



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## 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**

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Chairs (Conf., Office, Side)	
<b>Solicitation No. - N° de l'invitation</b> EE520-191882/A	<b>Date</b> 2018-11-20
<b>Client Reference No. - N° de référence du client</b> EE520-191882	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-625-15113	
<b>File No. - N° de dossier</b> MTA-8-41240 (625)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-12-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<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> Lavoie, Corine	<b>Buyer Id - Id de l'acheteur</b> mta625
<b>Telephone No. - N° de téléphone</b> (514) 207-4777 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 2 - PARCS CST 2 - PARKS 3, PASSAGE DU CHIEN D'OR QUEBEC Québec G1R 3Z8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> .	<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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## REQUEST FOR BID (RFB) – OFFICE SEATING

### TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

### SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER

#### **Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/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.

☒ **Competitive or** ☐ **Single Conforming Supplier**

#### **For Competitive Requirements:**

**The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein;

**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 Single Conforming Suppliers:**

**The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein;
- 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.

☒ **General Stream or** ☐ **Procurement Strategy for Aboriginal Business (PSAB) Stream**

#### **For PSAB procurement:**

Canadian Content (*Only applicable if checked*)

☐ The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

#### **Security Requirement**

There is no security requirement applicable.

# REQUEST FOR BID (RFB) – OFFICE SEATING

<b>RFB Issued by:</b>	
Identified User's (IU)	See Section 2, article 4.1 below.
Department/Agency/Crown Corporation:	
IU Contact for this RFB:	Corine Lavoie

<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and time, location, and in the format indicated below.	
By no later than date and time:	- <b>December 4, 2018</b> - <b>2:00 PM EST</b>
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Soft Copy
To physical location (if applicable) (Hard copy)	PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Bid Receiving Unit Place Bonaventure, South-West Portal, Suite 7300 800 de la Gauchetière Street West Montreal, QC H5A 1L6 Fax : 514-496-3822
<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 until <b>two business days</b> prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>Terms and Conditions of the Contract</b>	
1.	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-120001/PQ apply to and form part of this Contract.
<b>Security Requirement</b>	
The applicable security requirement(s) is(are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
2.1	a. <input type="checkbox"/> <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. <input type="checkbox"/> <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>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.

<b>4.</b>	<b>Authorities</b>	
<b>4.1</b>	<b>Contracting Authority / Identified User</b>	
	Name:	Corine Lavoie
	Title:	Procurement Agent
	Department/Agency/Crown Corporation:	PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
	Address:	Place Bonaventure, South-West Portal, Suite 7300 800 de la Gauchetière Street West Montreal, QC H5A 1L6
	Telephone No.:	(514) 207-4777
	E-mail address:	corine.lavoie@tpsgc-pwgsc.gc.ca
<b>4.2</b>	<b>Project Authority <i>[To be completed upon contract award]</i></b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
<b>4.3</b>	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<b>Payment</b>	
	Method of Payment	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
		<b>First payment</b> – all products and delivery fees
		<b>Second payment</b> – installation fees
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
<b>6.</b>	<b>Invoicing <i>(Will be completed at contract award)</i></b>	
	Further to the Invoicing terms of the OS 6B/6C Addendum 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:	
	Address:	

**ANNEX A.1**  
**REQUIREMENT and BASIS OF PAYMENT**

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

**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID		
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		e.g. blue	For carpeted floor*	For hard surface floor*				
1	<b>Rotary Conference Chair</b>		Yes		46			
	<b>Headrest</b> : Not included							
	<b>Backrest Height</b> : High back							
	<b>Lumbar Support</b> : Fixed							
	<b>Armrests</b> : Fixed "T" Arm							
	<b>Seat Depth</b> : Medium fixed							
	<b>Seat and Backrest Locks</b> : Lockable or Stoppable in Multiple Positions							
	<b>Tilt Mechanism</b> : Concurrently							
	<b>Upholstery</b> : Dual fabric							
	<b>7CCHNBHLFAFLMTCUDF</b>							
* Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.				Extended Total for all Products:		\$		

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Delivery Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		March 11, 2019 (see note below)	Normal Business Hours	[YY-MM-DD]  (T)		
*Normal Business Hours are 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.				Extended Total for all Deliveries:			\$
<b>ADDITIONAL NOTES</b>  <u>Delivery only</u> for all products as indicated above, no installation at this time.							

