



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Seating SA - Guelph	
<b>Solicitation No. - N° de l'invitation</b> EQ754-193066/A	<b>Date</b> 2019-03-07
<b>Client Reference No. - N° de référence du client</b> EQ754-19-3066	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-630-7765	
<b>File No. - N° de dossier</b> KIN-8-50233 (630)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Holt, Judy	<b>Buyer Id - Id de l'acheteur</b> kin630
<b>Telephone No. - N° de téléphone</b> (613) 536-4995 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PHAC/HC 370 SPEEDVALE AVENUE GUELPH Ontario N1H 7M7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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### **STANDARD REQUEST FOR BID**

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.

### **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.

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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 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.

General Stream **AND** Procurement Strategy for Aboriginal Business (PSAB) Stream offering National Coverage

PSAB Suppliers ONLY who are offering Regional Coverage.

### Bid Evaluation

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

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<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.

<b>RFB Closing - Submit Bid:</b> 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:	<b>18 March 2019</b> <b>2pm Eastern Daylight Time (EDT)</b>
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location  (Hard copy)  <b>Epost Connect service will be accepted</b> <b>Fax service will not be accepted</b>	<b>Bid Receiving Unit</b> <b>86 Clarence Street, 2<sup>nd</sup> Floor</b> <b>Kingston, ON, K7L 1X3</b>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquiries 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

### 1.1 Epost Connect Service - Submission of Bids

- (a) Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation. If the Bidder chooses to submit its bid using the epost Connect service, the only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is:  
**TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca** (*Bids will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions*)
- (b) To submit a bid using epost Connect service, the Bidder must either:
- send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- (c) If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- (d) If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.

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- (e) The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- i. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- ii. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- A. receipt of a garbled, corrupted or incomplete bid;
  - B. availability or condition of the epost Connect service;
  - C. incompatibility between the sending and receiving equipment;
  - D. delay in transmission or receipt of the bid;
  - E. failure of the Bidder to properly identify the bid;
  - F. illegibility of the bid;
  - G. security of bid data; or,
  - H. inability to create an electronic conversation through the epost Connect service.
- iii. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05 of the 2003 standard instructions.

## SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<b>Terms and Conditions of the Contract</b>	
	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.	<b>Security Requirement</b>	
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 type="checkbox"/> <b>Contractor may be escorted; possession of security clearance not required.</b> 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"/> <b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input checked="" type="checkbox"/> <b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority / Identified User</b>	
	Name:	Judy Holt
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	86 Clarence Street, 2 <sup>nd</sup> Floor, Kingston, ON K7L 1X3
	Telephone No.:	613-536-4995
	E-mail address:	Judy.Holt@pwgsc-tpsgc.gc.ca

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4.2	<b>Project Authority [To be completed upon contract award]</b> <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.:
	Facsimile No.:
	E-mail address:
4.3	<b>Contractor's Representative</b> As set out in Annex A, Table 6 below.
5.	<b>Payment</b>
	Method of Payment
	<input checked="" type="checkbox"/> Single Payment
	<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.	<b>Invoicing [To be completed at contract award]</b>
	Further to the Invoicing terms of Annex E OSTCM, 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:
	Address:
7.	<b>Defence Contract (This clause applies if the box below is checked.)</b>
	<input type="checkbox"/> The Contract is a defence contract within the meaning of the <u>Defence Production Act</u> , R.S.C. 1985, c. D-1.

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**ANNEX A**  
**REQUIREMENT and BASIS OF PAYMENT**

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**

**GoCUID Rule:**

RULE: The IU must identify the GoCUID by using separate line items within the table 1. Each product GoCUID code will be evaluated separately and multiple contracts may be awarded from one solicitation.

**Added Features Rule:** Allows Identified Users (IUs) the opportunity to enhance a chair's features.

Added features are applicable to pre-qualified product only, which provide a non-structural enhancement. Any added feature must have generic specifications.

It is the responsibility of the IU to justify any added feature in a RFB. Justification should be on file in order to defend any complaints during the procurement process. Each added feature must be added by the IU in the bid solicitation (RFB or RFP). Examples include, but are not limited to, finishes, casters (i.e. chrome casters), and upholstery upgrades.

**Non-Supply Arrangement (NSA) Rule** – Allows Identified Users (IUs) the opportunity to purchase up to 30% NSA chairs of the total combined quantity of chairs. NSA chairs are chairs that do not form part of Annex B Product and Price catalogue of the Supply Arrangement.

NSA chairs must have generic technical specifications and dimensions, and must include tolerances and ranges. Each NSA chair must be added by the IU in the bid solicitation (RFB or RFP). Examples of NSA chairs include, but are not limited to, rotary task stools or intensive use chairs.

An example of 30% of the total combined quantity could be:

- 100 quantity of the Rotary Office Seating (category)
- 50 quantity of the Rotary Conference (category),
- Therefore: up to 45 NSA chairs could be procured within the same solicitation.

Should IUs require assistance or review of their NSA specifications, IU's can send an email including their specifications to [TPSGC.PARCNAmeublement-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PARCNAmeublement-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca) for review by the Office Seating Technical Authority prior to solicitation. All NSA chairs are required to meet the associated ANSI/BIFMA testing for Office Seating. Generic Specifications are also found on the Office Seating Website.

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**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	<b>Rotary Office Chair</b>	175			
	<b>GoCUID # :</b> 7OCHNBHLFASSALSTCUBF <b>Headrest:</b> No Headrest  <b>Backrest Height:</b> High Back  <b>Lumbar Support:</b> Fixed Lumbar Support  <b>Armrests:</b> Height/Width/Swivel Adjustable "T" Arm  <b>Seat Depth:</b> Adjustable Seat Depth  <b>Seat and Backrest Locks:</b> Lockable in Setup Position  <b>Tilt Mechanism:</b> Concurrently  <b>Upholstery:</b> Back Breathable Material/Seat Fabric  <b>Green Chair Recognition:</b> Yes  <b>Caster Type:</b> for carpeted floors				
				Extended Total for all Products:	\$

**Table 2 – 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 time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	PHAC/HC 370 Speedvale Avenue W Guelph, ON N1H 7M7	175	19-05-06	Normal Business Hours	(Y-M-D)  (Time)		

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*Normal Business Hours are 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 deliver on the Desired Date and Time.	Extended Total for all Deliveries:	\$
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**Table 3 – 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	PHAC/HC 370 Speedvale Avenue W Guelph, ON N1H 7M7	175	19-05-06	Normal Business Hours	(Y-M-D)  (Time)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.					Extended Total for all Installations:		\$

**Table 4 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
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> <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.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
	A	Location
	B	Dock
	C	Lift
	D	Door
2.2	Freight Elevator	
2.3	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's	

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	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 5 - 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	Installation Total (Table 3)	\$
4	<b>Total Evaluated (Bid) Price* (1 + 2 + 3):</b>	\$
5	Applicable Tax(es):	\$
6	Estimated Total Contract Amount (4+5):	\$

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

**Table 6 – Bidder's Authorized Representative**

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