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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 when only one bid is received:

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.

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

Security Requirement: Not applicable

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 on the date and at the time indicated below.		
By no later than date and time:	a. Tuesday, March 5, 2019 b. By 2 p.m. EST	
To physical location	Bid Receiving Unit Place Bonaventure, portail Sud-Ouest, 7e étage 800 rue de la Gauchetière Ouest, Bureau 7300, Montréal (QC), H5A 1L6	
By fax	514-496-3822	
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

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.	<input 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 checked="" 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 (IU)	
	Name:	Carolina Asquino
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	Place Bonaventure, portail Sud-Ouest, 7e étage 800 rue de la Gauchetière Ouest, Bureau 7300
	Telephone No.:	514-348-4129
	E-mail address:	carolina.asquino@tpsgc-pwgsc.gc.ca
4.2	Project Authority [To be completed at contract award] <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>	
	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: <i>[To be completed at contract award]</i>
	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.1 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

*** Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

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) **prior to the manufacturing/ordering of the products**, 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.

NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

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 product 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 products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

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

g. ☐ NSA Product(s) – Category 6

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. **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”.

Product Category 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] \$
01	WARDOPSCxxx18363443	*Must be the same height as items: 04 & 06, between 39"-42" *Finishes of all items must match	33 ÉTAGE 01 = 4 ÉTAGE 02 = 11 ÉTAGE 03 = 10 ÉTAGE 04 = 8		\$	\$
02	WARDOPSCxxx18364454	*Height between 51"-54" *Finishes of all items must match	2 ÉTAGE 04 = 2		\$	\$
03	LLFC3DFDxxx1836xxx	*Height between 34"-37" *Finishes of all items must match	54 ÉTAGE 03 = 16 ÉTAGE 04 = 38		\$	\$
04	LLFC3DFDxxx1836xxx	*Must be the same height as items: 04 & 06, between 39"-42" *Finishes of all items must match	14 ÉTAGE 02 = 2 ÉTAGE 03 = 7 ÉTAGE 04 = 5		\$	\$
05	SCSCOPSCxxx18363443	*Height between 34"-37" *Finishes of all items must match	4 ÉTAGE 02 = 4			
06	SCSCOPSCxxx18363443	*Must be the same height as items: 04 & 06, between 39"-42" *Finishes of all items must match	6 ÉTAGE 02 = 5 ÉTAGE 03 = 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 as per below**	Firm Lot Price \$
1	National Film Board (NFB), Ilot Balmoral, at the corner of rues Bleury & Mayor in Montréal, Qc.,	The delivery and installation of the furniture will begin around May 6, 2019. The entire furniture installation, including the final cleaning, must be completed and fully functional for the relocation of the NFB's employees. This will have to be fully completed by Thursday, May 16th late evening. Deliveries should	Outside Normal	_____ : weeks or days for delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$

		take place in the evening, from 15:00 to 22:00, Monday to Thursday. The dates mentioned will be confirmed one month before the scheduled start of delivery and installation.			
<p>*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.</p> <p>**The Desired Date(s) and time(s) for delivery are estimated and may change if authorized by the Project Authority (PA). The supplier must not commence the work under this contract until the Project Authority (PA) provides the supplier the authority to proceed taking into consideration the delivery time provided by the supplier.</p>				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 as per below**	Firm Lot Price \$
1	National Film Board (NFB), Ilot Balmoral, at the corner of rues Bleury & Mayor in Montréal, Qc.,	The delivery and installation of the furniture will begin around May 6, 2019. The entire furniture installation, including the final cleaning, must be completed and fully functional for the relocation of the NFB's employees. This will have to be fully completed by Thursday, May 16th late evening. Installation could take place from 7:00 to 22:00, Monday to Sunday. The dates mentioned will be confirmed one month before the scheduled start of delivery and installation.	Normal & Outside Normal	_____ : weeks or days for installation <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Desired Date(s) and time(s) for installation are estimated and may change if authorized by the Project Authority (PA). The supplier must not commence the work under this contract until the Project Authority (PA) provides the supplier the authority to proceed taking into consideration the installation time provided by the supplier.</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

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.	<p>Canada's Facilities to Accommodate the Delivery</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	Access will be via Mayor street.
B	Dock	6 ft. 2in. X 7 ft. X 13 ft. 6in.
C	Lift	Yes, take Elevator No. 7
D	Door	
E	Freight Elevator	On level SS-2
F	Other (specify, if any)	See attached delivery plans All persons requesting access to the building will be required to present a valid photo ID issued by the Provincial or Federal Government, to the security guard responsible for access to the site.
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	Optional Product Total (Table 4)	N/A
5	Optional Delivery Total (Table 5)	N/A
6	Optional Installation Total (Table 6)	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA (N/A
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) [to be removed at contract award]	\$
9	Contract Price(1+2+3+7): [applicable at contract award only]	\$
10	Applicable Tax(es): [applicable at contract award only]	\$
11	Total Estimated Cost (9+10): [applicable at contract award only]	\$

* 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 B
SECURITY REQUIREMENTS

There is no security requirement associated with this contract.

ANNEX C
FLOOR PLAN(S)

****See attached pdf and/or AutoCAD floor plan****

For information purposes only

ANNEX D

Additional Specifications, Certifications

This Annex includes the additional Specifications, Certifications associated with NSA products *and NOSAP* forming part of the requirement.

1. Specifications

As per the info in the table in Annex A.1 & the plans

2. Certifications

.1 NSA Product Conformance

.2 Non Offered Supply Arrangement Product (NOSAP) Conformance

2.1 NSA Product Conformance *(Required precedent to Issuance of a contract)*

Non applicable

2.2 NOSAP - Refers to Non Offered Supply Arrangement Products. *These are products that form part of the Product and Pricing catalogues of the Supply Arrangement, but does not have an approved ceiling price in the suppliers issued SA. Suppliers must hold a SA with the category being solicited. NOSAP products must be certified prior to issuance of contract award at Annex D. (NOSAP to be applied if required on a case by case basis)*