



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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

Solicitation No. - N° de la demande	Amendment No. - N° de modification
5000040346	

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

No of Page/

N° de page _____

Date of Solicitation – Date de la demande

2018-07-31

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 : _____

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 BIDDERS**Step 1. For Tier 2 and Tier 3 only)**

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.

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 will evaluate the bids.

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 at the time indicated below.	
By no later than date and time:	a. August 9, 2018 b. 14:00 Eastern Daylight Savings Time (EDT)
- To e-mail address (if applicable)	Michelle.allen@canada.ca
RFB Enquiries	
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 the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	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.	
2.	Security Requirement (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.	X 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.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	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 (IU)	
	Name:	Michelle Allen
	Title:	Senior Procurement Officer

	Department/Agency/Crown Corporation:	Canadian Environmental Assessment Agency
	Address:	160 Elgin Street, 22nd Floor
	Telephone No.:	613-716-9283
	Facsimile No.:	
	E-mail address:	Michelle.allen@canada.ca
4.2	Project Authority [To be completed upon contract award]	
	<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:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	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
6.	Invoicing	
	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: Canadian Environmental Assessment Agency	
	Address: 160 Elgin Street, 22 nd Floor Ottawa, ON K1A 0H3	

**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

Combined Categories Rule:

For reasons of compatibility, the following categories may be combined for evaluation and contract award purposes:

- Category 1 – Interconnecting Panels and Freestanding Systems**
- Category 2 – Freestanding Height Adjustable Desk / Table Products**

The requirement includes the following category (ies) of work (*check applicable box (es)*):

- a. Category 1 – Interconnecting Panels and Freestanding Systems
- b. Category 2 – Freestanding Height Adjustable Desk / Table Products

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

2.1 For Categories 1-6:

Scenario a. Does not include a floor plan – Categories _____

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Categories 1 & 2.

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

Site Inspection Date: _____ (*to be completed by IU at contract award*)

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 9 and 10. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 1 & 2

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 Price** \$	Extended Total [Qty x Price] \$
1						
2						
**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	160 Elgin Street 22 nd Floor Ottawa, Ontario K1A 0H3	6-8 weeks from contract award	Outside Normal	(Y) (M) (D)		
				Delivery Total:		\$

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 Price \$	Extended Total (Qty x Firm Unit Price) \$
1	160 Elgin Street 22 nd Floor Ottawa, Ontario K1A 0H3	6-8 weeks from contract award	Outside Normal	(Y) (M) (D)		
				Installation Total:		\$

Tables 4, 5, 6 and 7 are not applicable

Table 8 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. 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. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	160 Elgin Street 22 nd floor
B	Dock	11ft
C	Lift	Exists
2.2	Freight Elevator	160 Elgin Street 22 nd floor
	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 following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.	
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 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1) or Annex C Total	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i> :	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4)	\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5):	\$

Table 10 – Bidder’s Authorized Representative

Table 6 – Bidder’s Authorized Representative		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B
SECURITY REQUIREMENTS**

A. There are no security requirements related to this Contract.

**ANNEX C
FLOOR PLAN(s)**

Instructions to Bidder(s):

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

By submitting a bid, the Bidder certifies that their submission includes all components and quantities required and identified in the floor plan(s) in accordance with the product descriptions, the product configurations and panel matrices or workstation layouts stipulated at Annex C.

