



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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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 |
| 10066021/A | |

| | |
|---|---------------------------------|
| Solicitation closes – La demande prend fin : | File No. - N° de dossier |
| at – à See Section 1 Voir Section 1 | 10066021 |
| on – le See Section 1 Voir Section 1 | |

Date of Solicitation – Date de la demande**2018-12-21****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)

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.

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.

Bid Evaluation

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

An evaluation team composed of representatives of Canada will evaluate the bids.

| | |
|---|--|
| 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. 2018-01-11 b. 2:00pm Central Standard Time (CST) |
| To e-mail address (if applicable) | TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca |
| RFB Enquiries | |
| Unless a different period is listed in the adjacent column, Bidders may submit enquiries 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. | 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. | 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 (IU) | |
| | Name: | Colin Simard |
| | Title: | Procurement Officer |
| | Department/Agency/Crown Corporation: | Public Services and Procurement Canada |
| | Address: | 100-167 Lombard Avenue Winnipeg, MB R3B 0T6 |
| | Telephone No.: | 204-583-7859 |
| | E-mail address: | TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca |
| 4.2 | Project Authority <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</i> | |

| | |
|---|--|
| <i>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> | |
| Name: | |
| Title: | |
| Department/Agency/Crown Corporation: | |
| Address: | |
| Telephone No.: | |
| E-mail address: | |
| 4.3 | Contractor's Representative |
| | As set out in Annex A, Table 9 below. |
| 5. | 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 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: | |
| 7. | Defence Contract. This clause applies if the box below is checked. |
| <input type="checkbox"/> | The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1. |

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following category of work

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products
- g. Non-SA Product - Category 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: Category 2 - Freestanding Height Adjustable Desk / Table Products

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 | FSIGTS5424 | Seated Range Height Adjustable Work Surfaces with Glides Type : Telescopic Dimensions : 1372mm (54 in.) x 610mm (24 in.) | 1 | | \$ | \$ |
| 2 | FSIGTS6024 | Seated Range Height Adjustable Work Surfaces with Glides Type : Telescopic Dimensions: 1524mm (60 in.) x 610mm (24 in.) | 2 | | \$ | \$ |
| 3 | FSCAEA4830 | Sit/Stand Range Height Adjustable Work Surfaces Type : Electrically assisted Dimensions : 1219mm (48 in.) x 762mm (30 in.) | 45 | | \$ | \$ |

| # | NON-SA Product(s) | Qty | Supplier Part Number | Firm Unit Price** \$ | Extended Total [Qty x Price] \$ |
|---|---|-----|----------------------|-------------------------|---------------------------------------|
| 4 | Seated Range Height Adjustable Work Surfaces with Glides Type: Telescopic Dimensions : 24 in x 72 in | 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. | | | | | |
| **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 \$ |
| 1-4 | Health Canada Harry Hays Building 220 - 4 AVE SE Calgary, Alberta T2G 4X3 Canada | 2019-04-14 | Normal Business Hours | (Y) (M) (D) | \$ |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. | | | | Delivery Total: | \$ |

Table 3 – Installation

| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER'S BID | |
|---|--|----------------------|---|---|-------------------|
| Product Item # from Table 1 | Location | Desired Date (Y/M/D) | Desired Time: Normal Business Hours Or Outside Normal Business Hours * | Supplier will install on the date and at the time below** | Firm Lot Price \$ |
| 1-4 | Health Canada Harry Hays Building 220 - 4 AVE SE Calgary, Alberta T2G 4X3 Canada | 2019-05-02 | 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 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

| | | |
|-----------|--|--|
| 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 | Health Canada Harry Hays Building 220 - 4 AVE SE Calgary, Alberta T2G 4X3 Canada |
| B | Dock | |
| C | Lift | Exists |
| D | Door | |
| E | Freight Elevator | |
| 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) | |

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

| | | |
|---|---|----|
| 1 | Firm Product Total (Table 1) | \$ |
| 2 | Firm Delivery Total (Table 2) | \$ |
| 3 | Firm Installation Total (Table 3) | \$ |
| 4 | Total Evaluated (Bid) Price* (1 + 2 + 3) | \$ |

* 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: |

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

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.