

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

| |
|----------------------------------------------------------|
| Nathalie Simon Ppsc-sppc.acquisitions@ppsc-sppc.gc.ca |
|----------------------------------------------------------|

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 1000025751 | Amendment No. - N° de modification |
|--------------------------------------------------------------|---------------------------------------------------|

| | |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Solicitation closes – La demande prend fin : Tuesday, August 21, 2018 at – à 2 :00PM | File No. - N° de dossier |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------|

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Solicitation – Date de la demande August 9, 2018 |
| 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. Table 2 - Delivery Voir Section 2, Annexe A. Tableau 2 - Livraison |

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 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information at the 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.
 1. Security requirement
 - There is no security requirement associated with this bid solicitation.

Bid Evaluation

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 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. Tuesday, August 21, 2018 b. 2:00PM, Ottawa hour |
| - To e-mail address (if applicable) | ppsc-sppc.acquisitions@ppsc-sppc.gc.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. | 2 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. | <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 clausing 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 | |
| | Name: | Nathalie Simon |
| | Title: | Acquisition Officer |
| | Department/Agency/Crown Corporation: | Public Prosecution Service of Canada |
| | Address: | 160 Elgin Street, 12th floor, Ottawa On. |
| | Telephone No.: | 613-716-2394 |
| | Facsimile No.: | 613-941-9398 |
| | E-mail address: | Nathalie.simon@ppsc-sppc.gc.ca |
| 4.2 | Project Authority [To be left blank for RFB. IU to complete only when awarding contract] | |

| | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| | 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: - Public prosecution services Canada - Danika Leon, junior officer | |
| | Address: Danika.leon@ppsc-sppc.gc.ca | |
| 7. | Defence Contract. This clause applies if the box below is checked. | |
| | <input type="checkbox"/> | The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1. |

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

-
- 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.
-

1. Category Selection

The requirement includes the following category (ies) of work

- a. Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products

- Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

- 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) _____ at article 3 of this Annex is _____.

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

- d. Category 4 – Wood Veneer – Freestanding Products

- Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

- e. Category 5 – Ancillary and Lighting Products

- Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

- f. Category 6 - Support Space – Collaborative Furniture

RULE 1: Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

- Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

- g. Product Related Services

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

2.1 For Categories 1-6:

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

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: 4

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 Price** \$ | Extended Total [Qty x Price] \$ |
| 1 | WSTR2F0HxxxCH243072#2 | Work Surface – transitional fixed, veneer cherry, 2 gables, modesty p. 72W x 24D | 17 | | | |
| 2 | SPHIOS508xxCH0762xxxx | Storage products, add on unit, open shelves, cherry veneer, 30W x 24D | 17 | | | |
| 3 | SPLFxxxxxxxCH0762xxxx | Storage Products, 2 drawer lateral filing cabinet w/counter balance weight, cherry veneer, 30 X 24 | 17 | | | |
| 4 | SPWA610xxxxCH0762xxxx | Storage Products, Wardrobe, 2 doors, hanging rod, hat shelf, cherry veneer, 30W x 24D | 17 | | | |
| 5 | SPPMCL22xxxCHBFxxxxxx | Pedestal, mobile, lock on casters, cushion tops, cherry veneer, B/B/F, 22D | 17 | | | |

Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table.

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

| Section A - IU REQUIREMENT | | | Section B – SUPPLIER’S BID | | |
|--------------------------------------------------------------------------------|------------------------------------------------------|-----|----------------------------|--------------------|---------------------------------------|
| # | NON-SA Product(s) | Qty | Supplier Part Number | Firm Price** \$ | Extended Total [Qty x Price] \$ |
| 1 | Sit-stand, top veneer cherry, 54W x 30D | 17 | | | |
| 2 | Storage hutch, wall hanged, cherry veneer, 72W x 15D | 17 | | | |
| **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 Price \$ | Extended Total (Qty x Firm Unit Price) \$ |
| 1 | Princeton Tower 123-2 nd Avenue South Saskatoon, SK. S7K 7E6 | 2018-10-10 | 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. *Please coordinate with Project Authority before proceeding with order and for coordination purposes. | | | | 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 | Princeton Tower 123-2 nd Avenue South Saskatoon, SK. S7K 7E6 | 2018-10-10 | 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 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

| | | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1. | Standard Finishes | |
| 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> | |
| 2. | Canada’s Facilities to Accommodate the Delivery | |
| 2.1 | Loading Dock/Location | |
| A | Location | 123 Second Avenue South, Saskatoon (enter from 22 nd street to back of building) |
| B | Dock | No dock |
| C | Lift | No lift |
| D | Door | Double doors, can accommodate large trucks |
| 2.2 | Freight Elevator | |
| 2.3 | Other (specify, if any) | |
| | Continuance of Certifications | |
| | <p>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.</p> | |

| | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| | 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 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

| | | |
|---|------------------------------------------|----|
| 1 | Firm Product Total (Table 1) | \$ |
| 2 | Firm Delivery Total (Table 2) | \$ |
| 3 | Firm Installation Total (Table 3) | \$ |
| 4 | Contract Price: | \$ |
| 5 | Applicable Tax(es): | \$ |
| 6 | Total Estimated Cost (4+5): | \$ |

Table 6 – 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

Non Supply Arrangement (NSA) Products

This Annex includes the Specifications, Certifications associated with NSA products forming part of the requirement.

1. Specifications

- Please see section 3, Product and Pricing Tables, Table 1, NON-SA products.

2. Certification

NSA Product Conformance (Required precedent to Issuance of a contract)

The Supplier certifies that all the NSA products offered will conform to all specifications of, and meet the testing requirements in this Annex, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification (applies after contract award)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

Use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.

Contract First Page



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Supplier to sign for a "You are Requested" contract only.

| | |
|--------------------------------------------------------------------------------------------------------------------------|------|
| The vendor hereby accepts this contract Le fournisseur accepte le présent contrat | |
| Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression) | |
| Signature | Date |

| | |
|------|----------|
| Page | of de |
|------|----------|

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| File No. – N° de dossier | |
| Date of Contract – Date du Contrat | |
| Contract No. - N° du contrat | Amendment No. - N° de modification |
| Client Reference No. (optional) - N° du référence du client (facultatif) | |
| Financial Code(s) – Code(s) financier(s) | |
| Duty - Droits | GST - TPS/ HST – TVH |
| <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded Ensus | <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded En sus |
| FOB – FAB | |
| DESTINATION | |
| Destination See Section 2, Annex A. Voir Section 2, Annexe A. | |
| Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6. | |
| Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1. | |
| Area Code and Telephone No. Code régional et N° de téléphone | Facsimile No. N° de télécopieur |
| Total estimated cost – Coût total estimatif | |
| For the Minister – Pour le Ministre | |

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division
November 2015

Return signed copy forthwith - Prière de retourner une copie dûment
signée immédiatement

