



Statistics Canada  
Statistique Canada

**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS A:**

See Section 1. Voir Section 1.
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**STANDARD REQUEST FOR BID**

**INVITATION A SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

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-140003/PQ

Solicitation No. - N° de la demande  J016449	Amendment No. - N° de modification
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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
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Date of Solicitation – Date de la demande June 13 , 2018
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Address inquiries to – Adresser toute demande de renseignement à :  See Section 2, Article 4.1. Voir Section 2, Article 4.1
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Destination  See Section 2, Annex A. Voir Section 2, Annexe A.
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**Instructions:**

**Municipal taxes are not applicable.**

**Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.**

**Instructions:**

**Les taxes municipales ne s'appliquent pas.**

**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
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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)
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Signature : \_\_\_\_\_ Date : \_\_\_\_\_



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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 BIDDERS****Step 1.**

Is this a Manufacturer Product Specific Procurement? NO

**Step 2.  Competitive or  Non-Competitive**

For Competitive Requirements:

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.

**Step 3.  General or  PSAB****Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

**Bid Evaluation**

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. June 25, 2018 b. 14:00 EDT
- To physical location (if applicable)	N/A
- To e-mail address (if applicable)	statcan.macs-bids-smc-soumissions.statcan@canada.ca
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to	___Three (3)___ business days

the RFB closing date. Enquiries received after the timeline indicated may not be answered.	
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**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<b>X</b>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement and Contract Period</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.  Contract Period: The contract period will be from contract award until March 31, 2019.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	<b>Courtney Dauphinee</b>
	Title:	<b>Coordinator</b>
	Department/Agency/Crown Corporation:	<b>Statistics Canada</b>
	Address:	<b>150 Tunney's Pasture Driveway Ottawa, ON</b>
	Telephone No.:	<b>613-402-7636</b>
	E-mail address:	<b>Courtney.Dauphinee@canada.ca</b>
4.2	<b>Project Authority</b>	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 7 below.	
<b>5.</b>	<b>Payment</b>	

	Method of Payment
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.
<input checked="" type="checkbox"/>	Single Payment
<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>
	Further to the Invoicing terms of the WTCM 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: <b>Financial and Administrative Services Division (FASD)</b>
	Address: RH Coats Building, Finance Counter (RHC7A) 100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6 <a href="mailto:statcan.financecounter-comptoirfinance.statcan@canada.ca">statcan.financecounter-comptoirfinance.statcan@canada.ca</a> and Courtney.Dauphinee@canada.ca
<b>7.</b>	<b>Defence Contract. This clause applies if the box below is checked.</b>
<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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1. IU to complete an Annex A for each category with the exception of the rules specified herein.
  2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.
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1. Category Selection

The requirement includes the following category (ies) of work:

- e.  Category 5 – Ancillary and Lighting Products

2. GoCUID identification and/or floor plan(s)

2.1 For Categories 1-6:

- Scenario a.  Does not include a floor plan – Category(ies) 5

3. Product and Pricing Tables

**Bidder to complete:** Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 6 and 7. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Product Category: 5** Ancillary and Lighting Products

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	KMSLFF24	<ul style="list-style-type: none"> <li>- Lever free control</li> <li>- Removable Foam Palm Support</li> <li>- 24” Deep Work surface</li> <li>- Color: Black</li> <li>- One single surface to hold both the keyboard and mouse</li> </ul>	200			
**Must not exceed ceiling unit price in SA.				Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Reception Jean-Talon Building Floor B-1 W-21 170 Tunney's Pasture Driveway, Ottawa ON K1A 0T6  Contact : Marc-Andre Gagnon 613-951-4989	4 to 6 weeks after contract award	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]				Delivery Total:		\$

Table 3 – Optional Quantities

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	KMSLFF24	<ul style="list-style-type: none"> <li>- Lever free control</li> <li>- Removable Foam Palm Support</li> <li>- 24" Deep Work surface</li> <li>- Color: Black</li> <li>- One single surface to hold both the keyboard and mouse</li> </ul>	200			
**Must not exceed ceiling unit price in SA.				Product Total		\$

Table 4 – Optional Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Reception Jean-Talon Building Floor B-1 W-21 170 Tunney's Pasture Driveway, Ottawa ON K1A 0T6  Contact : Marc-Andre Gagnon 613-951-4989	Before March 31, 2019	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5]				Delivery Total:		\$

Table 5 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	Reception Jean-Talon Building Floor B-1 W-21 170 Tunney's Pasture Driveway, Ottawa ON K1A 0T6 Telephone 613-720-7388
B	Dock	Accommodate all vehicles (53' trailers, small vans etc..)

C	Lift	Scissor lifts to ground 10,000lbs capacity
D	Door	13'1" or 3.9 meters clearance
2.2	Freight Elevator	Jean Talon Buidling 170 Tunney's Pasture Driveway, Ottawa ON K1A 0T6 (beside loading dock B1W18)
<b>Continuance of Certifications</b>		
The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.		
Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.		
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 6 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Optional Quantities Total (Table 3)</b>	\$
5	<b>Optional Delivery Total (Table 5)</b>	\$
6	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5)</b>	\$
7	<b>Applicable Tax(es):</b>	\$
8	<b>Total Estimated Cost (6+7):</b>	\$

**Table 7 – Bidder's Authorized Representative**

<b>Table 6 – Bidder's Authorized Representative</b>		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other: