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Travaux publics et Services gouvernementaux Canada

## **RETURN BIDS TO:**

# **RETOURNER LES SOUMISSIONS A:**

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
10182317	001
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	

	N° de page
Date of Solicitation – Da	te de la demande
November 16th, 2018	
Address inquiries to – Adresseignment à :	dresser toute demande de
See Section 2, A	rticle 4.1.
Voir Section 2, A	rticle 4.1
Destination	
See Section 2, A	nnex A.
Voir Section 2, A	nnexe A.

#### Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadians funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

#### Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No N° de téléphone
Facsimile No N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : Date :



TA	BL	F	OF	CON	NTE	VT.S

Section 1 - Invitation and Instructions to Bidders

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

#### <u>SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS</u>

### 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? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

Step 2. 

☐ Competitive or ☐ Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  - 1. a current published price list indicating the percentage discount available to Canada; or
  - 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other
  - 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  PSAE	Step	3.	$\boxtimes$	General	or	П	PSAE
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### Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Works Spaces 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.

This RFB has no security requirements.

The Bidder must provide the following information WITH the bid:

The information requested by Canada in Annex A herein.

#### **Bid Evaluation**

An evaluation team composed of representatives of Canada.

RFB Issued by:	
	See Section 2, article 4.1 below.
	ority on the date and at the time indicated below.
By no later than date and time:	a. 2018-11-30 b. 14:00 Eastern Standard Time (EST)
- To physical location (if applicable)	Mailroom / Bid Receiving Unit Department Canadian Heritage 2nd Floor 15 Eddy, 15-2-C Gatineau, Qc K1A 0M5
RFB Enquiries	
Unless a different period is listed in the adjacen enquires about the RFB to the Contracting Auth the RFB closing date. Enquiries received after be answered.	ority two business days prior to

# **SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	Ter	ms a	nd Conditions of the Contract	ct	
	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.				
2.	Sec	urity	Requirement		
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached				
				actor must fulfill the security requirements by meeting the terms	
		ow (th	ne checked article applies).		
	a.			d; possession of security clearance not required.	
				OT ENTER NOR PERFORM WORK ON sites where	
				D 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. x There is no security requirement associated with this contract.				
3.	Requirement				
3.1	The Contractor must perform the Work listed in Annex A herein.				
4.	Authorities				
4.1	Contracting Authority				
	Nar	ne:		Eric Lanthier	
	Title	e:		Material Management Specialist	
	Der	artm	ent/Agency/Crown	Canadian Heritage	
		pora			
	Add	Iress	:	15 Eddy, 9 <sup>th</sup> floor, Gatineau, QC, K1A 0M5	
	Tele	epho	ne No.:		

	Facsimile No.:					
	E-mail address:	PCH.contrats-contracting.PCH@canada.ca				
4.2	Project Authority:					
	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	Contractor's Representative					
	As set out in Annex A, Table 10 below.					
5.	Payment					
	Method of Payment					
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.					
	X Single Payment					
	Multiple Payment					
6.	Invoicing					
	Further to the Invoicing terms of the W copy of the invoice to the following add	TCM document, the Contractor will deliver the original and one dress for certification and payment:				
	Name of the organization and contact:					
	Address: Canadian Heritage 41 Eddy, office 44 Gatineau, QC K1A 0M5					
7.	Defence Contract. This clause appli	es if the box below is checked.				
	The Contract is a defence contract c. D-1.	ct within the meaning of the <u>Defence Production Act</u> , R.S.C. 1985,				

### **ANNEX A REQUIREMENT and BASIS OF PAYMENT**

- 1. Identified User (IU) to complete an Annex A for each category with the exception of the rules specified
- 2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.

