.m. EST, in Room 500 (5<sup>th</sup> Floor). The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that Offerors who intend to submit an offer attend or send a representative.

Offerors are requested to communicate with the Standing Offer Authority before the conference to confirm attendance. Offerors should provide, in writing, to the standing Offer Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 2:00 p.m. EST, June 13, 2018. There will be a maximum of 2 representatives for each Offeror. Representatives that did not confirm attendance will not be permitted to attend the conference.

Any clarifications or changes to the RFSO resulting from the Offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer.”

5. At Part 4-Evaluation Procedures and Basis of Selection, 4.1 Evaluation Procedures,

DELETE: “OR (b) \_\_\_\_\_ An evaluation team composed of representatives of Canada and \_\_\_\_\_ (insert name of firm or consultant) will evaluate the offers.”

6. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 4, ADD the following under the, “The Offeror must provide all the information required as follows:”,

“Standard Lead Times for Manufacturing, Delivery and Installation”.

7. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MFC), MTC 9, item 4, DELETE in its entirety and REPLACE with the following,

“MTC 9	4. The Account Team must collectively have 10 years experience, with the exception of the Site Supervisor, in specifying and selling all Offered Product(s), and coordinating installations with the types of components and manufacturers. The account		
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	representative, however, must be the point of contact and responsible for the Team.		
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8. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.2.1 Mandatory Financial Criteria (MFC), MFC1, ADD the following,

“The pricing listed in the Financial Presentation Sheet for the Minimum Product Requirements will be applied for the initial period of the Standing Offer.”

9. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, article 4.2.3, DELETE in its entirety and REPLACE with the following,

“4.2.3 All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. All responsive offers will be ranked according to their total financial score which is the combined rating between their MSRP Discount (40%), Delivery (10%), Installation (10%), Reconfiguration Services (5%), Inventory Services (5%), Storage Services (5%) and the Basket of Products Pricing (25%).

The responsive bid with the highest total financial score on each stream will be recommended for issuance of a Standing Offer agreement.

Below provides a description on how each rated element will be calculated. All pricing and rates will be prorated against the other Offers to provide the weighted scoring applied towards the Offeror’s Total Financial Score.

4.2.3.1 The MSRP Discount Score will be derived from the Overall MSRP Discount of the Offeror’s Minimum Offered Products. The Overall MSRP Discount will be the combined total average of MSRP discounts of the Lockers, Accessories, Whiteboards and Task lights, to be referred to as “L.A.W.T. Products”, weighted at 20% PLUS the total average of the MSRP discounts for the rest of the Minimum Offered Products, to be referred to as “All Other Products” weighted at 80%. All the MSRP discounts will be derived from Offeror’s completed Attachment 1 to Part 4 – Financial Presentation Sheet, Table 1.

The average MSRP Discount for L.A.W.T. Products will be calculated using below formula:

$$\frac{\text{Sum of All MSRP Discounts for L.A.W.T. Products}}{\text{Total Number of L.A.W.T. Products}} = \text{Average MSRP Discount for L.A.W.T. Products}$$

The average MSRP Discount for All Other Products will be calculated using below formula:

$$\frac{\text{Sum of All MSRP Discounts for All Other Products (except L.A.W.T. Products)}}{\text{Total Number of All Other Products (except L.A.W.T. Products)}} = \text{Average MSRP Discount for All Other Products}$$

The MSRP Discount for L.A.W.T. Products will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount for L.A.W.T. Products}}{\text{Highest Average MSRP Discount for L.A.W.T. Products}} \times 100 \times 20\% = \text{MSRP Discount for L.A.W.T. Products}$$

The MSRP Discount for All Other Products will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount for All Other Products}}{\text{Highest Average MSRP Discount for All Other Products}} \times 100 \times 80\% = \text{MSRP Discount for All Other Products}$$

The Overall MSRP Discount will be calculated using below formula:

$$\text{MSRP Discount for L.A.W.T. Products} + \text{MSRP Discount for All Other Products} = \text{Overall MSRP Discount}$$

The MSRP Discount Score will be calculated using below formula:

$$\frac{\text{Offeror's Overall MSRP Discount}}{\text{Highest Overall MSRP Discount}} \times 100 \times 40\% = \text{MSRP Discount Score (for Offeror's Total Financial Score)}$$

4.2.3.2 The Delivery and Installation scores will be based on the percentage fees for delivery and installation, prorated against the other Offers, to provide the weighted scoring applied towards the overall financial score. The individual delivery and installation percentage fees for normal working hours will be used for evaluation purposes. The delivery percentage fee for normal working hours will be used for evaluation purposes.

