



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

Via email to / par courrier électronique à:  
shenny.dai@international.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.

<b>Date of Solicitation – Date de la demande</b>  August 23, 2018
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  Shenny Dai (343) 203-0163 shenny.dai@international.gc.ca
<b>Destination :</b>  Global Affairs Canada (GAC) Affaires Mondiales Canada (AMC) 201 Innes Park Way Unit / unité 210 Ottawa, ON K1B 1E3

**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.**

<b>Solicitation No. - N° de la demande :</b>  19-145637	<b>Amendment No. - N° de modification</b>  N/A
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<b>Solicitation closes – La demande prend fin :</b>  At – à 14 :00 (EDT)  On – le September 4, 2018	<b>File No. - N° de dossier</b>  19-145637
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<b>Supplier Name and Address – Nom et adresse du fournisseur</b>  All Conforming Suppliers under Supply Arrangement / Fournisseurs conformes en vertu de l'arrangement en matière d'approvisionnement :  <b>E60PQ-140003/.../PQ.</b>
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b>  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. 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 2. 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 Public Service and Procurement Canada (PSPC) 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.

#### Security Requirement

There is no security requirement applicable to the solicitation.

#### Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate bids.

<b>RFB Issued to:</b>	
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: <b>E60PQ-140003/.../PQ</b>
<b>RFB Issued by:</b>	
Identified User’s (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Global Affairs Canada Shenny Dai
<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. September 4, 2018 b. 14:00 (estern daylight time)
To e-mail address:	shenny.dai@international.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.

4 business days prior to the RFB closing date.

**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>Authorities</b>	
<b>2.1</b>	<b>Contracting Authority</b>	
	Name:	<b>Shenny Dai</b>
	Title:	<b>Procurement Officer, Supply Operations</b>
	Department/Agency/Crown Corporation:	<b>GAC</b>
	Address:	<b>200 Promenade du Portage, Gatineau, QC K1A 0G4</b>
	Telephone No.:	<b>(343) 203-0163</b>
	E-mail address:	<b>shenny.dai@international.gc.ca</b>
<b>2.2</b>	<b>Project Authority</b>	
	Name:	<b>To be provided by IU at contract award</b>
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
<b>2.3</b>	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 5 below.	
<b>3.</b>	<b>Requirement</b>	
<b>3.1</b>	Suppliers must fill in their portion of Annex A herein: Section B of Tables 1 and 2, Table 4 (optional), and Table 5.	
<b>4.</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



**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following category of work:

**Category 2** – Freestanding Height Adjustable Desk / Table Products

2. Product and Pricing Tables

**Bidder to complete:** Sections identified by the IU in the RESULTING CONTRACT CLAUSES, Part 3, Requirement.

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

**Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	FSCAEA5430	Sit/Stand Range Height Adjustable Work Surfaces – Electrically Assisted	120			

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (M/D/Y)	Desired Time:	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
All	201 Innes Park Way Unit 210 Ottawa, ON K1B 1E3	Before 10/31/2018	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.				Delivery Total:		\$



**Table 3 – 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.          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.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	201 Innes Park Way Unit 210 - Rear
B	Dock	<b>Standard 48” Height</b>
C	Lift	<b>Not available</b>
D	Door	<b>Standard 8’ Wide x 10’ Height</b>
2.2	Freight Elevator	<b>Not applicable</b>
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	<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 certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:</p>	
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 4 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

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

**Table 5 – Bidder’s Authorized Representative**

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

**\*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.**