# REQUEST FOR BID (RFB) – OFFICE SEATING

**Table 3 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Installation Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		To be confirmed with the Project Authority (see note below)	Normal Business Hours	[YY-MM-DD]  (T)		
*Normal Business Hours are 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.  <b><u>ADDITIONAL NOTES</u></b>  For the installation of all products, date will be confirmed 4 weeks prior to date of installation.				Extended Total for all Installations:			\$

**Table 4 – Optional Product (Chairs)**

☒ Not Applicable

**Table 5 – Optional Delivery**

☒ Not Applicable

**Table 6 – Optional Installation**

☒ Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within two business days of the Project Authority's receipt of all descriptive information, the Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	<b>Manège Militaire, Space located on the 3rd Floor 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3 – Building</b>
B	Dock	Yes
C	Lift	Yes (Elevator #'s 4, 2 et 1)
D	Door	
2.2	Freight Elevator	
2.3	<p>Other (specify, if any)</p> <p><b>Dimensions of exterior doors :</b></p> <p>Elevator 4 Capacity : 2250 kg Interior dimensions of cabin : 2610 mm x 1803 mm (Width x Depth) Available space : 2134 mm Height x 1219 mm Width</p>	

# REQUEST FOR BID (RFB) – OFFICE SEATING

			<p>Elevator 2 :</p> <p>Capacity : 1150 kg</p> <p>Interior dimensions of cabin : 2032mm x 1295mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p> <p>Elevator 1 :</p> <p>Capacity : 1 600 kg</p> <p>Interior dimensions of cabin : 2032 mm x 1651 mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p>
<b>3. 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 Office Seating, as follows:			
	3.1	Integrity Provisions	
	3.2	Federal Contractor's Program for Employment Equity	
	3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
	3.4	Product Conformance	
	3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

**Table 9 – Bidder's Authorized Representative**

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

**ANNEX A.2**  
**REQUIREMENT and BASIS OF PAYMENT**

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

**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID		
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		e.g. blue	For carpeted floor*	For hard surface floor*				
1	Rotary Office Chair		Yes		10			
	Headrest : Not included							
	Backrest Height: High back Lumbar Support : Adjustable Armrests : Height/Width/Swivel Adjustable "T" Arm Seat Depth : Adjustable Seat and Backrest Locks : Lockable or Stoppable in Multiple Positions Tilt Mechanism : Concurrently Upholstery : Back Breathable Material / Seat Fabric							
	70CHNBHLAASLMTCUBF							
* Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.				Extended Total for all Products:		\$		

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Delivery Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		March 11, 2019 (see note below)	Normal Business Hours	[YY-MM-DD]  (T)		
*Normal Business Hours are 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.				Extended Total for all Deliveries:			\$
<b><u>ADDITIONAL NOTES</u></b>  <u>Delivery only</u> for all products as indicated above, no installation at this time.							



# REQUEST FOR BID (RFB) – OFFICE SEATING

**Table 3 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Installation Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		To be confirmed with the Project Authority (see note below)	Normal Business Hours	[YY-MM-DD]  (T)		
*Normal Business Hours are 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.  <b><u>ADDITIONAL NOTES</u></b>  For the installation of all products, date will be confirmed 4 weeks prior to date of installation.				Extended Total for all Installations:		\$	

**Table 4 – Optional Product (Chairs)**

☒ Not Applicable

**Table 5 – Optional Delivery**

☒ Not Applicable

**Table 6 – Optional Installation**

☒ Not Applicable

**Table 7 – Associated Aspects**

1.	<b>Upholstering Colour</b>	
1.1	For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.	
1.1	Within two business days of the Project Authority's receipt of all descriptive information, the Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.	
	The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.	
2.	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	<b>Manège Militaire, Space located on the 3rd Floor 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3 – Building</b>
B	Dock	Yes
C	Lift	Yes (Elevator #'s 4, 2 et 1)
D	Door	
2.2	Freight Elevator	Non
2.3	Other (specify, if any)	<b>Dimensions of exterior doors :</b>  Elevator 4 Capacity : 2250 kg Interior dimensions of cabin : 2610 mm x 1803 mm (Width x Depth) Available space : 2134 mm Height x 1219 mm Width

