



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Office Furniture	
<b>Solicitation No. - N° de l'invitation</b> EQ754-191939/A	<b>Date</b> 2018-11-08
<b>Client Reference No. - N° de référence du client</b> EQ754-191939	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-033-7641	
<b>File No. - N° de dossier</b> TOR-8-41111 (033)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-27</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin, Lesley	<b>Buyer Id - Id de l'acheteur</b> tor033
<b>Telephone No. - N° de téléphone</b> (905) 615-2076 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



## **STANDARD REQUEST FOR BID**

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.

### **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.

## **TABLE OF CONTENTS**

Section 1: Invitation and Instructions to Bidders

Section 2: Resulting Contract, including a list of required goods and services

Annex A – Requirement and Basis of Payment

Annex B - Floor Plan(s) and Panel Matrix

Annex C – Non-Supply Arrangement (NSA) Products

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS****Step 1. ☒ Competitive or ☐ Non-Competitive**

For Competitive Requirements:

- 1.1 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:
    - (i) a current published price list indicating the percentage discount available to Canada;
    - (ii) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers;
    - (iii) 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
    - (iv) any other supporting documentation as requested by Canada.
- 1.2 Up to five (5) contracts may be awarded as a result of this bid solicitation.

**Step 2. ☒ General or ☐ PSAB****Step 3. 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.

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	<b>See Section 2, article 4.1 below.</b>
<b>RFB Closing - Submit Bid:</b> Bids must be submitted to the Bid Receiving Unit on the date and at the time indicated below.	
- By no later than date and time:	<b>a. xxxxxx</b> <b>b. 2pm Eastern Standard Time (EST)</b>
- To physical location:	<b>Bid Receiving Unit</b> <b>33 City Centre Drive, Suite 480C</b> <b>Mississauga, ON, L5B 2N5</b>
<b>RFB Enquiries</b>	
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.	<b>5 business days</b>

**SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	<b>Terms and Conditions of the Contract</b>
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	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a.	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
	c.	<input checked="" type="checkbox"/> <b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	<b>Lesley Martin</b>
	Title:	<b>Supply Team Leader</b>
	Department/Agency/Crown Corporation:	<b>Department of Public Works and Government Services Canada / Procurement Directorate</b>
	Address:	<b>33 City Centre Drive, Suite 480C Mississauga, ON, L5B 2N5</b>
	Telephone No.:	<b>(905) 615-2076</b>
	Facsimile No.:	<b>N/A</b>
	E-mail address:	<b>Lesley.Martin2@pwgsc.gc.ca</b>
4.2	<b>Project Authority (to be complete at Contract award)</b> 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.  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).	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	Name:	
	Organization:	

	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
	Procurement Business Number	
	SA #:	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="checked" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<b>Invoicing</b>	
	Further to the Invoicing terms of the <b>WTCM document</b> , 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: (to be completed at Contract award)	
	Address: (to be completed at Contract award)	
<b>7.</b>	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

## ANNEX A

### REQUIREMENT and BASIS OF PAYMENT

#### 1. Category Selection

##### **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 category (ies) 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

- d. ☒ Category 4 – Wood Veneer – Freestanding Products
- e. ☐ Category 5 – Ancillary and Lighting Products
- f. ☒ Category 6A - Support Space – Tables and Meeting Room Furniture
- g. ☒ Category 6B – Support Space – Collaborative Furniture
- h. ☒ Non-SA Product(s) – Category(ies): 1B, 4, 6A

## 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 5 and 6. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

### Product Categories: 1 & 2 – Tables 1-6

**Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	Description of Product	Estimated Qty	Supplier Part Number	Firm Price**	Extended Total [Qty x Price]
<b>CATEGORY 1: Interconnecting Panels and Freestanding Systems</b>							
<b>CATEGORY 1A</b>							
<b>NOTE: OUTLETS IN THE BASE / RACEWAY CAN BE USED IN LIEU OF CUTOUTS IN THE LOWER ELEMENT. ALL WORKSTATIONS TO HAVE TWO CLAMP ON MONUMENTS ( TWO ELECTRICAL AND TWO USB CHARGING PORTS). ONE ON THE FIXED WORK SURFACE AND ONE ON THE HEIGHT ADJUSTABLE TABLE. ALSO NOTE THAT TABLES MAY RAISE TO 52" HIGH.</b>							
1	A-24		Seated Privacy Height Non Powered Lower Element 1 - Fabric Lower Element 2 - Fabric Upper Element 1 - Tackable Surface Upper Element 2 - Tackable Surface 610 mm (24 inch) Panel	104		\$	\$
2	A-48		Seated Privacy Height Non Powered Lower Element 1 - Fabric Lower Element 2 - Fabric Upper Element 1 - Tackable Surface Upper Element 2 - Tackable Surface 1219 mm (48 inch) Panel •	1		\$	\$

3	B-24		Seated Privacy Height Powered Outlets Below the Work Surface Lower Element 1 - Cut-outs for Power & Data, Fabric Lower Element 2 - Fabric Upper Element 1 - Tackable Surface Upper Element 2 - Tackable Surface 610 mm (24 inch) Panel	15		\$	\$
4	B-48		Seated Privacy Height Powered Outlets Below the Work Surface Lower Element 1 - Cut-outs for Power & Data, Fabric Lower Element 2 - Fabric Upper Element 1 - Tackable Surface Upper Element 2 - Tackable Surface 1219 mm (48 inch) Panel	61		\$	\$
5	C-24		Seated Privacy Height Powered Outlets Below the Work Surface Lower Element 1 - Cut-outs for Power & Data, Fabric Lower Element 2 - Cut-outs for Power & Data, Fabric Upper Element 1 - Tackable Upper Element 2 - Tackable 610 mm (24 inch) Panel •	23		\$	\$
6	D-48		Seated Privacy Height Powered Outlets Below the Work Surface Lower Element 1 -Cut-outs for Power & Data, Fabric Lower Element 2 -Cut-outs for Power & Data, Fabric Upper Element 1 - Accessory Rail Upper Element 2 - Accessory Rail 1219 mm (48 inch) Panel	23		\$	\$
7	E-48		Seated Privacy Height Powered Outlets Below the Work Surface Lower Element 1 - Cut-outs for Power & Data, Fabric Lower Element 2 - Fabric Upper Element 1 - Accessory Rail Upper Element 2 - Tackable	15		\$	\$

			Surface 1219 mm (48 inch) Panel				
<b>CATEGORY 1B</b>							
8	I-TWR- 2424L	SPPTFS MxxLHF FCD542 424	Storage Products Personal Storage Tower Freestanding Metal Hinged Left File, File Closed-Drawer 1371mm x 610mm x 610mm (54 inch x 24 inch x 24 inch)	30		\$	\$
9	I-TWR- 2424R	SPPTFS MxxRHF FCD542 424	Storage Products Personal Storage Tower Freestanding Metal Hinged Right File, File Closed-Drawer 1371mm x 610mm x 610mm (54 inch x 24 inch x 24 inch)	33		\$	\$
10	WS-2424	WSxxP MLHRxx xxxxxx2 424	Work Surfaces Panel Mounted High Pressure Laminate Rectangular 610 mm x 610 mm (24 inch x 24 inch)	61		\$	\$
11	WS-4824	WSxxP MLHRxx xxxxxx4 824	Work Surfaces Panel Mounted High Pressure Laminate Rectangular 610 mm x 1219 mm (24 inch x 48 inch)	61		\$	\$
12	WS- GGLHR- 4824	WSxxGG LHRxxxx xxxx482 4	Work Surfaces 2 Full Gable Ends (w/ modesty) High Pressure Laminate Rectangular 610 mm x 1219 mm (24 inch x 48 inch)	8		\$	\$
13	WS-GG- 6024	WSxxGG LHRxxxx xxxx602 4	Work Surfaces 2 Full Gable Ends (w/ modesty) High Pressure Laminate Rectangular 1524mm (60 inch) Width x 610mm (24 inch) Depth	1		\$	\$
14	WS- GGLHR- 3624	WSxxGG LHRxxxx xxxx362 4	Work Surfaces 2 Full Gable Ends (w/ modesty) High Pressure Laminate Rectangular 915mm (36inch) Width x 610mm (24 inch) Depth	2		\$	\$