1. Category Selection
Combined Categories Rule:  For reasons of compatibility, the following categories may be combined for evaluation and contract award purposes:  Category 1  Category 2  Category 5
The requirement includes the following category (ies) of work:
a.   Category 1 – Interconnecting Panels and Freestanding Systems
RULE: Metal Storage
Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.
b.   Category 2 – Freestanding Height Adjustable Desk / Table Products
☐ Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB
c.  Category 3 – Metal Filing and Storage Cabinets
<b>RULE</b> : High Storage Products Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.
Maximum Height for product #(s)at article 3 of this Annex is
☐ Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB
d.  Category 4 – Wood Veneer – Freestanding Products
e.   Category 5 – Ancillary and Lighting Products
f.  Category 6 - Support Space – Collaborative Furniture

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

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

**RULE 2:** Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

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 in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. 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/series.

a.	□ Product	t Related	Services
м.	, i i i o a a c	i i voiatou	

- 2. GoCUID identification and/or floor plan(s)
- 2.1 For Product Related Services requirements
- 2.2 For Categories 1-6:

Scenario a. Does not include a floor plan – Category(ies) 2 and 5

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

### 3. Product and Pricing Tables

**Bidder to complete**: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

#### **Product Category: 2**

Table 1 - Product

	Section	Section B – SUPPLIER'S BID				
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Manufacturer Series and Part Number	Firm unit Price** \$	Extended Total [Qty x Price] \$
1	FSCAEA5430	Sit/Stand Range Height Adjustable Work Surface/Electrically Assisted	15			
**	Must not exceed ceilir	Pr	oduct Total	\$		

Table 2 - Delivery

	Section A - IU REQUIREMEN	T		Section B	IER'S BID	
Product	Location	Desired	Desired	Supplier	Firm	Extended
Item #		Date	Time:	will deliver	unit	Total
from		(Y/M/D)	Normal	on the date	Price	(Qty x Firm
Table 1			Business	and at the	\$	Unit Price)
			Hours	time below*		\$
			(Normal)			
			Or			
			Outside			
			Normal			
			Business			
			Hours			
			(Outside)*			
1	Canadian Heritage	14/12/18	Outside	(Y)		
	10 Wellington, Level -2			(M)		
	Gatineau, QC			(D)		
	K1A 0M5					
*If no dat	es and times are added by the Supplier, th	ne	Delivery Total:			\$
Supplier	agrees to deliver on the Desired Date and	Time.				

## Table 3 - Installation

\*For this requirement, installation includes up to 1 hour of reconfiguration per table, up to a maximum of <mark>15 hours.</mark>

	Section A - IU REQUIREMEN		Section B	- SUPPL	IER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18- 31/03/19	Outside	(Y) (M) (D)		
	es and times are added by the Supplier, the install on the Desired Date and Time.	ne Supplier		Installatio	n Total:	\$

# **Optional Product Category: 2**

\*Please note that optional products may not be purchased all at once.

Table 4 - Optional Product

	Section	Section B – SUPPLIER'S BID				
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Manufacturer Series and Part Number	Firm <u>Unit</u> Price**	Extended Total [Qty x Price] \$
1	FSCAEA5430	Sit/Stand Range Height Adjustable Work Surface/Electrically Assisted	50			
**	**Must not exceed ceiling unit price in SA.			Pr	oduct Total	\$

Table 5 - Optional Delivery

	Section A - IU REQUIREMEN	IT		Section B	- SUPPL	IER'S BID
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18- 31/03/19	Outside	(Y) (M) (D)		
	es and times are added by the Supplier, the deliver on the Desired Date and Time.	ne Supplier		Deliver	y Total:	\$

Table 6 - Optional Installation

\*For this requirement, installation includes up to 1 hour of reconfiguration per table, up to a maximum of 50 hours.

Section A - IU REQUIREMENT				Section B	– SUPPL	IER'S BID
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm <u>Unit</u> Price \$	Extended Total (Qty x Firm Unit Price) \$
All	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18- 31/03/19	Outside	(Y) (M) (D)		
	res and times are added by the Supplier, the install on the Desired Date and Time.	ne Supplier		Installatio	n Total:	\$

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

1.	Standard Finishes					
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.					
		ys of the contract award, the Contracting Authority will provide the Contractor with ada's finish choices for each of the product(s) in Annex A.				
	The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.					
2.	Canada's Facilities to	Accommodate the Delivery:				
	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.					
	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.					
2.1	Loading Dock/Location					
Α	Location	Canadian Heritage				
		10 Wellington, Level -2				

		Gatineau, QC				
		K1A 0M5				
В	Dock	Standard size				
С	Lift	Yes				
D	Door					
2.2	Freight Elevator	Available				
2.3	Other (specify, if any)					
	Continuance of Certif	ications				
	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.					
	Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.					
3.1	Integrity Provisions					
3.2	Federal Contractor's Program for Employment Equity					
3.4	Product Conformance					
3.5	Price Certification (In a	ccordance with the SA, Part 6B)				

## Table 9 - Bid Evaluation and Contract Total CATEGORY 2 (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	Optional Product Total (Table 4)	\$
5	Optional Delivery Total (Table 5)	\$
6	Optional Installation Total (Table 6)	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7)	\$
9	Contract Price(1+2+3):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9 + 10):	\$

# Table 10 - Bidder's Authorized Representative

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

<sup>\*</sup>At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

# **Product Category: 5**

\*Please note that optional products may not be purchased all at once.