# REQUEST FOR BID (RFB) – OFFICE SEATING

			<p>Elevator 2 :</p> <p>Capacity : 1150 kg</p> <p>Interior dimensions of cabin : 2032mm x 1295mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p> <p>Elevator 1 :</p> <p>Capacity : 1 600 kg</p> <p>Interior dimensions of cabin : 2032 mm x 1651 mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p>
<b>3. 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 Office Seating, as follows:			
	3.1	Integrity Provisions	
	3.2	Federal Contractor's Program for Employment Equity	
	3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
	3.4	Product Conformance	
	3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

**Table 9 – Bidder's Authorized Representative**

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

**ANNEX A.3**  
**REQUIREMENT and BASIS OF PAYMENT**

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

**Table 1 – Product (Chairs)**

Section A - IU REQUIREMENT						Section B – SUPPLIER’S BID		
#	Description	Upholstering Colour(s)	Caster Type(s)		Qty	Model Number [Add if not listed in Section A]	Firm Unit Price** \$	Extended Total [Qty x Price] \$
		e.g. blue	For carpeted floor*	For hard surface floor*				
1	Side Chair		Yes		11			
	Base Style : Cantilever							
	Casters: Without casters							
	Armrests : With arms							
	Stacking Capability : Stacking							
	Upholstery : Back Breathable Material / Seat Fabric							
	BCCNAWSCUBF							
* Not applicable for Side Chair. **Must not exceed ceiling unit price in SA.				Extended Total for all Products:				\$

**Table 2 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Delivery Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		March 11, 2019 (see note below)	Normal Business Hours	[YY-MM-DD] (T)		
*Normal Business Hours are 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>ADDITIONAL NOTES</b>  <u>Delivery only</u> for all products as indicated above, no installation at this time.					Extended Total for all Deliveries: \$		

# REQUEST FOR BID (RFB) – OFFICE SEATING

**Table 3 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Installation Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below**	Firm Lot Price \$	Extended Total (Qty x Price) \$
1	Manège Militaire - Building 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3		To be confirmed with the Project Authority (see note below)	Normal Business Hours	[YY-MM-DD]  (T)		
*Normal Business Hours are 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.  <b><u>ADDITIONAL NOTES</u></b>  For the installation of all products, date will be confirmed 4 weeks prior to date of installation.				Extended Total for all Installations:			\$

**Table 4 – Optional Product (Chairs)**

☒ Not Applicable

**Table 5 – Optional Delivery**

☒ Not Applicable

**Table 6 – Optional Installation**

☒ Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>For each of the chairs listed in Table 1 above, within two business days of the award of Contract, the Contractor must deliver, to the Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within two business days of the Project Authority's receipt of all descriptive information, the Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	<b>Manège Militaire, Space located on the 3rd Floor 805 Avenue Wilfrid-Laurier, Québec, G1R 2L3 – Building</b>
B	Dock	Yes
C	Lift	Yes (Elevator #'s 4, 2 et 1)
D	Door	
2.2	Freight Elevator	Non
2.3	Other (specify, if any)	<b>Dimensions of exterior doors :</b>  Elevator 4 Capacity : 2250 kg Interior dimensions of cabin : 2610 mm x 1803 mm (Width x Depth) Available space : 2134 mm Height x 1219 mm Width

# REQUEST FOR BID (RFB) – OFFICE SEATING

			<p>Elevator 2 :</p> <p>Capacity : 1150 kg</p> <p>Interior dimensions of cabin : 2032mm x 1295mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p> <p>Elevator 1 :</p> <p>Capacity : 1 600 kg</p> <p>Interior dimensions of cabin : 2032 mm x 1651 mm (Width x Depth)</p> <p>Available space : 2134 mm Height x 1067 mm Width</p>
<b>3. 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 Office Seating, as follows:			
	3.1	Integrity Provisions	
	3.2	Federal Contractor's Program for Employment Equity	
	3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
	3.4	Product Conformance	
	3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

**Table 9 – Bidder's Authorized Representative**

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