15		ACIOPM PLxxxxxx xxxxxxx	Accessories In-Out Trays for Legal Paper Panel Mounted Rigid Plastic	61		\$	\$
16		ACBIPM PLxxxxxx xxxxxxx	Accessories Bins - Cup Holder Panel Mounted Rigid Plastic	61		\$	\$

**CATEGORY 2:**

17	HA-WS FSCAMC 4830	FSCAE A4830	Sit/Stand Range Height Adjustable Work Surfaces Electrically Assisted 1219mm x 610mm (48 inch x 30 inch)	61		\$	\$
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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 in Annex D.

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	AutoCAD Block	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total (QtyxPrice) \$
18	WS-GGLHR-7224	<ul style="list-style-type: none"> <li>Work Surfaces</li> <li>2 Full Gable Ends (w/modesty)</li> <li>High Pressure Laminate</li> <li>With Grommets</li> <li>Rectangular</li> <li>1829mm(72 inch) width x 610mm (24 inch) depth</li> </ul>	2		\$	\$
19		<ul style="list-style-type: none"> <li>Accessories</li> <li>Binder Bin</li> <li>Panel Mounted</li> <li>Rigid Plastic</li> </ul>	122		\$	\$
**Must not exceed ceiling unit price in SA.				<b>Product Total</b>		<b>\$</b>

**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 Or Outside Normal* Business Hours	Supplier will deliver on the date and at the time below**	Firm Price

1 – 19 along with associated hardware	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
<p>*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.</p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p>				<b>Delivery Total:</b>	\$

**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**	Firm Price
1 – 19	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
<p>*Normal Business Hours 8:00-17:00, as per SA, Annex A, article 5</p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time</p>				<b>Installation Total:</b>	\$

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>
<b>2.</b>	<p><b>Canada's Facilities to Accommodate the Delivery:</b></p> <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</i></p>

	<i>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>	
2.1	Loading Dock/Location: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>325 Milner Avenue, Scarborough, Ontario, M1B 5N1</b>
B	Dock	<b>1 loading dock. Can accommodate semi-trailers or trucks that are above 12 feet 6 inches in height</b>
C	Lift	<b>Yes</b>
D	Loading Dock Doors	<b>Overhead door 119" H feet x 94" W</b>
2.2	Freight Elevator	<b>Yes, 42" wide, opens on both sides – 75"x 72"x 108" High</b>
2.3	Other (specify, if any)	
3.	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) (to be removed at contract award):</b>	\$
6	Applicable Tax(es) (applicable at contract award only):	\$
7	Total Estimated Cost (5+6): (applicable at contract award only)	\$

\*Applicable taxes extra

**Table 6 – Bidder's Authorized Representative**

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

**Product Category: 3 – Tables 1-6****Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	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] \$

1	S-2036-54	SCSC2D SCxxx20 364454	Storage Cabinets Two - Door Storage Cabinet with lock 508mm x 914mm x 1372mm (20 inch x 36 inch x 54 inch)	2		\$	\$
2	S-OPEN-3018	SCSCO PSCxxx1 8304454	Storage Cabinets Open Storage Cabinet 457mm (18 in.) x 762mm (30 in.) x From 1626mm (64 in./po) To 1676mm (66 in./po) High	29		\$	\$
3	4 Drawer Lateral File	LLFC4D FDxxx18 36xxxx	Locking Lateral Filing Cabinets Four (4) fixed front drawers 457mm (18 in./po) x 914mm (36 in./po)	8		\$	\$
**Must not exceed ceiling unit price in SA.					Product Total		\$

