



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

Furniture Division/Division des ameublements  
L'Esplanade Laurier,  
East Tower 7th Floor  
Tour est 7<sup>e</sup> étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Office Furniture CAT 1, 2, 3 and 5	
<b>Solicitation No. - N° de l'invitation</b> EN448-191954/A	<b>Date</b> 2018-12-14
<b>Client Reference No. - N° de référence du client</b> 20191954	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-981-76049	
<b>File No. - N° de dossier</b> pq981.EN448-191954	<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 2019-01-02</b>	<b>Time Zone</b> <b>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 type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Here in	

**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</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>

## Annex E - Standard REQUEST FOR BID (RFB)

LTDLC-PCH

## 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 BIDDERS**

**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with 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**

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation. [\(Refer to WTCM for further information\)](#)

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**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.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement:**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - a. ☐ by the closing date of the bid;
  - b. ☐ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

**Bid Evaluation**

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

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

<b>RFB Issued to:</b>	
Supplier Name and Address: (City, Province)	E60PQ-140003/ /PQ
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
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. 04 January 2019 b. 2:00 PM EST
To physical location (if applicable)	Bid Receiving - PWGSC / Réception des soumissions - TPSGC 11 Laurier St. / 11, rue Laurier Place du Portage, Phase III Core 0B2 / Noyau 0B2 Gatineau, Québec K1A 0S5 Bid Fax: (819) 997-9776
To e-mail address (if applicable)	Please contact PWGSC Bid Receiving Unit via email to open an epost Connect conversation.  <a href="mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca</a>
<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.	__3__ business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	<b>Terms and Conditions of the Contract</b>	
	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.	<b>Security Requirement</b> (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.	<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 clausings in Annex B herein.
	c.	<b>There is no security requirement associated with this contract.</b>
3.	<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 (IU)</b>	
	Name:	James MacIsaac
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	PSPC
	Telephone No.:	819-639-4357
	E-mail address:	<a href="mailto:James.MacIsaac@tpsgc-pwgsc.gc.ca">James.MacIsaac@tpsgc-pwgsc.gc.ca</a>
	<b>Project Authority</b> <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>  <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>	
4.2	Name: Title: Department/Agency/Crown Corporation: Address: Telephone No.: E-mail address: <b>Contractor's Representative</b>	
4.3	As set out in Annex A, Table 9 below. <b>Method of Payment</b>	
5.	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. <div style="display: flex; justify-content: space-between;"> <div>Single Payment</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> Multiple Payment</div> <div></div> </div> <b>Invoicing</b>	
6.	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: Name of the organization and contact: Address: <i>completed at contract award</i>	

**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

**RULE:** High Storage Products

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

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

d. ☐ Category 4 – Wood Veneer – Freestanding Products

e. ☒ Category 5 – Ancillary and Lighting Products

f. ☐ Category 6 - Support Space – Collaborative Furniture

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

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

g. ☒ Non-SA Product(s) – Category(ies): 2

## 2. Product and Pricing Tables

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

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

### Product Category(ies): 1,2, & 5

**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] \$
Category 1A						
1	Refer to Annex C and Floor Plans.					\$
Category 1B						
2	ACPRPMAFxxxxxxx0936xx	Privacy screens/Panneaux d’intimite TAG: F	23		\$	\$
3	SPLSxxFAxxxxxxCSxxxxxx	Cushion seat/Coussin d’assise TAG: G	6		\$	\$



4	SPLSSSLxRxxFFODxx6620	Storage Supported / Soutenu par rangement/ File, File/ Open - Drawer, Ouvert / tiroir TAG : H2	2		\$	\$
5	SPLSSSLxRxxFFDOxx6620	Storage Supported / Soutenu par rangement/ File, File / Drawer – Open/ Tiroir – Ouvert TAG : H1	4		\$	\$
<b>Category 2</b>						
6	FSCAEA5424	Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout TAG : J	4		\$	\$
<b>Category 5</b>						
7	MADME	Dual Monitor, Edge Clamp Mount / Deux moniteurs, fixé au bord de la surface de travail	18		\$	\$
8	TLDBT	Desk base type/ monté sur le piètement	18		\$	\$
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.						
<b>Section A - IU REQUIREMENT</b>				<b>Section B – SUPPLIER'S BID</b>		
#	NON-SA Product(s)	Qty		Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
9	SIMILAR TO FSCAEA5424 – LENGTH CHANGE Sit/Stand Range Height Adjustable Work Surfaces/Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout ELECTRIC / ELECTRIQUE High pressure laminate top/ Surface stratifiée haute pression Rectangular/ Rectangulaire 1829mm (72) +/- 1" x 762mm (30) +/- 1" TAG : I	6			\$	\$
Add more rows if necessary. **Must not exceed ceiling unit price in SA.				Product Total		\$

