

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

See Section 1.

Voir Section 1.

**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

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
100663815/A	

<b>Solicitation closes – La demande prend fin :</b>	<b>File No. - N° de dossier</b>
<b>at – à See Section 1</b> <b>          Voir Section 1</b>	100663815
<b>on – le See Section 1</b> <b>          Voir Section 1</b>	

Date of Solicitation – Date de la demande

**2018-07-13**

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:****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

**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 : \_\_\_\_\_

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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. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

#### **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.

For Non-Competitive Requirements:

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.

#### **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**

An evaluation team composed of representatives of Canada and Stantec Architecture Ltd will evaluate the bids.

<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. 2018-07-23 b. Central Standard Time (CST)
- To e-mail address (if applicable)	TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquiries about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

**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.	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	Ruwani Abeysinghe
	Title:	Procurement Officer Trainee
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	Public Services & Procurement Canada 100-167 Lombard Avenue Winnipeg, MB R3B 0T6
	Telephone No.:	204-510-7848
	Facsimile No.:	204-983-7796
	E-mail address:	Ruwani.Abeysinghe@pwgsc-tpsgc.gc.ca
4.2	<b>Project Authority</b>	
	<p><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></p> <p><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></p>	

	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
<b>4.3</b>	<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:	
	Address:	
<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**

1. Category Selection

The requirement includes the following category (ies) of work

c.  Category 3 – Metal Filing and Storage Cabinets

**RULE:** High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.

Maximum Height for product #(s) 4 & 5 at article 3 of this Annex is 54".

Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

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

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a.  Does not include a floor plan – Category 3- Metal Filing and Storage Cabinets

Scenario b.  Includes floor plan(s) WITH identification of product information in Annex C of this RFB.  
Category(ies) \_\_\_\_\_.

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

Site Inspection Date: \_\_\_\_\_

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:** Category 3 - Metal Filing and Storage Cabinets

**Table 1 – Product (Only applicable for Scenario A procurements)**

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	LLFC3DFDxxx1836xxxx	<ul style="list-style-type: none"> <li>• Locking Lateral Filing Cabinets</li> <li>• Three (3) fixed front drawers</li> <li>• 457mm (18 in.) x 914mm (36 in.)</li> </ul>	13			

2	SCSC2DSCxxx18363443	<ul style="list-style-type: none"> <li>Storage Cabinets</li> <li>Two-Door Storage Cabinet</li> <li>457mm (18 in.) x 914mm (36 in.) x From 864mm (34 in.) To 1112mm (43 3/4 in.)</li> </ul>	2			
3	PEDSMCLC24xBFxxxxxx	<ul style="list-style-type: none"> <li>Pedestals</li> <li>Mobile, Cushion seat, Locking Casters, Depth 610mm (24 in.) work surface</li> <li>Box, File</li> </ul>	28			
4	PSTxW2DLxxx2424Lxxx * Maximum Height for product #(s) <u>4 &amp; 5</u> at article 3 of this Annex is <u>54"</u> .	<ul style="list-style-type: none"> <li>Personal Storage Towers</li> <li>Wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock. 1676mm(66 in.) high *</li> <li>610mm (24 in.) x 610mm (24 in.) - left</li> </ul>	17			
5	PSTxW2DLxxx2424Rxxx * Maximum Height for product #(s) <u>4 &amp; 5</u> at article 3 of this Annex is <u>54"</u> .	<ul style="list-style-type: none"> <li>Personal Storage Towers</li> <li>Wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock. 1676mm(66 in.) high*</li> <li>610mm (24 in.) x 610mm (24 in.) - right</li> </ul>	16			
**Must not exceed ceiling unit price in SA.  Add more rows if necessary.				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 Unit Price \$	Extended Total (Qty x Firm Unit Price) \$

1	Department of Canadian Heritage Rogers Building 330 Portage Ave 3 <sup>rd</sup> floor Winnipeg, MB R3C 0C4	On or before 2018/11/05	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] Add more rows if necessary.				Delivery Total:		\$
*Please coordinate with Project Authority before proceeding with order and for coordination purposes.						

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Department of Canadian Heritage Rogers Building 330 Portage Ave 3 <sup>rd</sup> floor Winnipeg, MB R3C 0C4	On or before 2018/11/05	Normal	Y-M-D		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Installation Total:		\$

Table 4 – Optional Storage

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The **option may only be exercised by the Contracting Authority** and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID	
Product Item #	Optional Storage	Estimated duration	Firm unit Price / 1 day	Extended Total

from Table 1			\$	(Est. duration x Firm unit Price) \$
1	LLFC3DFDxxx1836xxxx	7 calendar days		
2	SCSC2DSCxxx18363443	7 calendar days		
3	PEDSMCLC24xBFxxxxxx	7 calendar days		
4	PSTxW2DLxxx2424Lxxx	7 calendar days		
5	PSTxW2DLxxx2424Rxxx	7 calendar days		
		Optional Storage 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	Department of Canadian Heritage Rogers Building 330 Portage Ave 3 <sup>rd</sup> floor Winnipeg, MB R3C 0C4
B	Dock	Does Not Exist
C	Lift	Does Not Exist
D	Door	



2.2	Freight Elevator	Passenger Elevator
2.3	Other (specify, if any)	
<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</b> Product Total (Table 1) or Annex C Total	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Storage Total (Table 4)	\$
5	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
6	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 )</b>	\$
7	<b>Contract Price(1+2+3):</b>	\$
8	<b>Applicable Tax(es):</b>	\$
9	<b>Total Estimated Cost (7+8):</b>	\$

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

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