The Delivery Score will be calculated using below formula:

$$\frac{\text{Highest Delivery Percentage Fee} - \text{Offeror's Delivery Percentage Fee}}{\text{Highest Delivery Percentage Fee}} \times 100 \times 10\% = \text{Delivery Score (for Offeror's Total Financial Score)}$$

The Installation Score will be calculated using below formula:

$$\frac{\text{Highest Installation Percentage Fee} - \text{Offeror's Installation Percentage Fee}}{\text{Highest Installation Percentage Fee}} \times 100 \times 10\% = \text{Installation Score (for Offeror's Total Financial Score)}$$

4.2.3.3 The Product-Related Services scores (Reconfiguration Services, Inventory Services and Storage Services) will be based on the firm all-inclusive rates provided in Tables 6 of the Attachment 1 to Part 4. The figures used in the evaluation are as follows: Reconfiguration Services and Inventory and Assessment rates were based on Normal Working Hours, Firm All-Inclusive Hourly Rates, with the level of effort at 1 hour; and the Storage Services rates will be based on the weekly and monthly rate per cubic meter, with the level of effort of 1. The Total Prices for each of the Product-Related Services is derived from Table 6 of Attachment 1 to Part 4. The Product-Related Services Scores will be calculated using below formulas:

For the Reconfiguration Services Score,

$$\frac{\text{Lowest Reconfiguration Services Total Price}}{\text{Offeror's Reconfiguration Services Total Price}} \times 100 \times 5\% = \text{Reconfiguration Services Score (for Offeror's Total Financial Score)}$$

For the Inventory Services Score,

$$\frac{\text{Lowest Inventory Services Total Price}}{\text{Offeror's Inventory Services Total Price}} \times 100 \times 5\% = \text{Inventory Services Score (for Offeror's Total Financial Score)}$$

For the Storage Services Score,

$$\frac{\text{Lowest Storage Services Total Price}}{\text{Offeror's Reconfiguration Services Total Price}} \times 100 \times 5\% = \text{Storage Services Score (for Offeror's Total Financial Score)}$$

4.2.3.4 Table 7 in Attachment 1 to Part 4 – Financial Presentation Sheet will be used to determine the Basket of Products Pricing Score for evaluation, which includes the type and quantity of goods. The product pricing must reflect the MSRP discounts.

The Basket of Products Pricing Score will be calculated using below formula:

$$\frac{\text{Lowest Total Basket of Products Price}}{\text{Offeror's Total Basket of Products Price}} \times 100 \times 25\% = \text{Basket of Products Pricing Score (for Offeror's Total Financial Score)}$$

4.2.3.5 The sum of the MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores (Reconfiguration Services Score + Inventory Services Score + Storage Services Score) and Basket of Products Pricing Score will determine the Offeror's Total Financial Score. The top ranked responsive offer with the highest Total Financial Score on each stream will be recommended for issuance of Standing Offer agreement. The following formula will be used to calculate the Total Financial Score:

$$\begin{aligned} &\text{MSRP Discount Score} \\ &+ \\ &\text{Delivery Score} \\ &+ \\ &\text{Installation Score} \\ &+ \\ &\text{Product-Related Scores} \\ &+ \\ &\text{Basket of Products Pricing Score} \\ &= \text{Total Financial Score} \end{aligned}$$

10. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, 4.2.11, DELETE in its entirety and REPLACE with the following,

“4.2.11 Below are possible scenarios and examples of the basis of selection process including calculations for the Average MSRP Discounts, Overall MSRP Discount, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Products Pricing Score, which will determine the Offeror's Total Financial Score.

**Scenario 1 – One General Offeror only and/or One PSAB Offeror only**

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. If there is only one responsive Offeror on each stream, the responsive Offerors will be recommended for issuance of Standing Offer agreement.

**Scenario 2 – Multiple General Offerors only and/or Multiple PSAB Offerors only**

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. The responsive offer(s) in each stream will be ranked based on their Total Financial Scores.

The following sample Offers and tables will show how the Average MSRP Discounts, Overall MSRP Discount, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Products Pricing Score are calculated to determine the Offeror's Total Financial Score.

Table 1a – Average MSRP Discount for L.A.W.T. Products

Offeror	Stream	L.A.W.T. Products MSRP Discounts	Total Number of L.A.W.T. Products	Calculation	Average MSRP Discount for L.A.W.T. Products
A	General	70% (all L.A.W.T. Products)	8	$\frac{(70 \times 8)}{8}$	70%
ABC	General	70%, 75%, 65%, 80%, 80%, 85%, 60%, 70%	8	$(70\% + 75\% + 65\% + 80\% + 80\% + 85\% + 60\% + 70\%) / 8$	73.13%
WXY	General	70%, 75%, 75%, 80%, 80%, 75%, 80%, 80%	8	$(70\% + 75\% + 75\% + 80\% + 80\% + 75\% + 80\% + 80\%) / 8$	76.88%
B	General	60%, 65%, 65%, 80%, 80%, 75%, 60%, 70%	8	$(60\% + 65\% + 65\% + 80\% + 80\% + 75\% + 60\% + 70\%) / 8$	69.38%
MNM	General	60%, 65%, 65%, 60%, 70%, 75%, 60%, 70%	8	$(60\% + 65\% + 65\% + 60\% + 70\% + 75\% + 60\% + 70\%) / 8$	65.63%
C	General	85% (all L.A.W.T. Products)	8	$\frac{(85 \times 8)}{8}$	85%
PST	General	80% (all L.A.W.T. Products)	8	$\frac{(80 \times 8)}{8}$	80%
ISC1	PSAB	80% (all L.A.W.T. Products)	8	$\frac{(80 \times 8)}{8}$	80%
AAA	PSAB	80% (all L.A.W.T. Products)	8	$\frac{(80 \times 8)}{8}$	80%
D	PSAB	80%, 75%, 75%, 70%, 70%, 75%, 80%, 70%	8	$(80\% + 75\% + 75\% + 70\% + 70\% + 75\% + 80\% + 70\%) / 8$	74.36%

Table 1b – Average MSRP Discount for All Other Products

Offeror	Stream	All Other Products MSRP	Total Number of	Calculation	Average MSRP Discount
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		Discounts	Products (except (all L.A.W.T. Products)		for All Other Products
A	General	70% (1 discount for All Other Products)	10	$\frac{(70 \times 10)}{10}$	70%
ABC	General	70%, 75%, 65%, 80%, 80, 80%, 85%, 60%, 70%, 70%	10	$(70\% + 75\% + 65\% + 80\% + 80\% + 80\% + 85\% + 60\% + 70\% + 70\%) / 10$	73.50%
WXY	General	70%, 80%, 70%, 75%, 75%, 80%, 80%, 75%, 80%, 80%	10	$(70\% + 80\% + 70\% + 75\% + 75\% + 80\% + 80\% + 75\% + 80\% + 80\%) / 10$	76.50%
B	General	60%, 65%, 65%, 80%, 80%, 75%, 60%, 70%, 65%, 75%	10	$(60\% + 65\% + 65\% + 80\% + 80\% + 75\% + 60\% + 70\% + 65\% + 75\%) / 10$	69.50%
MNM	General	60%, 65%, 65%, 60%, 70%, 75%, 60%, 75%, 60%, 70%	10	$(60\% + 65\% + 65\% + 60\% + 70\% + 75\% + 60\% + 75\% + 60\% + 70\%) / 10$	66%
C	General	85% (1 discount for All Other Products)	10	$\frac{(85 \times 10)}{10}$	85%
PST	General	80% (1 discount for All Other Products)	10	$\frac{(80 \times 10)}{10}$	80%
ISC1	PSAB	80% (1 discount for All Other Products)	10	$\frac{(80 \times 10)}{10}$	80%
AAA	PSAB	80% (1 discount for All Other Products)	10	$\frac{(80 \times 10)}{10}$	80%
D	PSAB	80%, 75%, 75%, 75%, 70%, 70%, 75%, 80%, 70%, 80%	10	$(80\% + 75\% + 75\% + 75\% + 70\% + 70\% + 75\% + 80\% + 70\% + 80\%) / 10$	75%