Table 2 - Delivery

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1 – 3 along with associated hardware	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y)	\$
				(M)	
				(D)	
*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.			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	Supplier will install on the date and at the time below**	Firm Price

			Or Outside Normal Business Hours*		
1 – 3	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
*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 deliver on the Desired Date and Time			Installation Total:		\$

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	<p><b>Canada's Facilities to Accommodate the Delivery:</b></p> <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: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>325 Milner Avenue, Scarborough, Ontario, M1B 5N1</b>
B	Dock	<b>1 loading dock. Can accommodate semi-trailers or trucks that are above 12 feet 6 inches in height</b>
C	Lift	<b>Yes</b>
D	Loading Dock Doors	<b>Overhead door 119" H feet x 94" W</b>
2.2	Freight Elevator	<b>Yes, 42" wide, opens on both sides – 75"x 72"x 108" High</b>
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) (to be removed at contract award):</b>	\$
6	Applicable Tax(es) (applicable at contract award only):	\$
7	Total Estimated Cost (5+6): (applicable at contract award only)	\$

\*Applicable taxes extra

**Table 6 – Bidder's Authorized Representative**

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

**Product Category: 4 – Tables 1-6****Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	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] \$
1	EX-TWR-2424R	SPPSCR xxxxxMA 2424xxx x	Storage Products Personal Storage Tower, Wardrobe One Side, 2 File Drawers at Bottom and Closed Cupboard Above, With Lock, Right Maple 610mm (24 in.) Wide x 610mm (24 in.) Deep	4		\$	\$
2	EX-TWR-2424L	SPPSCL xxxxxMA 2424xxx x	Storage Products Personal Storage Tower, Wardrobe One Side, 2 File Drawers at Bottom and Closed Cupboard Above, With Lock, Left Maple 610mm (24 in.) Wide/Large x 610mm (24 in.) Deep	1		\$	\$

3	WS- GGLHR- 7224	WSRE2F 0HxxxM A7224#2 xx	Work Surfaces Rectangular, Two Full Gable & Modesty Panel Maple 1830mm (72 in./po) x 610mm (24in./po)-two grommets	6		\$	\$
4	WS- HUTCH- 7218	SPHICD 457xxMA 1830xxx x	Storage Products High Or Add-On Unit, Closed Doors, 457mm (18 in.) in Depth Maple 1830mm (72 in./po)	5		\$	\$
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 in Annex D.							
#	AutoCAD Block	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty			
5	4230 HEIGHT ADJUST ABLE		Sit/Stand Range Height Adjustable Work Surfaces Electrically Assisted Maple 1066mm x 610mm (42 inch x 30 inch) With maple modesty panel Mounted under Work Surface and cable tray 1066 mm x 381 mm - 431 mm (42 inch x 15-17 inch)	5			
6		NON SA Add On for Hutch SPHICD 457xxMA 1830xxx x	Storage Products Tackboard on back of hutch, between supporting gables under doors and integrated LED under Cabinet Lighting Tackable fabric or similar	5			
**Must not exceed ceiling unit price in SA					Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours	Supplier will deliver on the date and at the time below**	Firm Price

			<b>Or Outside Normal* Business Hours</b>		
1 – 6 along with associated hardware	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
*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.			<b>Delivery Total:</b>		\$

**Table 3 – Installation**

<b>Section A - IU REQUIREMENT</b>				<b>Section B – SUPPLIER'S BID</b>	
<b>Product Item from Table 1</b>	<b>Location</b>	<b>Desired Date (Y/M/D)</b>	<b>Desired Time: Normal Business Hours Or Outside Normal Business Hours*</b>	<b>Supplier will install on the date and at the time below**</b>	<b>Firm Price</b>
1 – 6	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
*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 deliver on the Desired Date and Time			<b>Installation Total:</b>		\$

