



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Pacific Region

401 - 1230 Government Street  
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

## 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 - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Furniture CRCC for RCMP Sinclair Ce	
<b>Solicitation No. - N° de l'invitation</b> E0276-200119/A	<b>Date</b> 2019-05-03
<b>Client Reference No. - N° de référence du client</b> E0276-200119	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-216-7725	
<b>File No. - N° de dossier</b> VIC-9-42021 (216)	<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 2019-05-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Thorne, Darlene	<b>Buyer Id - Id de l'acheteur</b> vic216
<b>Telephone No. - N° de téléphone</b> (250) 216-3168 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA See herein	

Instructions: See Herein

Instructions: Voir aux présentes

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

**Step 1. For Tier 2 and Tier 3 only**

**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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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**

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**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 WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

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 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 on the date and at the time indicated below.	
By no later than date and time:	a. <b>May 16, 2019</b> b. <b>2:00 pm Pacific Standard Time</b>
To physical location (if applicable)	<b>Bid Receiving Public Works and Government Services Canada Pacific Region 401-1230 Government Street Victoria, BC V8W 3X4</b>
To e-mail address (if applicable)	<b>Not Applicable</b>
<b>Additional Bid Submission option ePost Connect service:</b>	<a href="mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RPReceptiondessoumissions- PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca</a>
<b>RFB Enquiries</b>	
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.	<b>By no later than by Monday, May 13, 2019 at 2:00 pm Pacific Standard Time.</b>

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	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.	
<b>2.</b>	<b>Security Requirement</b> (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.		<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.		<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
c.		<b>There is no security requirement associated with this contract.</b>
d.	<b>X</b>	There is no security requirement associated with this contract. However, there may be a requirement under a resulting task where the Contractor may be required to be escorted; possession of security clearance not required.
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	

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<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Darlene Thorne
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	401 – 1230 Government Street / Victoria, BC / V8W 3X4
	Telephone No.:	(250) 216-3168
	E-mail address:	Darlene.Thorne@tpsgc-pwgsc.gc.ca
4.2	<b>Project Authority [To be completed at 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 including the provision to approve the authority to proceed for delivery and installation 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	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<b>Method of Payment</b>	
	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
<b>6.</b>	<b>Invoicing (optional)</b>	
	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: [To be completed at contract award]	
	Address:	
<b>7.</b>	<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**

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.



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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.)

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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.**

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

### Product Categories:

**Table 1 – Product Table – Categories 1A, 1B, 2, and 5**

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] \$
<b>Category 1A</b> - Refer to Annex C and Floor Plans.						
1		TAG: 1A-2 Work Surface Privacy Add On Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 610mm (24 in.)	7		\$	\$
2		TAG: 1A-1 Work Surface Privacy Add On Powered Outlet(s) below Work Surface Lower Element 1: Cut-out(s) for Power & Data, Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Fabric Width: 1219mm (48 in.)	4		\$	\$
3		TAG: 1A-4 Work Surface Privacy Add On Powered outlet(s) Below Work Surface Lower Element 1: Cut-out(s) for Power & Data, Fabric Lower Element 2: Fabric Upper Element 1: Fabric Upper Element 2: Accessory Rail Width: 1524mm (60 in.)	2		\$	\$
4		TAG: 1A-5 Work Surface Privacy Add On Powered Outlet(s) Below Work Surface Lower Element 1: Cut-out(s) for Power & Data, Fabric Lower Element 2: Cut-out(s) for Power & Data, Fabric Upper Element 1: Fabric Upper Element 2: Accessory Rail Width: 1524mm (60 in.)	1		\$	\$