***At contract award, “By submitting a bid, the Bidder...” becomes “The Contractor...”.**

1) Floor Plan(s) in PDF

See attached PDF drawings

2) Product Descriptions

Refer to Panel Matrix

3) Product Configurations

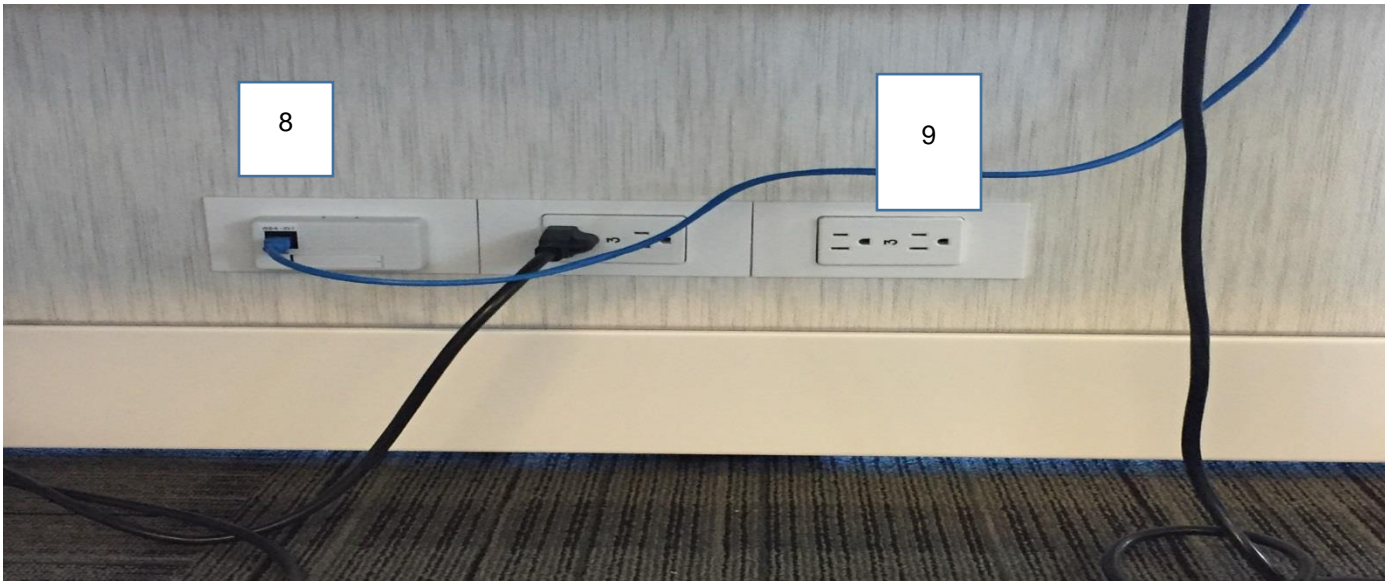
#	GoCUID	Description of Product
1	FSCAEA4830	Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout Electrically assisted /commande électrique 1219mm (48 in./po) x 762mm (30 in./po)
2	PSTxW2FO54x2424Lxxx	Personal Storage Towers/ Armoires de rangement personnel Wardrobe one side, 2 file drawers at bottom and open cupboard above./ Penderie d'un coté, 2 tiroirs classeurs a la partie inférieure et un placard au-dessus. 1372mm(54 in.) high/ hauteur 1372mm(54 po). 610mm (24 in./po) x 610mm (24 in./po) - left/gauche
3	PSTxW2FO54x2424Rxxx	Personal Storage Towers/ Armoires de rangement personnel Wardrobe one side, 2 file drawers at bottom and open cupboard above./ Penderie d'un coté, 2 tiroirs classeurs a la partie inférieure et un placard au-dessus. 1372mm(54 in.) high/ hauteur 1372mm(54 po). 610mm (24 in./po) x 610mm (24 in./po) - right/droit
4	WSSUCAMxxxxxxxxxxxxxxxx	Cantilever / Cantilever Metal / Métal 12"d
5	WSSUCAMxxxxxxxxxxxxxxxx	Cantilever / Cantilever Metal / Métal 12"d
6	WSSUBRMxxxxxxxxxxxxxxxx	Brackets / Supports Metal / Métal

7	FSICTS6024	Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise Telescopic/ télescopique 1524mm (60 in./po) x 610mm (24 in./po)
8	GOCUID : N/A	Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise Telescopic/ télescopique 24"d x 66"w
9	WSSULPMxxxxxxxxxxxxxx	Post Leg / Patte Metal / Métal
10	ACPRPMAFxxxxxxx1524xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Frosted / givré 15"h x 24"w
11	ACPRPMAFxxxxxxx1548xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Frosted / givré 15"h x 48"w
12	ACPRPMATxxxxxxx1524xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 24"w
13	ACPRPMATxxxxxxx1548xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 48"w
14	ACPRPMATxxxxxxx1524xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 24"w
15	ACPRPMATxxxxxxx1548xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 48"w
16	ACPRPMATxxxxxxx1530xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 30"w
17	ACPRPMATxxxxxxx1530xx	Privacy Screens / Panneaux d'intimité Panel Mounted / Monté sur cloison Tinted / teintées 15"h x 36"w

4) Workstation Layout

Below is an overview of the workstation that we looking to procure.