**Table 2 - Delivery**

<b>Section A - IU REQUIREMENT</b>				<b>Section B – SUPPLIER'S BID</b>	
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	25 Eddy, Gatineau Québec J8X 4B3 Loading dock	2019/03/11	Normal		\$

<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b></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:	\$
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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	25 Eddy, Gatineau Québec Suite 100 J8X 4B3	2019/03/22	Normal		\$
<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> <p><i>Add more rows if necessary.</i></p>				Installation Total:	\$

**Table 4 – Optional Product**☒ Not Applicable**Table 5 – Optional Delivery**☒ Not Applicable**Table 6 – Optional Installation**☒ Not Applicable**Table 7 – 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 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>	
<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	
A	Location	2 Wellington Gatineau J8X 2H3 OPEN Monday to Friday from 6:00am to 6:00pm. Afterhours arrangements can be done with BGIS.
B	Dock	Truck entrances 14 feet high room for 45 feet tractor trailer
C	Lift	Loading dock is conceived so truck can unload directly on the dock surface. However 2 lifts are available. 2 tons platform 8 feet by 5 feet maximum weigh 1818KG
D	Door	Size – H 7.5 x W 8'
E	Freight Elevator	Elevator 19 – 12 feet high by 8 feet wide maximum loading capacity 1818KG
F	Other (specify, if any)	Security Loading dock inside entrances are control access with card readers. To circulate alone you need a PSPC security clearance or have an escort paid by PSPC or PSPC employees
<b>3.</b>	<b>Continuance of Certifications</b>	

	<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)

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

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

\* Applicable taxes extra.

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

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

**Product Category(ies): 3****Table 1 – Product Table**

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	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 3</b>						
1	LLFC3DFDxxx1836xxxx		2		\$	\$
2	SCSC2DSCXXX24364454	Height – 44"	3		\$	\$
3	WARDOPSCXXX20484454	Height – 54"	1		\$	\$
**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 Lot Price \$
1	25 Eddy, Gatineau Quebec J8X 4B3 Loading dock	2019/03/11	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b> **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 Lot Price \$
1	25 Eddy, Gatineau Quebec J8X 4B3 Loading dock	2019/03/22	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Installation Total:	\$

**Table 4 – Optional Product**☒ Not Applicable**Table 5 – Optional Delivery**☒ Not Applicable**Table 6 – Optional Installation**☒ Not Applicable**Table 7 – 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 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>	
<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>	
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F	Other (specify, if any)	Security Loading dock inside entrances are control access with card readers. To circulate alone you need a PSPC security clearance or have an escort paid by PSPC or PSPC employees
<b>3.</b>	<b>Continuance of Certifications</b>	
	<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>	
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4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7)</b>	\$

9	<b>Contract Price(1+2+3+7):</b>	\$
10	<b>Applicable Tax(es):</b>	\$
11	<b>Total Estimated Cost (9+10):</b>	\$

\* Applicable taxes extra.

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

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

**ANNEX B**  
**SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

## ANNEX C FLOOR PLAN(S)

### INSTRUCTIONS TO BIDDERS:

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 including NSA products forming part of this category;
- 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".**

