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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 10066525/A	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 10066525
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Date of Solicitation – Date de la demande

2019-02-26

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 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

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 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 and _____ (name of firm or consultant) 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 on the date and at the time indicated below.	
By no later than date and time:	a. 2019-03-08 b. 2:00PM CST (Central Standard Time)
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 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.		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:	Ruwani Wall
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	167 Lombard Avenue Winnipeg MB R3B 0T6
	Telephone No.:	204-510-7848
	E-mail address:	TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca
4.2	Project Authority <i>[To be completed at contract award]</i> <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:	TBD
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 type="checkbox"/> Single Payment
	<input checked="" 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
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) **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

- 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 _____.

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

- g. NSA Product(s) – Category: 3

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".

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] \$
1	LLFC3DFDxxx1836xxxx	<ul style="list-style-type: none"> Locking Lateral Filing Cabinets Three (3) fixed front drawers 457mm (18 in.) x 914mm (36 in.) 	30		\$	\$
2	LLFC5DTRFFx1836xxxx	<ul style="list-style-type: none"> Locking Lateral Filing Cabinet Five (5) drawers-top drawer is receding, others are fixed fronts 457mm (18 in.) x 914mm (36 in.) 	14		\$	\$
NSA products						
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.						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NON-SA Product(s)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
3	Open 5 shelf metal book case. Shelves must be adjustable. Dimensions: 36"W x 15"D x 72"H		13		\$	\$
**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 \$
1-3	Canada Place P2 Floor 9700 Jasper Ave. Edmonton AB	On or before March 31 st , 2019	After 3:00pm	While delivery is requested by March 31 st , the best delivery that can be offered is _____ (estimated calendar days) from award of a contract and receipt of finishes.	\$

<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>	<p>Delivery Total:</p>	<p>\$</p>
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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 \$
1-3	Canada Place 10 th floor 9700 Jasper Ave. Edmonton AB	On or before June 1st, 2019	<p>Install in accordance with manufacturer’s written instructions using trained personnel at the site location, during normal business hours, defined as Monday to Friday 8:00 am to 4:00pm as long as the noise level does not include banging or drilling.</p> <p>Installation during Normal Business Hours</p> <p>Installation during Outside Normal Business Hours.</p> <p>Pricing for both normal and outside normal business hours must be provided for evaluation. One or the other will be confirmed and included before contract award.</p>	<p>While installation is requested by June 1st, the best installation date that can be offered is</p> <hr/> <p>(estimated calendar days) from award of a contract and receipt of finishes. Install dates need to be conformed prior to installers arrive.</p>	<p>\$</p> <p>\$</p>
<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>				<p>Installation Total:</p>	<p>\$</p>

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	The loading dock is located on P2 – there are service elevators available off the loading dock for the delivery of the metal cabinets to P2 location
B	Dock	Exists
C	Lift	
D	Door	
E	Freight Elevator	Service Elevators Exist
F	Other (specify, if any)	Elevator and loading dock must be booked prior to delivery. Installers must book both loading dock and elevators 1 week prior to delivery. They must provide names of all installers and phone number and name of site supervisor. Delivery of all furniture into the loading dock cannot exceed 5 ton truck.
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	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4)	\$
6	Contract Price(1+2+3+4): [applicable at contract award only]	\$
7	Applicable Tax(es): [applicable at contract award only]	\$
8	Total Estimated Cost (6+7): [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
Additional Specifications, Certifications

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

1. Specifications

As per Annex A

2. Certifications

.1 NSA Product Conformance

2.1 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.