1. Side Opening Locker / Penderie d'un côté
2. White Board / Tableau blanc
3. Accessory Rail / Rail d'accessoires
4. Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise
5. Seated Range Height Adjustable Work Surfaces with Casters/Surface de travail d'une plage de hauteurs en position assise
6. Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout
7. Power outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail
8. Data outlet/ Prise(s) informatique(s)
9. Power outlet/ Prise(s) électrique(s)
10. Electric control panel / Panneau commande électrique

5. Panel Matrix

TYPICAL # 1

<i>upper element 1</i>	<i>upper element 2</i>
FABRIC / TISSU	FABRIC / TISSU
<i>lower element 1</i>	<i>lower element 2</i>
FABRIC / TISSU	FABRIC / TISSU
Side 1	Side 2

- 24" W x 54" H - TYPICAL #1A (T#1A) / 24" L x 54" H - TYPIQUE #1A (T#1A)
- 30" W x 54" H - TYPICAL #1B (T#1B) / 30" L x 54" H - TYPIQUE #1B (T#1B)
- 36" W x 54" H - TYPICAL #1C (T#1C) / 36" L x 54" H - TYPIQUE #1C (T#1C)
- 48" W x 54" H - TYPICAL #1D (T#1D) / 48" L x 54" H - TYPIQUE #1D (T#1D)

TYPICAL # 2

<i>upper element 1</i>	<i>upper element 2</i>
WHITEBOARD / TABLEAU BLANC	WHITEBOARD / TABLEAU BLANC
<i>lower element 1</i>	<i>lower element 2</i>
FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)	FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)
Side 1	Side 2

- 30" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #2 (T#2) /
30" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #2 (T#2)

TYPICAL # 3

<i>upper element 1</i>	<i>upper element 2</i>
METAL SLAT / LAMELLE MÉTALIQUE	METAL SLAT / LAMELLE MÉTALIQUE
<i>lower element 1</i>	<i>lower element 2</i>
FABRIC / TISSU	FABRIC / TISSU
Side 1	Side 2

- 30" W x 54" H – TYPICAL #3 (T#3) / 30" L x 54" H – TYPIQUE #3 (T#3)

TYPICAL # 4

<i>upper element 1</i>	<i>upper element 2</i>
FABRIC / TISSU	FABRIC / TISSU
<i>lower element 1</i>	<i>lower element 2</i>
FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)	FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)
Side 1	Side 2

- 48" W x 54" H, POWER AND DATA BELOW WORKSURFACE- TYPICAL #4 (T#4) /
48" L x 54" H, PRISE(S) ÉLECTRIQUE(S) ET INFORAMTIQUE(S) SOUS LA SURFACE DE TRAVAIL -
TYPIQUE #4 (T#4)

TYPICAL # 5

<i>upper element 1</i> FABRIC / TISSU	<i>upper element 2</i> METAL SLAT / LAMELLE MÉTALIQUE
<i>lower element 1</i> FABRIC / TISSU	<i>lower element 2</i> FABRIC / TISSU
Side 1	Side 2

- 30" W x 54" H – TYPICAL #5 (T#5) / 30" L x 54" H – TYPIQUE #5 (T#5)

TYPICAL # 6

<i>upper element 1</i> FABRIC / TISSU	<i>upper element 2</i> WHITEBOARD / TABLEAU BLANC
<i>lower element 1</i> FABRIC / TISSU	<i>lower element 2</i> FABRIC, CUTOUT(S) FOR POWER / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S)
Side 1	Side 2

- 30" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #6A (T#6A) /
30" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #6A (T#6A)

- 36" W x 54" H, POWER BELOW WORKSURFACE- TYPICAL #6B (T#6B) /
36" L x 54" H, PRISE(S) ÉLECTRIQUE(S) SOUS LA SURFACE DE TRAVAIL - TYPIQUE #6B (T#6B)

TYPICAL # 7

<i>upper element 1</i>	<i>upper element 2</i>
FABRIC / TISSU	FABRIC / TISSU
<i>lower element 1</i>	<i>lower element 2</i>
FABRIC / TISSU	FABRIC, CUTOUT(S) FOR POWER AND DATA / TISSU, CAVITÉE(S) FINIE(S) POUR L'INSERTION DE PRISE(S) ÉLECTRIQUE(S) ET INFORMATIQUE(S)
Side 1	Side 2

- 48" W x 54" H, POWER AND DATA BELOW WORKSURFACE- TYPICAL #7 (T#7) /
 48" L x 54" H, PRISE(S) ÉLECTRIQUE(S) ET INFORAMTIQUE(S) SOUS LA SURFACE DE TRAVAIL -
 TYPIQUE #7 (T#7)