Table 1c - MSRP Discount for L.A.W.T. Products

Offeror	Stream	Calculation	MSRP Discount Score for L.A.W.T. Products
A	General	$[(70 / 85) \times 100] \times 20\%$	16.47
ABC	General	$[(73.13 / 85) \times 100] \times 20\%$	17.21
WXY	General	$[(76.88 / 85) \times 100] \times 20\%$	18.09
B	General	$[(69.38 / 85) \times 100] \times 20\%$	16.32
MNM	General	$[(65.63 / 85) \times 100] \times 20\%$	15.44
C	General	$[(85 / 85) \times 100] \times 20\%$	20.00
PST	General	$[(80 / 85) \times 100] \times 20\%$	18.82
ISC1	PSAB	$[(80 / 80) \times 100] \times 20\%$	20.00
AAA	PSAB	$[(80 / 80) \times 100] \times 20\%$	20.00
D	PSAB	$[(74.36 / 80) \times 100] \times 20\%$	18.59

Table 1d - MSRP Discount for All Other Products

Offeror	Stream	Calculation	MSRP Discount Score for All Other Products
A	General	$[(70 / 85) \times 100] \times 80\%$	65.88
ABC	General	$[(73.50 / 85) \times 100] \times 80\%$	69.18
WXY	General	$[(76.50 / 85) \times 100] \times 80\%$	72.00
B	General	$[(69.50 / 85) \times 100] \times 80\%$	65.41
MNM	General	$[(66 / 85) \times 100] \times 80\%$	62.12
C	General	$[(85 / 85) \times 100] \times 80\%$	80.00
PST	General	$[(80 / 85) \times 100] \times 80\%$	75.29
ISC1	PSAB	$[(80 / 80) \times 100] \times 80\%$	80.00
AAA	PSAB	$[(80 / 80) \times 100] \times 80\%$	80.00
D	PSAB	$[(70 / 80) \times 100] \times 80\%$	70.00

Table 1e – Overall MSRP Discount

Offeror	Stream	Calculation	Overall MSRP Discount
A	General	16.47 + 65.88	82.35
ABC	General	17.21 + 69.18	86.39
WXY	General	18.09 + 72	90.09
B	General	16.32 + 65.41	81.73
MNM	General	15.44 + 62.12	77.56
C	General	20 + 80	100.00
PST	General	18.82 + 75.29	94.11
ISC1	PSAB	20 + 80	100.00
AAA	PSAB	20 + 80	100.00
D	PSAB	18.59 + 70	88.59

Table 1f – MSRP Discount Score

Offeror	Stream	Calculation	MSRP Discount Score (A)
A	General	$[(82.35 / 100) \times 100] \times 40\%$	32.94 points
ABC	General	$[(86.39 / 100) \times 100] \times 40\%$	34.56 points
WXY	General	$[(90.09 / 100) \times 100] \times 40\%$	36.04 points
B	General	$[(81.73 / 100) \times 100] \times 40\%$	32.69 points
MNM	General	$[(77.56 / 100) \times 100] \times 40\%$	31.02 points

C	General	$[(100 / 100) \times 100] \times 40\%$	40.00 points
PST	General	$[(94.11 / 100) \times 100] \times 40\%$	37.64 points
ISC1	PSAB	$[(100 / 100) \times 100] \times 40\%$	40.00 points
AAA	PSAB	$[(100 / 100) \times 100] \times 40\%$	40.00 points
D	PSAB	$[(88.59 / 100) \times 100] \times 40\%$	35.44 points"

Table 2 – Basket of Products, Delivery and Installation based on Offeror's Financial Presentation Sheet

Offeror	Stream	Total Basket of Products Price	Delivery Percentage Fee	Installation Percentage Fee
A	General	\$70,000.00	3%	4%
ABC	General	\$75,000.00	1%	2%
WXY	General	\$73,000.00	0%	3%
B	General	\$85,000.00	5%	5%
MNM	General	\$70,000.00	7%	7%
C	General	\$100,000.00	2%	2.5%
PST	General	\$69,000.00	6%	10%
ISC1	PSAB	\$90,000.00	0%	5%
AAA	PSAB	\$85,000.00	3%	3%
D	PSAB	\$85,000.00	2%	4%

