

Solicitation No. - N° de l'invitation

EZ899-191016/B

Client Ref. No. - N° de réf. du client

EZ899-191016

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-8-41072

Buyer ID - Id de l'acheteur

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Annex E - Standard REQUEST FOR BID (RFB)

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Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À 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
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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	

Date of Solicitation – Date de la demande
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 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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Summary

1. This NPP is issued pursuant to PWGSC Supply Arrangement (SA) # E60PQ-140003/B and covers a requirement from the following Product Category(ies) of the SA:

- Product Category 1a - Interconnecting Panels and Freestanding Systems;
- Product Category 1b – Supporting components and freestanding furniture;
- Product Category 2 - Freestanding Height Adjustable Desk/Table Products;
- Product Category 3 - Metal Filing and Storage Cabinets;
- Product Category 5 - Ancillary and Lighting Products
- Product Category 6 – Support Space – Collaborative Furniture
- This requirement also contains products that are NON-SUPPLY ARRANGEMENT.

2. *Immigration Holding Centre* has a requirement for the purchase, delivery and installation of office furniture to *Surrey, BC* by *see Annex C*.

3. This NPP covers a requirement to be solicited amongst the General Stream of Suppliers (SA holders).

4. This requirement is subject to the Canadian Free Trade Agreement (CFTA), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, Canada-Panama Free Trade Agreement and Canada-Honduras Free Trade Agreement the Canada-Peru Free Trade Agreement and the World Trade Organization-Agreement on Government Procurement (WTO-AGP).

5. The bid solicitation is also open to suppliers who are not Supply Arrangement (SA) holders. In order for new suppliers to bid on this solicitation, the new supplier must first qualify for a SA. The process to qualify for a SA is detailed in RFSA # E60PQ-140003/B and can be found on the Government Electronic Tendering Service (GETS - <https://buyandsell.gc.ca/procurement-data/tenders>). Canada is not required to delay the award of a resulting contract pending the evaluation of an arrangement and issuance of a SA by the PWGSC Supply Arrangement Authority.

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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?

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:

- 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

This article is completed if non-Government of Canada personnel will evaluate bids.

An evaluation team composed of representatives of Canada and _____ (name of firm or consultant) will evaluate the bids.

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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. November 14, 2018 b. 2:00 pm Pacific Standard Time
To physical location (if applicable)	Bid Receiving Public Works and Government Services Canada Pacific Region 401-1230 Government Street Victoria, BC V8W 3X4
To e-mail address (if applicable)	Not Applicable
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.	By no later than November 8, 2018, 2:00 pm PST

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 (the checked article applies)	
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.	
a.		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.
d.	X	There is no security requirement associated with this contract. However, there may be a requirement under a resulting task where the Contractor may be required to be escorted; possession of security clearance not required.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Darlene Thorne
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada

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	Address:	401-1230 Government Street Victoria, BC V8W 3X4 Canada				
	Telephone No.:	(250) 216-3168				
	E-mail address:	Darlene.Thorne@tpsgc-pwgsc.gc.ca				
4.2	<p>Project Authority <i>[To be identified in each resulting task.]</i> <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.:					
	E-mail address:					
4.3	<p>Contractor's Representative As set out in Annex A, Table 9 below.</p>					
5.	<p>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.</p> <table border="1"> <tr> <td></td> <td>Single Payment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Multiple Payment</td> </tr> </table>			Single Payment	<input checked="" type="checkbox"/>	Multiple Payment
	Single Payment					
<input checked="" type="checkbox"/>	Multiple Payment					
6.	<p>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: <i>[To be completed at contract award]</i> Address:</p>					
7.	<p>Defence Contract. This clause applies if the box below is checked.</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>The Contract is a defence contract within the meaning of the <i>Defence Production Act</i>, R.S.C. 1985, c. D-1.</td> </tr> </table>		<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.		
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ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

Combined Categories Rule:

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

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- Category 1**
- Category 2**
- Category 5**

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

The requirement includes the following categories of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

- Category 1a – Interconnecting Panels (Refer to Annex C)
- Category 1b – Supporting components and freestanding furniture

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.

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products
- c. Category 3 – Metal Filing and Storage Cabinets

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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 _____.

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

RULE: 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.

g. Non-SA Product(s) – Category(ies): 1 and 5

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Categories:**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	Location: 13130 76 th Ave, Surrey, BC	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] \$
Category 1A – Interconnecting Panels and Freestanding Systems						
Refer to Annex C and Floor Plans.						
Category 1A -						
Legend	Description		Qty			
Type A	Seated Privacy Height Add-On Upper Element 1: Frosted Glazed		20		\$	\$

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W1/W1-M; W2/W2-M; W3; W4/W4-R/W4-RM; W5; W6/W6-R/W6-RM	Lower Element 1: Cut-out(s) for Power & Data BELOW WORK SURFACE, Fabric Upper Element 2: Frosted Glazed Lower Element 2: Fabric Width: 54"				
Type B1 W2/W2-M	Seated Privacy Height Add-On Upper Element 1: Accessory Panel Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 30"	2		\$	\$
Type B2 W1/W1-M	Seated Privacy Height Add-On Upper Element 1: Accessory Panel Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 36"	2		\$	\$
Type C1 W1/W1-M; W2/W2-M; W3; W4/W4-R/W4-RM; W5; W6/W6-R/W6-RM	Seated Privacy Height Add-On Upper Element 1: Frosted Glazed Lower Element 1: Fabric Upper Element 2: Frosted Glazed Lower Element 2: Fabric Width: 24"	20		\$	\$
Type C2 W2/W2-M; W4/W4-R/W4-RM; W6/W6R/W6-RM	Seated Privacy Height Add-On Upper Element 1: Frosted Glazed Lower Element 1: Fabric Upper Element 2: Frosted Glazed Lower Element 2: Fabric Width: 30"	16		\$	\$
Type D1 W4/W4-R/W4-RM	Seated Privacy Height Add-On Upper Element 1: Accessory Panel Lower Element 1: Fabric Upper Element 2: Accessory Panel Lower Element 2: Fabric Width: 30"	7		\$	\$
Type D2 W3	Seated Privacy Height Add-On Upper Element 1: Accessory Panel Lower Element 1: Fabric Upper Element 2: Accessory Panel Lower Element 2: Fabric Width: 36"	1		\$	\$
Type E W2/W2-M and W4/W4-R/W4-RM	Seated Privacy Height Add-On Upper Element 1: Fabric Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 24"	9		\$	\$

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Type F1 W2/W2-M; W3; W5	Seated Privacy Height Add-On Upper Element 1: Fabric Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 24"	4			
Type F2 W1/W1-M; W3; W5	Seated Privacy Height Add-On Upper Element 1: Fabric Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 30"	4		\$	\$
Type G W3; W4/W4- R/W4-RM	Seated Privacy Height Add-On Upper Element 1: Cut-out(s) for Pwer & Data, Tackable Surface (Accent) Lower Element 1: Fabric Upper Element 2: Cut-out(s) for Power & Data, Tackable Surface Lower Element 2: Fabric Width: 30"	8		\$	\$
Type H W1/W1-M; W2/W2-M	Seated Privacy Height Add-On Upper Element 1: Cut-out(s) for Power & Data, Tackable Surface (Accent) Lower Element 1: Fabric Upper Element 2: Fabric Lower Element 2: Fabric Width: 30"	4		\$	\$
Type I F1/F1-M; F2/F2-M; F3; F4; F5; F6	Base Panel Height Lower Element 1: Fabric Lower Element 2: Fabric Width:30"	8		\$	\$
Type J F1/F1-M; F2/F2-M	Worksurface Height Add-On Upper Element 1: Frosted Glazed Lower Element 1: Cut-out(s) for power & data, Fabric, BELOW WORK SURFACE Upper Element 2: Frosted Glazed Lower Element 2: Fabric Width:48"	4		\$	\$
Type K F1/F1-M F2/F2-M	Worksurface Height Add-On Upper Element 1: Frosted Glazed Lower Element 1: Cut-out(s) for power & data, Fabric BELOW WORK SURFACE Upper Element 2: Frosted Glazed Lower Element 2: Cut-out(s) for power & data, Fabric BELOW WORK SURFACE Width:48"	2		\$	\$
Type L F1/F1-M; F3; F5	Seated Privacy Height Add-On Upper Element 1: Frosted Glazed Lower Element 1: Fabric Upper Element 2:Frosted Glazed Lower Element 2:Fabric Width: 30"	4		\$	\$
				Product Total	\$

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					Category 1a	
**Panel Notes: Panels against the wall should only include all fabric.						
Category 2 – Freestanding Height Adjustable Desk						
D1	Sit/Stand Range Height Adjustable Work Surfaces - Electrically assisted. Laminated top. 1372 x 762mm (54x30")	CBSA Administration Workstations (for Types W1-W6, all variations included)	20		\$	\$
D2	Sit/Stand Range Height Adjustable Work Surfaces - Electrically assisted. Laminated top. 1372 x 610mm (54x24")	Private Offices - CBSA; Doctor's Office, Maintenance Office	6		\$	\$
D3	Sit/Stand Range Height Adjustable Work Surfaces - Electrically assisted. Laminated top. 1219 x 762mm (48x30")	CBSA Free Address Desks	8		\$	\$
D4	Sit/Stand Range Height Adjustable Work Surfaces - Electrically assisted. Laminated top. 1219 x 610mm (48x24")	Private Offices - Security Personnel; Kitchen Office	4		\$	\$
D5	Sit/Stand Range Height Adjustable Work Surfaces - Electrically assisted. Laminated top. 1524 x 610mm (60x24")	Security Supervisor Office	1		\$	\$
					Product Total Category 2	\$
Category 3 – Metal Filing and Storage Cabinets						
F1	2-Drawer lateral file 915x457mm (36x18") Metal	CBSA Administration Office, CBSA Processing Office	8		\$	\$
F2	4-Drawer lateral file 915x457mm (36x18") Metal	CBSA Administration Office, Security Personnel Offices, Central Control, IHC Reception,	13		\$	\$

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		Maintenance Office, NGO				
					Product Total Category 3	\$
Category 5 – Ancillary and Light Products						
A1	Keyboard Tray, Level-free control, gel palm support for 762mm (30") D worksurface	At 30"D Height Adjustable Desks	28		\$	\$
A2	Keyboard Tray, Level-free control, gel palm support for 610mm (24") D worksurface	At 24"D Height Adjustable Desks	11		\$	\$
A2	Keyboard Tray, Level-free control, gel palm support for 610mm (24") D worksurface	IHC & CBSA Receptions, Enrollment Bond Rooms, Post Command, Video Equipment Room (At Millwork Desks with computers in secured areas)	8		\$	\$
A3	Computer Support - Work Surface Mounted	At Height Adjustable Desks	39		\$	\$
A4	Monitor Arms - single, edge clamp	At Height Adjustable Desks	33		\$	\$
A5	Monitor Arms - dual, edge clamp	At Height Adjustable Desks - CBSA open workstations, locations to be determined by users.	6		\$	\$
A6	Monitor Arms - dual, grommet mount.	CBSA Reception	2		\$	\$
A7	Monitor Arms - single, grommet mount	A+D Control Posts, Wet Cell Control Post, Secure Corridor 122 Control Post (At Millwork Desks with computers in secured areas)	11		\$	\$
					Product Total Category 5	\$
Category 6						

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SC1	Meeting Rooms Tables - 4-post metal legs, locking casters. 762x1525mm (30x60"). Veneer top.	CBSA Meeting Room	4		\$	\$
ST2	Lunch Room Tables - pedestal base. 762x762mm (30x30"). Laminated top.	CBSA, Security, Maintenance Lunch rooms	9		\$	\$
					Product Total Category 6	\$

