



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-1

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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Cat6B Lounge Chairs	
Solicitation No. - N° de l'invitation ET959-067236/A	Date 2019-04-18
Client Reference No. - N° de référence du client ET959-067236	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-015-10818	
File No. - N° de dossier WPG-9-42008 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-01	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Klassen, Chaz	Buyer Id - Id de l'acheteur wpg015
Telephone No. - N° de téléphone (204) 297-6920 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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	Amendment No. - N° de modification
ET959-067236/A	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1	ET959-067236
on – le Voir Section 1	
on – le See Section 1	
on – le Voir Section 1	

No of
Page/ RFB
N° de
page

Date of Solicitation – Date de la demande

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)

Is this a Manufacturer Product Specific Procurement? No

Step 2. ☒ Competitive or ☐ Non-Competitive

For competitive Requirements when more than one bid is received:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

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. April 26 2019 b. 2:00pm CST
To physical location (if applicable)	Health Canada Harry Hays Building 220-4 Ave SE Calgary AB T2G 4X3 Canada
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.	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.		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 clausings 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:	Chaz Klassen
	Title:	Procurement Specialist
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	100-167 Lombard Ave Winnipeg Manitoba
	Telephone No.:	204-297-6920
	E-mail address:	Chaz.klassen@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="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:	

ANNEX A REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following category of work:

- 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.

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: Collaborative Furniture

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	SREFRQPPNILAWANIL OBCFFTFNILNILNIL	Soft Seating - Lounge Chair - Four legs with glides for carpets -with arms -solid hardwood frame -fixed cushions -Fabric	6		\$	\$
2	SREFRDRDPDPATANIL OBCFFTFNILNILNIL	Soft Seating - Lounge Chair - 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 -Fabric	2		\$	\$
3	SREFRDRDPDPAAGNIL OBCFFTFNILNILNIL	Soft Seating - Lounge Chair - Two casters and two legs with glides	1		\$	\$

		-Back handle, cup holder, and shelf at base - left tablet arm with the ability to move in and out -solid hardwood frame -fixed cushions -Fabric				
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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 supply and deliver as per below**	Firm Lot Price \$
1	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
3	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*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. **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.				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	Supplier will install as per below**	Firm Lot Price \$

			Outside Normal Business Hours *		
1	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks or days for installation <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks or days for installation <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
3	Health Canada Harry Hays Building 220- 4 Ave SE Calgary AB T2G 4X3 Canada	May 15 2019	Normal	_____ : weeks or days for installation <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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.				Installation Total:	\$

Table 4 – 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	Health Canada Harry Hays Building 220- 4 Ave SE

		Calgary AB T2G 4X3 Canada
B	Dock	Loading dock access is on the East side of the building along 2nd St SE. Regular Dock Hours are: 7 AM - 3 PM Mon to Fri.
C	Lift	NA
D	Door	Door width: 4' or 48" Door height: 8' or 96" Car width: 5'-1" or 61" clear from handrail (add 1 3/4" of handrail depth on each side) Car depth: 7'-10 1/2" or 94 1/2" Ceiling height: 9'-11 1/2" or 119 1/2"
E	Freight Elevator	Freight Elevator: Contractors/Vendors sign out a proxy card from 2nd floor building security desk or from the loading dock desk (if during dock hours) for freight elevator use. Freight elevator cannot be booked and is on first come first serve basis. Maximum capacity: 4,000 lbs.
F	Other (specify, if any)	Loading dock doors will open automatically when you back up to them. Ensure loading dock plates are even when backing in. Loading dock doors should be closed while they unload. If unavoidable and dock doors need to remain open during delivery, doors should be manned at all times. Movers/vendor must follow the direction given by the dock master (when dock master/guard) is on site. Deliveries occurring during normal business hours, need to be efficient in unloading to free up as quickly as possible. Accessing loading dock after hours, the size of the truck necessitates that the loading dock door remain open, someone will need to monitor the loading dock door the entire time it is open. It is important to note that building security is not permitted to do this as they have many other duties. Please instruct movers/crew not to use the building garbage and recycling bins. Contractors or installers that arrive at the loading dock during business hours must sign in at the loading dock. Please sign in and sign out (once work is completed) at the 2nd floor building security desk of if during loading dock hours sign out at loading dock desk.
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. 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	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 5 - 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	Total Evaluated (Bid) Price* (1 + 2 + 3) [to be removed at contract award]	\$
5	Contract Price(1+2+3): [applicable at contract award only]	\$
6	Applicable Tax: [applicable at contract award only]	\$
7	Total Estimated Cost (9+10): [applicable at contract award only]	\$

* Applicable taxes extra.

Table 6 – Bidder's Authorized Representative

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