Table 3 – Delivery Score

Offeror	Stream	Calculation	Delivery Score (B)
A	General	$[(7-3) / 7] \times 100] \times 10\%$	5.71 points
ABC	General	$[(7-1) / 7] \times 100] \times 10\%$	8.57 points
WXY	General	$[(7-0) / 7] \times 100] \times 10\%$	10.00 points
B	General	$[(7-5) / 7] \times 100] \times 10\%$	2.86 points
MNM	General	$[(7-7) / 7] \times 100] \times 10\%$	0.00 points
C	General	$[(7-2) / 7] \times 100] \times 10\%$	7.14 points
PST	General	$[(7-6) / 7] \times 100] \times 10\%$	1.43 points
ISC1	PSAB	$[(3-0) / 3] \times 100] \times 10\%$	10.00 points
AAA	PSAB	$[(3-3) / 3] \times 100] \times 10\%$	0.00 points
D	PSAB	$[(3-2) / 3] \times 100] \times 10\%$	3.33 points

Note: The Delivery Fee will be the average of the 2 delivery fees identified in Offeror's completed Financial Presentation Sheet.

Table 4 – Installation Score

Offeror	Stream	Calculation	Installation Score (C)
A	General	$[(10-4) / 10] \times 100] \times 10\%$	6.00 points
ABC	General	$[(10-2) / 10] \times 100] \times 10\%$	8.00 points
WXY	General	$[(10-3) / 10] \times 100] \times 10\%$	7.00 points
B	General	$[(10-5) / 10] \times 100] \times 10\%$	5.00 points
MNM	General	$[(10-7) / 10] \times 100] \times 10\%$	3.00 points
C	General	$[(10-2.5) / 10] \times 100] \times 10\%$	7.50 points
PST	General	$[(10-10) / 10] \times 100] \times 10\%$	0.00 points
ISC1	PSAB	$[(5-5) / 5] \times 100] \times 10\%$	0.00 points
AAA	PSAB	$[(5-3) / 5] \times 100] \times 10\%$	4.00 points
D	PSAB	$[(5-4) / 5] \times 100] \times 10\%$	2.00 points

Table 5a – Reconfiguration Services Score

Offeror	Stream	Calculation	Reconfiguration Services
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			Score (D)
A	General	$[(\$80.00 / \$150.00) \times 100] \times 5\%$	2.67 points
ABC	General	$[(\$80.00 / \$85.00) \times 100] \times 5\%$	4.71 points
WXY	General	$[(\$80.00 / \$90.00) \times 100] \times 5\%$	4.44 points
B	General	$[(\$80.00 / \$100.00) \times 100] \times 5\%$	4.00 points
MNM	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
C	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
PST	General	$[(\$65.00 / \$70.00) \times 100] \times 5\%$	4.64 points
ISC1	PSAB	$[(\$65.00 / \$65.00) \times 100] \times 5\%$	5.00 points
AAA	PSAB	$[(\$65.00 / \$100.00) \times 100] \times 5\%$	3.25 points
D	PSAB	$[(\$65.00 / \$150.00) \times 100] \times 5\%$	2.17 points

Table 5b – Inventory Services Score

Offeror	Stream	Calculation	Inventory Services Score (E)
A	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
ABC	General	$[(\$15.00 / \$25.00) \times 100] \times 5\%$	3.00 points
WXY	General	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
B	General	$[(\$15.00 / \$19.00) \times 100] \times 5\%$	3.95 points
MNM	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
C	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
PST	General	$[(\$15.00 / \$18.00) \times 100] \times 5\%$	4.17 points
ISC1	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
AAA	PSAB	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
D	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points

Table 5c – Storage Services Score

Offeror	Stream	Calculation	Storage Services Score (F)
A	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
ABC	General	$[(\$30.00 / \$60.00) \times 100] \times 5\%$	2.50 points
WXY	General	$[(\$30.00 / \$45.00) \times 100] \times 5\%$	3.33 points
B	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
MNM	General	$[(\$30.00 / \$40.00) \times 100] \times 5\%$	3.75 points
C	General	$[(\$30.00 / \$35.00) \times 100] \times 5\%$	4.29 points
PST	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
ISC1	PSAB	$[(\$25.00 / \$50.00) \times 100] \times 5\%$	2.50 points
AAA	PSAB	$[(\$25.00 / \$25.00) \times 100] \times 5\%$	5.00 points
D	PSAB	$[(\$25.00 / \$30.00) \times 100] \times 5\%$	4.17 points