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 Unit Price** \$	Extended Total [Qty x Price] \$
WA3	Private Offices Accessory - Tackboard, wall-mounted. 18" H x 60" W. Fabric	5		\$	\$
A8	Z-wire management. For all Height Adjustable Desks	39		\$	\$
L1	Undercabinet Light. 762mm L (30"). Location – Private Offices – CBSA & Security Personnel	10		\$	\$
B1	2134mm (84") high bookcase 610x1220mm (24x48") Metal. Schooling Room	1		\$	\$
B2	2134mm (84") high 305x915mm (12x36") Metal Security Personnel Offices	2		\$	\$
Add more rows if necessary. **Must not exceed ceiling unit price in SA.				Product Total Non-SA	\$

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Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Legend Item # from Table 1	Location 13130 76 th Ave, Surrey, BC	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm unit Price \$	Firm Lot Price \$
Category 1	Level 1 & 2, 13130 76 th Ave, Surrey, BC	2019-01-28	[Normal]		\$	\$
Category 2	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]		\$	\$
Category 5	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]		\$	\$
Category 3	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]		\$	\$
Category 6	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]		\$	\$
Non-SA	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]		\$	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. <i>Add more rows if necessary.</i>				Delivery Total:	\$	\$

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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 Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Unit of Issue	Est. Qty	Firm Hourly rate \$	Extended Total (Qty x Firm Unit Price) \$
				<i>Example</i>	<i>Hour</i>	<i>1,000 hrs</i>	<i>\$35.00/hr</i>	<i>\$35,000.00</i>
Category 1	Level 1 & 2, 13130 76 th Ave, Surrey, BC	2019-01-28	[Normal]				\$	\$
Category 2	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]					
Category 5	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]					
Category 3	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]					
Category 6	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]					
Non-SA	Level 1 & 2, 13130 76 th Ave, Surrey, BC	To be determined through Task Authorization	[Normal]					
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <i>Add more rows if necessary.</i>				Installation Total:				\$

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Table 4 – Optional Storage

Financial Evaluation Table 4 – Optional Storage

Bidders are required to submit a firm storage rate per cubic meter (m3) to support unforeseen changes in part or all of the delivery requirements detailed in Table 6.1 (SA and non-SA Products).

Prices/rates offered must be firm for the entire period of the Contract.

Contractor must provide storage locally in Greater Vancouver (mandatory) to support delivery within 48 hrs from receipt of a written request from the Contracting Authority.

Estimated cost of each phase will be finalized based on actual products and schedule requirements detailed in the Task Authorization using the unit of issues and firm prices/rates detailed in this Table (refer to TA process at Annex E).

For products stored by Contractor at Canada's request, the Contractor will be reimbursed in accordance with the firm rate specified below up to a limitation of expenditure as specified on the approved Task Authorization. Applicable Taxes are extra.

Storage periods are defined as follows: Week = Seven (7) Days; Month = Thirty (30) Days.

Section A - IU REQUIREMENT		Section B – SUPPLIER'S BID	
Product Item #	Description	Firm rate \$CDN	
1	Firm Storage rate for optional storage services in Vancouver, BC	Bidders must submit a firm rate \$ _____ / m3 / day	
		Optional Storage Total:	\$

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Table 5 – 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 Project 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	
	<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	13130 76 th Avenue, Surrey, BC
B	Dock	[For non-standard size, if applicable]
C	Lift	[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]
D	Door	[Size - H x W]
E	Freight Elevator	No freight elevator
F	Other (specify, if any)	The delivery can be made through the main entrance, as it is closest to the elevator.
3.	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> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</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)	

