



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

Via email to / par courrier électronique à:
shenny.dai@international.gc.ca

**STANDARD REQUEST FOR BID
INVITATION A 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.

Date of Solicitation – Date de la demande February 8, 2019
Address inquiries to – Adresser toute demande de renseignement à : Shenny Dai (343) 203-0163 shenny.dai@international.gc.ca
Destination : Global Affairs Canada (GAC) 201 Innes Park Way (Suite 210) Ottawa, Ontario K1B 1E3 Canada

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.

Solicitation No. - N° de la demande : 19-154311	Amendment No. - N° de modification N/A
---	--

Solicitation closes – La demande prend fin : At – à 14 :00 (EDT) On – le 18, February 2019	File No. - N° de dossier 19-154311
---	--

Supplier Name and Address – Nom et adresse du fournisseur All Conforming Suppliers under Supply Arrangement / Fournisseurs conformes en vertu de l'arrangement en matière d'approvisionnement : E60PQ-140003/.../PQ.
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 BIDDERS

Step 1. 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 2. 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.

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 Public Service and Procurement Canada (PSPC) 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.

Security Requirement

There is no security clearance requirement associated with this contract. However bidder/contractor must fulfil the below conditions:

1. the Bidder’s / Contractor’s proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must be escorted by the department for which the work is being performed.
2. The Contractor/Bidder is NOT approved for document safeguarding.
3. Processing of PROTECTED / CLASSIFIED information on automatic/electronic data processing equipment at the Contractor’s/Bidder’s site is NOT permitted under this contract.



Bid Evaluation

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

RFB Issued to:	
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: E60PQ-140003/.../PQ
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Global Affairs Canada Shenny Dai
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. February 18, 2019 b. 14:00 (estern daylight time)
To e-mail address:	shenny.dai@international.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 two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days prior to the RFB closing date.

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 Requirements
2.1	There is no security clearance requirement associated with this contract. However, the Contractor must meet the terms below, as indicated in Annex B of the contract.
a	<input checked="" type="checkbox"/> Contractor personnel MUST 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.
3	Requirement
3.1	Suppliers must fill in their portion of Annex A herein: Section B of Tables 1 and 2, Table 4 (optional), and Table 5. The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority
	Name: Shenny Dai
	Title: Procurement Officer, Supply Operations
	Department/Agency/Crown Corporation: GAC
	Address: 200 Promenade du Portage, Gatineau, QC K1A 0G4



	Telephone No.:	(343) 203-0163
	E-mail address:	shenny.dai@international.gc.ca
4.2	Project Authority	
	Name:	To be provided by IU at contract award
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 6 below.	
5.	Payment	
5.1	Method of Payment	
	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"/>	Paiements multiples





**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

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.

The requirement includes the following category of work:

Category 2 – Freestanding Height Adjustable Desk / Table Products

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award

Bidder to complete: Sections identified by the IU in the RESULTING CONTRACT CLAUSES, Part 3, Requirement.

Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Table 1 – Product

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Price \$	Extended Total [Qty x Price] \$
Category 2						
1	FSCAEA5430	Sit/Stand Range Height Adjustable Work Surfaces; Electrically assisted; 1372mm (54”) x 762mm (30”)	246		\$	\$



Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Completion Date (M-D-Y)	Desired Time:	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
All	Global Affairs Canada 210 - 201 Innes Parkway. Old Innes Road, Ottawa Ontario K1B 1E3	Before March 29, 2019	Normal (8h30à15h)	(Y) (M) (D)	\$
<p>* Normal Business Hours 8:00 – 17:00, as per SA // 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 by the completion Date and the desired Time.</p>			Delivery Total:		\$

***** Installation is not required *****

Table 3 – 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 Contracting 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	
2.1	<p>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.</p> <p>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.</p>	
2.2	Loading Dock/Location	
A	Location	201 Innes Parkway. Old Innes Road. Suite 210. Ottawa, Ontario k1B 1E3
B	Dock	Contractor must contact Project Authority minimum two days prior to delivery to confirm Dock information.
C	Lift	Delivery in warehouse via the loading dock
D	Door	Dimensions N/A
2.3	Freight Elevator	Delivery in warehouse via the loading dock
2.4	Other (specify, if any)	Productes must be received on skids
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 following certifications listed in	



	Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows: Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.
3.1	Integrity Provisions
3.2	Federal Contractor's Program for Employment Equity
3.3	Product Conformance
3.4	Price Certification (In accordance with the SA, Part 6B)

Table 4 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Total Evaluated (Bid) Price* (1 + 2):	\$
4	Applicable Tax(es):	\$
5	Total Estimated Cost (3 + 4):	\$

Table 5 – Bidder's Authorized Representative

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

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