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Public Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
CICI 150096	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande

December 7, 2018

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.**Voir Section 2, Article 4.1**

Destination

See Section 2, Annex A.**Voir Section 2, Annexe A.**

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**Step 1. 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 customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

RFB Issued to: <i>[This section – "RFB Issued to:" is completed only when the RFB is not published on GETS]</i>	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. 17 December 2018 b. 2:00 pm Eastern Standard Time
To physical location (if applicable)	Only Via Email
To e-mail address (if applicable)	IRCC.BidsReceiving-Receptiondessomissions.IRCC@cic.gc.ca NOTE: Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email and the size of the document cannot exceed 10MB. Emails exceeding 10MB will not be received.
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	2 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.
2.	Security Requirement (the checked article applies)
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.
a.	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	There is no security requirement associated with this contract.
3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority (IU)
	Name: François Gaboury
	Title: Senior Procurement Officer

	Department/Agency/Crown Corporation:	Citizenship and Immigration Canada
	Address:	70 Cremazie, Gatineau, QC, K1A 1L1
	Telephone No.:	873-408-0521
	E-mail address:	Francois.gaboury@cic.gc.ca
4.2	<p>Project Authority <i>[To be completed at contract award]</i></p> <p><i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i></p> <p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>	
	Name:	Will be determined at contract award
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<p>Contractor's Representative</p> <p>As set out in Annex A, Table 9 below.</p>	
5.	<p>Method of Payment</p> <p>The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.</p>	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	<p>Invoicing</p> <p>Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:</p>	
	Name of the organization and contact: Sascha Goulet	
	Address:	
	Via email to: IRCC.AdminAccommodation-InstallationsAdmin.IRCC@cic.gc.ca	

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

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1. IU to complete an Annex A for each category with the exception of the rules specified herein.
 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.
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1. Category Selection

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

RULE: High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.

Maximum Height for product #(s) _____ at article 3 of this Annex is _____.

- d. Category 4 – Wood Veneer – Freestanding Products

- e. Category 5 – Ancillary and Lighting Products

- f. Category 6 - Support Space – Collaborative Furniture

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

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

- g. Non-SA Product(s) – Category: 6

2. Product and Pricing Tables

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

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

NOTE: CATEGORY 6 HAS BEEN DIVIDED IN TWO SEPARATE REQUIREMENTS TO INCREASE COMPETITION.

PART 1.

Product Category: 6 Table and Meeting Room Furniture

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TTDCCCBPBPENILSPN11 4xx1926NIL195x	C-Shaped Side Table	23		\$	\$
2	TTPCCPLHBPETSSAED84 xx3642NIL48xx	Kitchenette Table with end gables	10		\$	\$
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table. The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NON-SA Product(s)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	N/A		N/A		\$	\$
<i>Add more rows if necessary.</i> **Must not exceed ceiling unit price in SA.				Product Total		\$

Table 2 – Delivery of Cat 6 Part 1

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	Supplier will deliver on the date and at the time below**	Firm Lot Price \$

			Outside Normal Business Hours *		
1	365 Laurier Avenue Ottawa Ontario K1A 1L1	2019/02/12	Outside Normal if during the week after 6 pm	(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> <p><i>Add more rows if necessary.</i></p>				Delivery Total:	\$

Table 3 – Installation of Cat 6 Part 1

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 Lot Price \$
1	JEN17 and JEN18 365 Laurier Avenue Ottawa Ontario K1A 1L1	Installation will occur in two phases: JEN17 – 9 July 2019 JEN18 - 5 April 2019	Normal business hours	(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 install on the Desired Date and Time.</p>				Installation Total:	\$

Table 4 - Bid Evaluation and Contract Total for PART 1 of Category 6(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 <i>(if Applicable)</i>	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]	\$
6	Contract Price(1+2+3+4): [applicable at contract award only]	\$
7	Applicable Tax(es): [applicable at contract award only]	\$
8	Total Estimated Cost (6+7): [applicable at contract award only]	\$

* Applicable taxes extra.

Table 5 – Bidder's Authorized Representative

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

PART 2.**Product Category: 6 Collaborative Furniture****Table 6 – Product Table of Cat 6 Part 2**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	SREFRQPPNILAWANIL OMCFFSINILNILNIL	Lounge Chairs	6		\$	\$
2	SRESTQPANILSAWNIL OMCFFSINILNILNIL	Sofa for three adults	19		\$	\$
3	SCNTDTSBRPFSAWNIL NILPPNNILNILNILNIL	Bar Stool	73		\$	\$
4	EDRTBARVNILNILDEG NILNILTB42xx72xxNIL	White Board	7		\$	\$
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table. The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NON-SA Product(s)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	36" x 36" round table with star base on casters - finish maple		14		\$	\$
2	36" x 36" square table with star base on casters - finish maple		2			
3	ZOL3-MCIS60D MODULAR CURVE INSIDE UNITS – STD, fabric grade 1 and one color for back and seat		8		\$	\$
				Product Total		\$
<i>Add more rows if necessary.</i> **Must not exceed ceiling unit price in SA.						

Table 7 – Delivery of Cat 6 Part 2

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 Lot Price \$
1	365 Laurier Avenue Ottawa Ontario K1A 1L1	2019/02/12	Outside Normal if during the week after 6 pm	(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. <i>Add more rows if necessary.</i>				Delivery Total:	\$

Table 8 – Installation of Cat 6 Part 2

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 Lot Price \$
1	JEN17 and JEN18 365 Laurier Avenue Ottawa Ontario K1A 1L1	Installation will occur in two phases: JEN17 – 9 July 2019 JEN18 - 5 April 2019	Normal business hours	(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 install on the Desired Date and Time.				Installation Total:	\$

Table 9 - Bid Evaluation and Contract Total for PART 2 of Category 6(Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 6)	\$
2	Firm Delivery Total (Table 7)	\$
3	Firm Installation Total (Table 8)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]	\$
6	Contract Price(1+2+3+4): [applicable at contract award only]	\$

7	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
8	Total Estimated Cost (6+7): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 10– Bidder’s Authorized Representative

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

Table 11 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	365 Laurier, Ottawa ON
B	Dock	There is a loading dock at this location; Only 5 ton- straight truck
C	Lift	YES
D	Door	Normal
E	Freight Elevator	Yes
F	Other (specify, if any)	
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**ANNEX D
NON SUPPLY ARRANGEMENT (NSA) PRODUCTS**

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

1. Specifications

NON SA PRODUCT	
Product description	quantity
36" x 36" round table with star base on casters - finish maple	14
36" x 36" square table with star base on casters - finish maple	2
ZOL3-MCIS60D MODULAR CURVE INSIDE UNITS – STD, fabric grade 1 and one color for back and seat	8

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.