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

1	Firm Product Total – Category 1 (Table 1)	\$
2	Firm Product Total – Category 2 (Table 1)	\$
3	Firm Product Total – Category 3 (Table 1)	\$
4	Firm Product Total – Category 5 (Table 1)	\$
5	Firm Product Total – Category 6 (Table 1)	\$
6	Firm Product Total – Non-SA (Table 1)	\$
7	Firm Delivery Total (Table 2)	\$
8	Firm Installation Total (Table 3)	\$
9	Optional Storage Total (Table 4)	\$
10	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
11	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7 + 8 + 9 + 10) <i>[to be removed at contract award]</i>	\$
12	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
13	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
14	Total Estimated Cost (12+13): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 7 – Bidder's Authorized Representative

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

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ANNEX B
SECURITY REQUIREMENTS

--THIS ANNEX NOT APPLICABLE TO THIS RFB / CONTRACT--

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ANNEX C

Workstation Templates & tentative floorplans drawings

--Drawings will be provided upon request to qualified Supply Arrangement (SA) holders in the General Stream only. Submit a written request by email directly to the PWGSC Contracting Authority: Darlene.Thorne@tpsac-pwgsc.gc.ca --

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ANNEX D
NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

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

1. Specifications

REFER TO ANNEX A for detailed list of NSA products required

2. Product and Pricing

REFER TO ANNEX A for detailed list of NSA products required

3. 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 indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, 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 A and 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.

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Annex E

Task Authorization process and PWGSC-TPSGC 572 – Task Authorization Form

1. Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2. Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. At a minimum, TA will include:
 - o A detailed list of product required
 - o A detailed floor plan
 - o An updated delivery/installation schedule
 - o Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications (table 9 of Annex A)

The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract at Annex A.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (*amount inserted at time of Contract award*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

4. Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means:

- Category 1: \$5,000.00 including Applicable Taxes.
- Category 2: \$0.00 including Applicable Taxes.
- Category 3: \$5,000.00 including Applicable Taxes.
- Category 5: \$0.00 including Applicable Taxes.
- Category 6: \$5,000.00 including Applicable Taxes.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In

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consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

5. Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*amount will be inserted at time of Contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6. Basis of Payment

One of the following types of basis of payment will form part of the approved Task Authorization (TA).

All approved task authorizations will have their own Basis of Payment. The task price must be determined in accordance with the Basis of Payment at Annex A in each resulting Task Authorization.

(a) Firm Unit Price(s) or Firm Lot Price(s) - TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) or firm lot price(s) in accordance with the Basis of payment in Annex A and with the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A, to the ceiling price specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

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(c) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex A, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data upon request from the Contracting Authority in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority no later than 15 calendar days after receipt of a written request.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

For each authorized task:

1. the authorized task number or task revision number(s);
2. a title or a brief description of each authorized task;
3. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
4. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
5. the start and completion date for each authorized task; and
6. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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8. Period of the Contract

Period of the Contract: From date of contract award to December 31, 2019 included.

The Contracting Authority or Authorized Client may issue Task Authorizations between date of contract award up to midnight December 31, 2019. Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond December 31, 2019 and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

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Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
---	--

Contract Number
Enter the PWGSC contract number.

Numéro du contrat
Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address
Enter the applicable information

Nom et adresse de l'entrepreneur
Inscrire les informations pertinentes

Security Requirements
Enter the applicable requirements

Exigences relatives à la sécurité
Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)
Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)
Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number
Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT
Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision
Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision
Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable
As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu
S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

A. Description de tâche des travaux requis :

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:

Insert Option 1 or 2:

Option 1:

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :

Insérer l'option 1 ou 2

Option 1 :

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Annex
Annexe _____

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

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Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

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Annex F
Tentative Schedule

--See attachment for schedule--

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ANNEX G 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 <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud Ensus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud 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

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ANNEX H

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

1. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex H titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

1. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement

Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Signature: _____

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ANNEX I ELECTRONIC PAYMENTS INSTRUMENTS

1. Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete this Annex to identify which ones are accepted.

If this Annex is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

2. Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

Signature: _____

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

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