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>
<b>2.</b>	<p><b>Canada's Facilities to Accommodate the Delivery:</b></p> <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>

	<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>	
2.1	Loading Dock/Location: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>325 Milner Avenue, Scarborough, Ontario, M1B 5N1</b>
B	Dock	<b>1 loading dock. Can accommodate semi-trailers or trucks that are above 12 feet 6 inches in height</b>
C	Lift	<b>Yes</b>
D	Loading Dock Doors	<b>Overhead door 119" H feet x 94" W</b>
2.2	Freight Elevator	<b>Yes, 42" wide, opens on both sides – 75"x 72"x 108" High</b>
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) (to be removed at contract award):</b>	\$
6	Applicable Tax(es) (applicable at contract award only):	\$
7	Total Estimated Cost (5+6): (applicable at contract award only)	\$

\*Applicable taxes extra

**Table 6 – Bidder's Authorized Representative**

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

**Product Category: 6A – Tables 1-6****Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	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] \$
1	T-2048	TTCCQP MFBPDT SLNIL48 xx1421N IL24xx	Table Coffee Table Four Metal Legs Straight Edge Profile Rectangular Laminate 610mm (24 inch) Depth x 1219mm (48 inch) Length 356mm-533mm (14-21 inch) Height	2		\$	\$
2	T-3636	TTPSPQ MPNILC SSNIL36 xxNILNIL 36xx	Table Meeting room tables Four point metal base with glides Square High Pressure Laminate top 914mm (36 inch) Depth x 914mm (36 inch) Length	3		\$	\$
3	T-24-D	TTDAQP MFBPD RSLNIL NIL1421 24xxNIL	Table Side Table Four Metal Legs Straight Edge Profile Round top Laminate 356mm-533mm (14-21 inch) Height 610mm (24 pouce) Diameter	3		\$	\$
4	TRAIN-2460	TRFTPC VCNILT SLCED6 0xxNILNI L24xx	Table Flip-top C legs with lockable caster Rectangular Laminate With cable and electrical- data connectivity 610mm (24 inch) Depth x 1524mm (60 inch) Length	3		\$	\$
5	TRAIN-3060	TRFTPC VCNILT SLCED6 0xxNILNI L30xx	Table Flip-top C legs with lockable caster Rectangular Laminate With cable and electrical- data connectivity	14			

			762mm (30 inch) Depth x 1524mm (60 inch) Length				
<p>Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table.</p> <p>The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed in Annex D.</p>							
#	AutoCAD Block	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty			
6		NON SA Add On for TRAIN-3060 TRFTPC VCNILT SLCED6 0xxNILNI L30xx	NON SA ADD on for Flip Top Table - TRAIN-3060 With metal modesty panel 254mm x 406mm - 457 mm (16 inch-18 inch ) height With daisy chain connectivity and and cable tray	14			
**Must not exceed ceiling unit price in SA					Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal* Business Hours	Supplier will deliver on the date and at the time below**	Firm Price
1 – 6 along with associated hardware	Immigration Refugee Citizenship Canada 325 Milner Avenue 2nd Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y)	\$
				(M)	
				(D)	
*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.			Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT	Section B – SUPPLIER'S BID
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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**	Firm Price
1 – 6	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y) (M) (D)	\$
*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 deliver on the Desired Date and Time			Installation Total:		\$

Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications

1.	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	<b>Canada's Facilities to Accommodate the Delivery:</b> <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>  <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>	
2.1	Loading Dock/Location: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>325 Milner Avenue, Scarborough, Ontario, M1B 5N1</b>
B	Dock	<b>1 loading dock. Can accommodate semi-trailers or trucks that are above 12 feet 6 inches in height</b>
C	Lift	<b>Yes</b>
D	Loading Dock Doors	<b>Overhead door 119" H feet x 94" W</b>
2.2	Freight Elevator	<b>Yes, 42" wide, opens on both sides – 75"x 72"x 108" High</b>
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	