Table 1 – Product

	Section	Section B – SUPPLIER'S BID				
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Manufacturer Series and Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	MADME	Dual Monitor arm, Edge Clamp Mount	14			
**	Must not exceed ceilir	Pr	oduct Total	\$		

Table 2 - Delivery

	Section A - IU REQUIREMEN	IT		Section B	– SUPPL	IER'S BID
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm unit Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18	Outside	(Y) (M) (D)		
	es and times are added by the Supplier, the agrees to deliver on the Desired Date and			Delive	ry Total:	\$

Table 3 – Installation

	Section A - IU REQUIREMENT					IER'S BID
Product	Location	Desired	Desired	Supplier	Firm	Extended
Item #		Date	Time:	will install	unit	Total
from		(Y/M/D)	Normal	on the date	Price	(Qty x Firm
Table 1			Business	and at the	\$	Unit Price)
			Hours	time below*		\$
			(Normal)			
			Or			
			Outside			
			Normal			
			Business			
			Hours			
			(Outside)*			

All	Canadian Heritage	TBD	Outside	(Y)		
	10 Wellington, Level -2			(M)		
	Gatineau, QC			(D)		
	K1A 0M5					
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Installation	on Total:	\$

# **Optional Product Category: 5**

# Table 4 – Optional Product

	Section	A - IU REQUIREMENT		Section B -	- SUPPLIER	'S BID
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Manufacturer Series and Part Number	Firm <u>Unit</u> Price** \$	Extended Total [Qty x Price] \$
1	MADME	Dual Monitor arm, Edge Clamp Mount	50			
**	**Must not exceed ceiling unit price in SA.			Pr	oduct Total	\$

# Table 5 - Optional Delivery

	Section A - IU REQUIREMEN		Section B	– SUPPL	IER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm <u>Unit</u> Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18- 31/03/19	Outside	(Y) (M) (D)		
	res and times are added by the Supplier, the deliver on the Desired Date and Time.	ne Supplier		Deliver	y Total:	\$

Table 6 - Optional Installation

	Section A - IU REQUIREMEN		Section B	- SUPPL	IER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm <u>Unit</u> Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Canadian Heritage 10 Wellington, Level -2 Gatineau, QC K1A 0M5	14/12/18- 31/03/19	Outside	(Y) (M) (D)		
	tes and times are added by the Supplier, the install on the Desired Date and Time.	ne Supplier		Installatio	n Total:	\$

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

1.	Standard Finishes						
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.						
		lys of the contract award, the Contracting Authority will provide the Contractor with					
	a written notice of Can	ada's finish choices for each of the product(s) in Annex A.					
	The Contractor will del	iver the products corresponding to Canada's choice of specific finishes(s). No					
	additional charge will b	pe applied to Canada.					
2.	Canada's Facilities to	Accommodate the Delivery:					
	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.						
	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.						
2.1	Loading Dock/Location	1					
Α	Location	Canadian Heritage					
		10 Wellington, Level -2					
		Gatineau, QC					
	K1A 0M5						
В	Dock	Standard size					
С	Lift	Yes					
D	Door						
2.2	Freight Elevator	Available					

2.3	Other (specify, if any)
	Continuance of Certifications
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period
	specified by the Identified User.
3.1	Integrity Provisions
3.2	Federal Contractor's Program for Employment Equity
3.4	Product Conformance
3.5	Price Certification (In accordance with the SA, Part 6B)

Table 9 - Bid Evaluation and Contract Total CATEGORY 5 (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	Optional Product Total (Table 4)	\$
5	Optional Delivery Total (Table 5)	\$
6	Optional Installation Total (Table 6)	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7)	\$
9	Contract Price(1+2+3):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9 + 10):	\$

# Table 10 - Bidder's Authorized Representative

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

<sup>\*</sup>At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".