Table 6 – Basket of Products Pricing Score

Offeror	Stream	Calculation	Basket of Products Pricing Score (G)
A	General	$[(\$69,000.00 / \$70,000.00) \times 100] \times 25\%$	24.64 points
ABC	General	$[(\$69,000.00 / \$75,000.00) \times 100] \times 25\%$	23.00 points
WXY	General	$[(\$69,000.00 / \$73,000.00) \times 100] \times 25\%$	23.63 points
B	General	$[(\$69,000.00 / \$85,000.00) \times 100] \times 25\%$	20.29 points
MNM	General	$[(\$69,000.00 / \$70,000.00) \times 100] \times 25\%$	24.64 points
C	General	$[(\$69,000.00 / \$100,000.00) \times 100] \times 25\%$	17.25 points
PST	General	$[(\$69,000.00 / \$69,000.00) \times 100] \times 25\%$	25.00 points
ISC1	PSAB	$[(\$85,000.00 / \$90,000.00) \times 100] \times 25\%$	23.61 points

AAA	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 25\%$	25.00 points
D	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 25\%$	25.00 points”

Table 7 - Total Financial Score

Offeror	Stream	Overall MSRP Discount Score + Delivery Score + Installation Score + Reconfiguration Services Score + Inventory Services Scores + Storage Services Score + Typical Layouts Pricing Score	Total Financial Score (A+B+C+D+E+F+G)
A	General	32.94 + 5.71 + 6.00 + 2.67 + 3.75 + 3.00 + 4.50 + 24.64	83.21
ABC	General	34.56 + 8.57 + 8.00 + 4.71 + 3.00 + 2.50 + 4.60 + 23.00	88.94
WXY	General	36.04 + 10.00 + 7.00 + 4.44 + 5.00 + 3.33 + 4.73 + 23.63	94.17*
B	General	32.69 + 2.86 + 5.00 + 4.00 + 3.95 + 3.00 + 4.06 + 20.29	72.25
MNM	General	31.02 + 0.00 + 3.00 + 5.00 + 3.75 + 3.75 + 4.93 + 24.64	76.09
C	General	40.00 + 7.14 + 7.50 + 5.00 + 3.75 + 4.29 + 3.45 + 17.25	88.38
PST	General	37.64 + 1.43 + 0.00 + 4.64 + 4.17 + 5.00 + 5.00 + 25.00	82.88
ISC1	PSAB	40.00 + 10.00 + 0.00 + 5.00 + 3.75 + 2.50 + 4.72 + 23.61	89.58*
AAA	PSAB	40.00 + 0.00 + 4.00 + 3.25 + 5.00 + 5.00 + 5.00 + 25.00	87.25
D	PSAB	35.44 + 3.33 + 2.00 + 2.17 + 3.75 + 4.17 + 5.00 + 25.00	80.86

In accordance with the basis of evaluations, the top ranking responsive bid with the highest total financial score on each stream will be recommended for issuance of Standing Offer agreement(s). In above scenario, Offeror WXY will be recommended for the General Stream and Offeror ISC1 will be recommended for the PSAB Stream.”

11. At Annex A – Statement of Requirement, 5.2 Shop Drawings, 5.2.4, DELETE in its entirety and REPLACE with the following,

“5.2.4 The Offeror must make changes in shop drawings as the TA may require, consistent with the requirements. When resubmitting, notify the TA in writing of revisions other than those requested.

The TA may make changes to shop drawings up to 3 times at no additional cost. Otherwise, Offeror may charge Canada. Also, changes after final drawings are accepted will be an additional cost to Canada. Costs related to the changes will be negotiated prior to issuance of call-up.”

12. At Annex A – Statement of Requirement, 5.4 Delivery, ADD the following,

“5.4.10 All deliveries, including scanning procedure, using any size of truck will include delivery to installation location (i.e. floor/room). Additional delivery costs will only be considered if freight elevators are not accessible as per 13.4 below.”

13. At Annex A – Statement of Requirement, 5.5 Scanning Facility Requirement, ADD the following,

“5.5.7 There are two procedures involved in the scanning of goods, depending on the size of the truck.

