



No of Page/ N° de page	8
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**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

See Section 1. Voir Section 1.

**BID SOLICITATION
INVITATION À SOUMISSIONNER**

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-120001/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-120001/PQ.

Date of Solicitation – Date de la demande 18 January 2019
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:

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:

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.

Solicitation No. - N° de la demande 100012233	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier
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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 : _____



TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER

Terms of the RFB:

This RFB is issued pursuant to the Supplier’s Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier’s SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

Competitive or **Single Conforming Supplier**

For Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein;

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

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

Bid Evaluation

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

RFB Issued to: [The section “RFB Issued to:” is completed only when the RFB is not published on Buyandsell.gc.ca]	
Supplier Name and Address: (City, Province)	[use address from Supplier’s SA] [SA number starts with E60PQ-120001]
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
- Facsimile Number:	
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 time, location, and in the format indicated below.	
- By no later than date and time:	January 30, 2019 2:00 pm EST
- Format of Bid Submission	<input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy

- To physical location (if applicable) (Hard copy)	Not Applicable
- To e-mail address (if applicable) (Soft copy)	NC-SOLICITATIONS-GD@HRSDC-RHDCC.GC.CA
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority until two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	5 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier’s SA within the series E60PQ-120001/PQ apply to and form part of this Contract.	
2.	Security Requirement	
2.1	The applicable security requirement(s) is(are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.	<input checked="" type="checkbox"/>	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.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	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 / Identified User	
	Name:	Daniel Pageau
	Title:	Procurement Acquisition Agent
	Department/Agency/Crown Corporation:	Employment and Social Development Canada
	Address:	140 Promenade du Portage, Gatineau, Québec K1A 0J9
	Telephone No.:	819-654-2705
	Facsimile No.:	N/A
	E-mail address:	Daniel.pageau@hrsdcc.gc.ca
4.2	Project Authority [To be completed upon contract award]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Payment	
	Method of Payment	
	<input checked="" type="checkbox"/>	Single Payment

REQUEST FOR BID (RFB) – OFFICE SEATING

	<input type="checkbox"/>	Multiple Payment
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
6.	Invoicing	
	Further to the Invoicing terms of the OS 6B/6C Addendum document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: N/A	
	Name of the organization and contact: Employment and Social Development Canada	
	Address: Accounts Payable PO Box 4600 Winnipeg, MB, R3C 0S1	
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 <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

IU to complete: Section A of Tables 1,3,5; Section A of Tables 2,4,6 if optional quantities are required; Table 7 in its entirety.

Bidder to complete: Section B of Tables 1,3,5; Section B of Tables 2,4,6 if applicable; Tables 8 and 9.

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

1. Category Selection

The requirement includes the following category (ies) of work:

- Category 1 - Rotary Office**
- Category 2 - Rotary Conference**
- Category 3 - Side Chair**

Table 1 – Product (Chairs)

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Lounge Chair	4			
	SREFRDRDPDPATGNILOBCFFVINILNILNIL				
	-Two casters and two legs with glides. -Back handle, cup holder and shelf at base. -Right Tablet Arm with the ability to move in and out and a Left Armrest. -Solid Hardwood frame. -Fixed cushions -Vinyl				
2	Lounge Chair	17			
	SREFRDRDPDPATANILOBCFFVINILNILNIL				
	-Two casters and two legs with glides. -Back handle, cup holder and shelf at base. -Right Tablet Arm with the ability to move in and out . -Solid Hardwood frame. -Fixed cushions -Vinyl				
3	Lounge Chair	17			
	SREFRDRDPDPATANILOBCFFVINILNILNIL				
	-Two casters and two legs with glides. -Back handle, cup holder and shelf at base. -Left Tablet Arm with the ability to move in and out. -Solid Hardwood frame. -Fixed cushions -Vinyl				

Table 2 – Optional Product (chairs) Not Applicable

Table 3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the	Firm Price \$	Extended Total (Qty x Price) \$

					time below**		
1	<i>ESDC Alberta warehouse 4711-91 Avenue Edmonton T6B 2M7</i>		<i>No later than March 31, 2019</i>	<i>Normal Business Hours</i>	<i>(Y-M-D) (Time)</i>		
*Normal Business Hours are 7:30 – 15:00,				Extended Total for all Deliveries:		\$	

Table 4 – Optional Delivery Not Applicable

Table 5 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	<i>N/A</i>						
1							

Table 6 – Optional Installation Not Applicable

Table 7 – Associated Aspects

1.	Upholstering Colour
1.1	<p>For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada’s colour choices for each of the chairs listed in Annex A.</p>

	The Contractor will deliver the chairs corresponding to Canada’s choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.		
2.	Canada’s Facilities to Accommodate the Delivery		
2.1	Loading Dock/Location		
	A	Location	<i>ESDC Warehouse, 4711-91 Ave. Edmonton, T6B 2M7</i>
	B	Dock	X2 only right side has lift
	C	Lift	Exists - Hydraulic Dock Plate weight capacity, 1 ton maximum Size – 6’x5’
	D	Door	Size – 10’x8’ x2
2.2	Freight Elevator	N/A	
2.3	Other (specify, if any)	Hours of Operation: Monday to Friday, 7:30 am to 3:00pm. Must call 24 hrs before delivery to confirm, Unmanned location, Carrier must unload.	
3.	Continuance of Certifications		
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Office Seating, as follows:		
3.1	Integrity Provisions		
3.2	Federal Contractor’s Program for Employment Equity		
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)		
3.4	Product Conformance		
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)		

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

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

*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.

Table 9 – Bidder’s Authorized Representative

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