



Public Works and
Government Services
Canada

Travaux 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
CEAA-5000052974-2018-12-20	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	CEAA-5000052974-2018-12-20
on – le See Section 1 Voir Section 1	

Canada

No of Page/
N° de page

Date of Solicitation – Date de la demande 2018-12-20
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? No.

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

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. January 7, 2019 b. 2:00 pm EDT
To e-mail address	meghan.mackenzie@canada.ca
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.	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.	X	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:	Jerome Maltais
	Title:	Manager, Administration

	Department/Agency/Crown Corporation:	Canadian Environmental Assessment Agency
	Address:	160 Elgin Street, 22nd Floor Ottawa, ON K1A 0H3
	Telephone No.:	613-862-4378
	E-mail address:	jerome.maltais@canada.ca
4.2	Project Authority <i>[To be completed at contract award]</i> <p>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.</p> <p>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).</p>	
	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.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	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: Canadian Environmental Assessment Agency	
	Address: 160 Elgin Street, 22nd Floor, Ottawa, ON K1A 0H3	

**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. Product and Pricing Tables

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: 6

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	TTCCQPMFBPDTSLNIL40xx1421NIL24xx	Coffee table/Table à café Four - Metal Legs/Quatre pieds en métal	3		\$	\$
2	TTPSPQMPNLRSSNILNILNIL30xxNIL	Meeting room tables/Tables pour salles de réunion - Four point metal base with glides /Piètement	6		\$	\$
3	TTPSPQMPNLRSSNILNILNIL36xxNIL	Meeting room tables/Tables pour salles de réunion – Four point metal base with glides/Piètement	7		\$	\$
4	TTPSPQMPNILCSSL30xxNILNIL30xx	Meeting room tables/Tables pour salles de réunions – Four point metal base with glides/Piètement	1		\$	\$
5	TTPSPPLCNILCSSPCC42xxNILNIL42xx	Meeting room tables/Tables pour salles de réunions - Laminate panel base with wire access /Piètement à panneaux laminé stratifié avec accès d'acheminement des câbles	3		\$	\$
6	TTPSPQMPNILTSSDMQ96xxNILNIL36xx	Meeting room tables/Tables pour salles de réunion - Four point metal base with glides /Piètement quadripode en metal avec patins	1		\$	\$
7	TTPSPPLCNILLOSSUEP72xxNILNIL42xx	Meeting room tables/Tables pour salles de réunion - Laminate panel base with wire access /Piètement à panneaux laminé stratifié avec accès d'acheminement des câbles	2		\$	\$
8	TTPSPPLCNILLOSSDMQ120xxNILNIL42xx	Meeting room tables/Tables pour salles de réunion - Laminate panel base with wire access /Piètement à panneaux laminé stratifié avec accès d'acheminement des câbles	1		\$	\$
9	TTPRPTARNILTSSPCW60xx0xxxNIL30xx	Training Room Table/Table pour salle de formation - T legs with lockable casters/Pattes en T avec roulettes verouillables	6		\$	\$
10	TTPRPTARPT3TSSPPH60xx0xxxNIL24xx	Training Room Table/Table pour salle de formation - T legs with lockable casters/Pattes en T avec roulettes verouillables	3		\$	\$
11	SREBRQPPAPSAWUSOOMABCVC234543541935	Ganging Banquette Seating/Banquette raccordable - Four legs with glides for carpets/Quatre pieds avec patins a tapis	9		\$	\$

12	SREBRQPPDHUSAWUSOO MABCVC234543541935	Ganging Banquette Seating/Banquette raccordable - Four legs with glides for carpets/Quatre pieds avec patins a tapis	9		\$	\$
13	SREFRQPNNILSAWNILOMC FFVCNILNILNIL	Lounge Chair/Fauteuil air de repos - Four legs with non-marking adjustable glides/Quatre pieds avec réglables et non marquants patins	10		\$	\$
14	SREFRQPPNILAWANILOMC FFVCNILNILNIL	Lounge Chair/Fauteuil air de repos - Four legs with glides for carpets/Quatre pieds avec patins a tapis	4		\$	\$
15	SREFRQRRPDPAWANILOMC FFVCNILNILNIL	Lounge Chair/Fauteuil air de repos - Four casters with two locking/Quatre roulettes avec deux roulettes verrouillables	6		\$	\$
16	SREFRBSPDPAWANILOMC FFVCNILNILNIL	Lounge Chair/Fauteuil air de repos - Swivel base/Base pivotante	2		\$	\$
17	SRETRBPNNILSAWSPROMN ILVINILNIL20xx	Upholstered Stool/Tabouret rembourr - Non-Visible Base or Legs/Base pleine ou pieds non	2		\$	\$
18	SCNTDQPMRPFSAWNILOMC CCRVCNILNILNIL	Bar Stool/Tabouret de bar - Four metal Legs/Quatre pieds en metal	8		\$	\$
19	SCNCCQPFNILSAWNILOMC INILNILNILNIL	Kitchenette Chair/Chaise de cuisinette - Four Legs/Quatre pieds	36		\$	\$
20	SREBRQPNSTWSAWDSTOM ABCVC467243541935	Ganging Banquette Seating/Banquette raccordable - Four legs with non-marking adjustable glides/Quatre pieds avec réglables et non marquants patins	4		\$	\$
21	SREBRQPPTPTSAWTSTOMA BCVC691343541935	Ganging Banquette Seating/Banquette raccordable - Four legs with glides for carpets/Quatre pieds avec patins a tapis	3		\$	\$
22	SREBMQPNSTDSAWDSTOM ABCVI3654NIL1934	Ganging Banquette Seating/Banquette raccordable - Four legs with glides for carpets/Quatre pieds avec patins a tapis	4		\$	\$
23	SREBMQPNSTDSAWTSTOM ABCVC6413NIL1934	Modular Benching Unit/Banquette modulaire - Four legs with non- marking adjustable glides/Quatre pieds avec réglables et non marquants patins	2		\$	\$
Add more rows if necessary. **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 to 23	160 Elgin Street, 24 th Floor Ottawa, ON K1A 0H3	ASAP after contract award	Outside Normal	(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 to 23	160 Elgin Street, 24 th Floor Ottawa, ON K1A 0H3	ASAP after contract award	Outside Normal	(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:	\$

Tables 4, 5, 6, and 7 are not applicable.

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

1.	Standard Finishes	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. 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. The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	160 Elgin Street, 24 th Floor
B	Dock	11 feet
C	Lift	Exists
D	Door	[Size - H x W]
E	Freight Elevator	160 Elgin Street 24 th floor
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 9 - 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	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4)	\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (9+10):	\$

* 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:

ANNEX B
SECURITY REQUIREMENTS

C. There is no security requirement associated with this contract.