5.5.7.1.1 Five-ton trucks or smaller will be off-loaded by the scanning facility team and scanned in the facility. The scanning facility team will reload the goods onto the truck once completed. This process will approximately take 30 minutes per truck.

5.5.7.1.2 For tractor-trailer loads with large items or larger than 5-ton trucks, Offeror is recommended to leave a passage of 2 feet wide for our scanning facility employees to scan inside the truck, otherwise, for smaller items the goods can be scanned inside the facility. The duration may take approximately 1 hour per trailer.

- 5.5.8 Canada is responsible for any damages to the goods that occur during the scanning process as a result of the scanning facility team during loading, unloading and scanning.”
14. At Annex A – Statement of Requirement, 7. Offeror Personnel, 7.1, DELETE in its entirety and REPLACE with the following,
- “7.1 The Offeror will assign an Account Team, including an Account Representative, who will be responsible for, but not limited to, the following: providing client service, training, handling call-up requests, managing overall installation requirements, requests for repairs and replacement, coordinate delivery, address issues relating, but not limited to warranty, deficiencies, delivery and installations.”
15. At Annex A – Statement of Requirement, 13. Constraints, item 13.4, ADD the following,
- “If use of any elevator, freight or others, is not accessible, additional work may be required to transport/move goods to final destination (i.e. installation floor). This will be considered as Additional Delivery for non-standard situations and costs must be negotiated and accepted by Canada prior to delivery.”
16. At Annex A – Statement of Requirement, 18. Offeror and Offeror Personnel Qualifications, 18.3, DELETE in its entirety and REPLACE with the following,
- “18.3 The Offeror must provide an Account Team, which, at the minimum, includes an Account Representative and a Site Supervisor. All members of the Team must be named and must not be the same person.”
17. At Annex A – Statement of Requirement, 18. Offeror and Offeror Personnel Qualifications, 18.4, DELETE in its entirety and REPLACE with the following,
- “18.4 The Account Team must collectively have 10 years of experience, with the exception of the Site Supervisor, in specifying and selling all Offered Product(s), and coordinating installations with the types of components and manufacturer. The account representative, however, must be the point of contact and responsible for the Team.”
18. At Attachment 1 to Annex A – Product Specifications,
- DELETE: “6.5 Single Freestanding Fixed Desk  $\frac{3}{4}$  height modesty – metal legs”  
INSERT: “6.5 Single Freestanding Fixed Desk  $\frac{1}{2}$  height modesty – metal legs”
19. At Attachment 1 to Annex A – Product Specifications, article 6.5.1, DELETE in its entirety and REPLACE with the following,
- “6.5.1 Fixed desk composed of top and rectilinear or rectangular open frame metal legs. The desk must include a 1/2 height modesty that has a length reflective of the desk size and a minimum height of 254mm (10”) high. Modesty must be recessed 3” for 24” D surface and 5” for a 30” surface. Work surface to be a minimum of 30.16 mm (1 3/16”) thick. Surface must include for different grommet locations (right, left and center).Desk must include for 2 grommets. Final location to be determined at call-up. A custom cut-out must be included for, (template of cut –out will be provided upon call-up). The custom cut-out and grommets are to be factory cut. Desk must not be handed.”

Solicitation No. - N° de l'invitation  
EP803-183135/B  
Client Ref. No. - N° de réf. du client  
EP803-183135

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
019pps.EP803-183135

Buyer ID - Id de l'acheteur  
019pps  
CCC No./N° CCC - FMS No./N° VME

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20. At Attachment 1 to Part 4 – Financial Presentation Sheet, DELETE in its entirety and REPLACE with the revised Attachment 1 to Part 4.
21. At Attachment 2 to Part 4 – Minimum Offered Products List, DELETE in its entirety and REPLACE with the revised Attachment 2 to Part 4.
22. At Attachment 1 to Annex A – Minimum Product Requirements List, DELETE in its entirety and REPLACE with the revised Attachment 1 to Annex A.
23. At Attachment 3 to Part 4 – Manufacturer Authorization Letters #1 to #4, DELETE in its entirety and REPLACE with the following attachments,
  - “MFGR Auth Letter #1 EN”
  - “MFGR Auth Letter #2 EN”
  - “MFGR Auth Letter #3 EN”
  - “MFGR Auth Letter #4 EN”

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFER REMAIN UNCHANGED.**