	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) (to be removed at contract award):</b>	\$
6	Applicable Tax(es) (applicable at contract award only):	\$
7	Total Estimated Cost (5+6): (applicable at contract award only)	\$

\*Applicable taxes extra

**Table 6 – Bidder's Authorized Representative**

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

**Product Category: 6B – Tables 1-6****Table 1 – Product Table**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	AutoCAD Block	GoCUID	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] \$
1	LOUNG E CHAIR	SREFRQ PNNILS AWNILO MCFFSI NILNILNI L	Soft Seating Lounge Chair Four legs with non-marking adjustable glides Without arms Metal frame/ Fixed cushions Leather-like	2			
2	3 SEATER SOFA	SRESTQ PANILS AWNILO MCFFVI	Soft Seating Sofa for three adults Four legs with glides Without arms	3			

		NILNILNI L	Metal frame Fixed cushions Vinyl				
3	CHAIR- SIDE- ARMLES S- GLIDES	SCNCC QPFNIL SAWNIL NILPPM NILNILNI LNIL	Kitchenette Seating Kitchenette Chair Four Legs Without Arms Perforated Molded Plastic or Polyamide	7			
**Must not exceed ceiling unit price in SA					Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal* Business Hours	Supplier will deliver on the date and at the time below**	Firm Price
1 – 3 along with associated hardware	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor Scarborough, Ontario M1B 5N1	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y)	\$
				(M)	
				(D)	
*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.			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 Or Outside Normal* Business Hours	Supplier will install on the date and at the time below**	Firm Price
1 – 3	Immigration Refugee Citizenship Canada 325 Milner Avenue 2 <sup>nd</sup> Floor	February 1, 2019	Normal Business Hours – work cannot start prior to 10:00 am	(Y)	\$
				(M)	
				(D)	

	Scarborough, Ontario M1B 5N1				
<p>*Normal Business Hours 8:00-17:00, as per SA, Annex A, article 5</p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time</p>			<p><b>Installation Total: \$</b></p>		

**Table 4 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<p><b>Canada's Facilities to Accommodate the Delivery:</b></p> <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: <i>(Information with regards to booking deliveries will be provided at contract award)</i>	
A	Location	<b>325 Milner Avenue, Scarborough, Ontario, M1B 5N1</b>
B	Dock	<b>1 loading dock. Can accommodate semi-trailers or trucks that are above 12 feet 6 inches in height</b>
C	Lift	<b>Yes</b>
D	Loading Dock Doors	<b>Overhead door 119" H feet x 94" W</b>
2.2	Freight Elevator	<b>Yes, 42" wide, opens on both sides – 75"x 72"x 108" High</b>
2.3	Other (specify, if any)	
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:	
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$

Solicitation No. - N° de l'invitation  
EQ754-191939/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor033

Client Ref. No. - N° de réf. du client  
EQ754-191939

File No. - N° du dossier  
TOR-8-41111

CCC No./N° CCC - FMS No./N° VME

5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) (to be removed at contract award):</b>	\$
6	Applicable Tax(es) (applicable at contract award only):	\$
7	Total Estimated Cost (5+6): (applicable at contract award only)	\$

\*Applicable taxes extra

**Table 6 – Bidder's Authorized Representative**

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 FLOOR PLAN(s)

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**Send Request for AutoCAD to Lesley.Martin2@pwgsc.gc.ca**

### Instructions to Bidder(s):

Bidders must provide:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).  
As a minimum the product listing must include the following information:
  - Supplier part numbers;
  - Brief product descriptions;
  - Quantities;
  - Firm unit prices.

\*\*\*Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

### 1) Floor Plan(s) in PDF or AutoCAD version

Floor Plans – see attachment at end of solicitation

### 2) Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

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## ANNEX C

### 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 the Description of Product listed in Table 1 for the specific category above.

#### 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 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.