### Category 1a Requirement:

#### 1) Floor Plan(s)





**2) Panel Details**

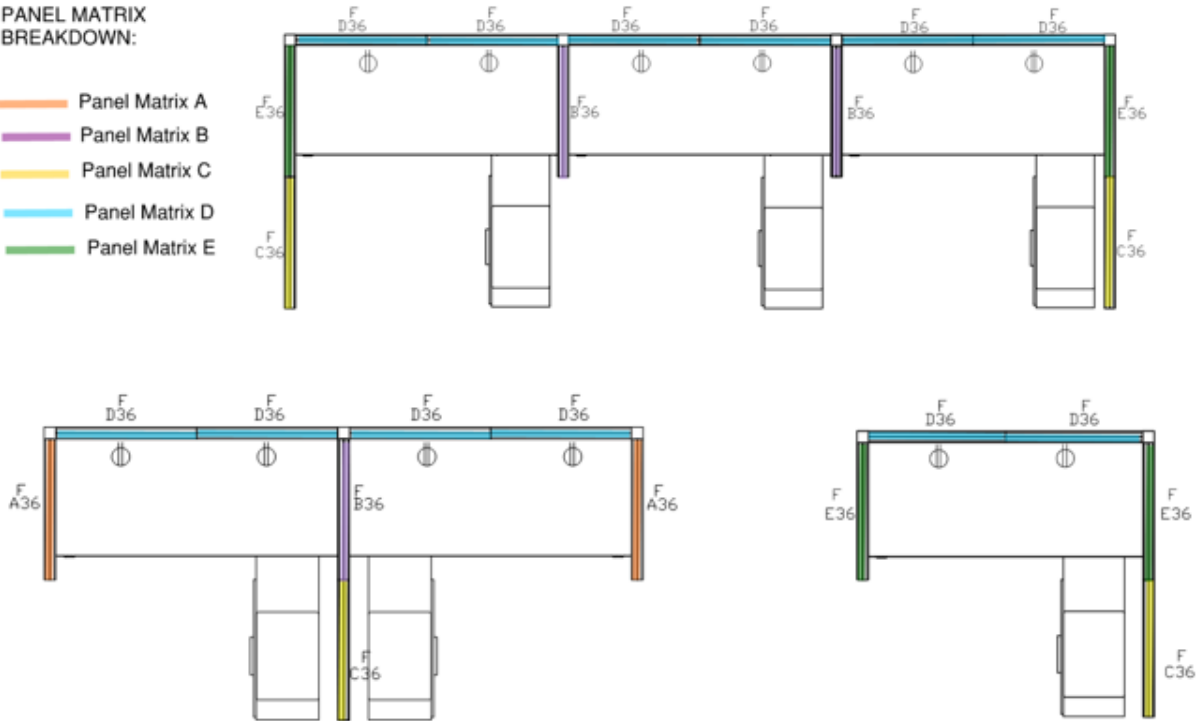
- a. All required panel heights: *Base Height, Work Surface Privacy Add-on Height*;
- b. When power is required, the power is located *below* work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: *Please refer to the AutoCAD*.

**3) Workstation Layout**

## GOC1367299- Panel Matrix

PANEL MATRIX  
BREAKDOWN:

- Panel Matrix A
- Panel Matrix B
- Panel Matrix C
- Panel Matrix D
- Panel Matrix E



Item	Qty	Category 1A Products
1	2	36"w Base height Panels, non-powered, lower element is fabric on both sides (Panel Matrix A)
2	3	36"w Work surface Privacy Height Panels, non-powered, lower element is fabric on both sides, upper element is Tack able surface on both sides (Panel Matrix B)
3	4	36"w Work surface Privacy Height Panels, non-powered, Lower and Upper elements are fabric on both sides (Panel Matrix C)
4	12	36"w Work surface Privacy Height Panels, Cut out for power & Data on one side , lower & upper element is fabric, (Panel Matrix D)
5	4	36"w Work surface Privacy Height Panels, non-powered, lower element is fabric on both sides, upper element #1 is Tack able surface, upper element # 2 is fabric (Panel Matrix E)

Item	Qty	Category 1B Products
1	23	36"wx9"H Privacy screens, panel mounted, frosted (Panel F)
2	4	66"Wx 20" H low storage-credenza unit, storage supported, laminate, rectangular, drawer-open
3	2	66"Wx 20" H low storage-credenza unit, storage supported, laminate, rectangular, -open-drawer
4	6	Cushion seats

**a. Panel Matrix**Panel Matrix-A

CAT 1a- Base Height panel, Non-Powered  
Total width 36"

Lower Element 1	Lower Element 2
Fabric	Fabric
Side 1	Side 2

Panel Matrix-B

CAT 1a-Work Surface Privacy Height, Non-Powered  
CAT 1b- Privacy Screen-Panel Mounted/Frosted (F)  
Total width 36"

Upper Element 1	Upper Element 2
Tack able surface	Tack able surface
Lower Element 1	Lower Element 2
Fabric	Fabric
Side 1	Side 2

Panel Matrix-C

CAT 1a-Work Surface Privacy Height, Non-Powered  
CAT 1b- Privacy Screen-Panel Mounted/Frosted (F)  
Total width 36"

Upper Element 1	Upper Element 2
Fabric	Fabric
Lower Element 1	Lower Element 2
Fabric	Fabric
Side 1	Side 2

Panel Matrix-D

CAT 1a-Work Surface Privacy Height, Powered  
outlets Below Work Surface (Single Sided)  
CAT 1b- Privacy Screen-Panel Mounted/Frosted (F)  
Total width 36"

Upper Element 1	Upper Element 2
Fabric	Fabric
Lower Element 1	Lower Element 2
Cut out for power & Data, Fabric	Fabric
Side 1	Side 2

Panel Matrix-E

CAT 1a-Work Surface Privacy Height, Non-Powered  
 CAT 1b- Privacy Screen-Panel Mounted/Frosted (F)  
 Total width 36"

Upper Element 1	Upper Element 2
Tack able surface	Fabric
Lower Element 1	Lower Element 2
Fabric	Fabric
Side 1	Side 2

- 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.

**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**

All products must meet the latest publications and testing requirements to ANSI/BIFMA X5.5 Desk/Table Products.

**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.