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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] \$
				Product Total Category 1A:		\$
Category 1B						
5	ACPRPMAFxxxxxx0924xx	TAG: 1A-2.1 Accessories Privacy Screens Panel Mounted Frosted Height: 9 Width: 24	7		\$	\$
6	ACPRPMAFxxxxxx0948xx	TAG: 1A-1.1 Accessories Privacy Screens Panel Mounted Frosted Height: 9 Width: 48	4		\$	\$
7	ACPRPMAFxxxxxx0960xx	Accessories Privacy Screens Panel Mounted Frosted Height: 9 Width: 60	3		\$	\$
8	1bFFHREN24L60WNOLNY	TAG: 1B-2 Work Surfaces Panel Mounted High Pressure Laminate Rectangular Height: 29-31” Width: 60 Depth: 24	4		\$	\$
9	ACPSPMPLxxxxxxxxxxxxx	TAG: N/A – at each workstation Accessories Paper Sorter Panel Mounted Rigid Plastic	4			
10	ACIOPMPLxxxxxxxxxxxxx	TAG: N/A – at each workstation Accessories In-Out Trays Panel Mounted Rigid Plastic	4			
11	ACBIPMPLxxxxxxxxxxxxx	TAG: N/A – at each workstation Accessories Bins Panel Mounted Rigid Plastic	4			

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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] \$
12	ACTHPMPLxxxxxxxxxxxx	TAG: N/A – at each workstation Accessories Telephone Holder Panel Mounted Rigid Plastic	4			
13	1bFFHREG24L72WNOLNY	TAG: 1b-7 Free standing systems Fixed height Worksurfaces Rectangular 2 full gables Depth: 24 Length: 72 Height: 29 No privacy screen Laminate modesty No power/data Grommet: yes	1			
14	1bSBBMCAA1524XXKXXX	TAG: 1B-6 Filing & storage Pedestal box/box/file Mobile Casters Painted metal Width: 15 Depth: 24 Height: n/a cushion seat: no Locks: keyed	1			
15	1bSPBMCAA1524XXYKXX	TAG: 1B-3 Filing & storage Pedestal box/file Mobile Casters Painted metal Width: 15 Depth: 24 Height: n/a cushion seat: yes Locks: keyed	4			
				Product Total Category 1B:		\$
Category 2						
16	2WSSREXXL30L48BELXX	TAG: 2-1 Individual height Adjustable Work Surfaces Sit Stand Rectangular Laminate	4		\$	\$

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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] \$
		Dimensions: 48" L X 30" W x (23" to 48.7" H) Electric				
17	2WSSREXXL30L60B ELXX	TAG: 2-2 Individual height Adjustable Work Surfaces Sit Stand Rectangular Laminate Dimensions: 30" L x 60" W x (23" to 48.7" H) Electric	1			
				<b>Product Total Category 2:</b>		\$
<b>Category 5</b>						
18	5MOADUARMCLPM TXXXXX	TAG: LOCATED ON ALL SIT-STAND SURFACES Monitor Arms Dual Arms Clamp Mount	5		\$	\$
				<b>Product Total Category 5:</b>		\$
<b>NSA products (must not exceed 30% of the firm quantity by category)</b>  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		
#	NSA Product(s) Description		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
					\$	\$
Add more rows if necessary.				<b>Product Total Non-SA:</b>		\$

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**Table 2 – Delivery – Categories 1A, 1B, 2, and 5**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST DELIVERY DATES: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
Example	2 <sup>nd</sup> Floor HASTINGS St. W. Vancouver, BC V6C 1A1 Canada			2019/07/03	m3	1,000	\$10/m3	\$1,000.00
1 - 4	Category 1A	2019-07-10	[Normal]				\$	\$
5 - 15	Category 1B	2019-07-10	[Normal]				\$	\$
16 - 17	Category 2	2019-07-10	[Normal]				\$	\$
18	Category 5	2019-07-10	[Normal]				\$	\$
*Normal Business Hours 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 install on the Desired Date and Time. Add more rows if necessary.				<b>Delivery Total:</b>  Delivery Total / Product Total = Ceiling Delivery % applicable to all TAs		\$		

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**Table 3 – Installation – Categories 1A, 1B, 2, and 5**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST INSTALL DATES: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
1 - 4	Category 1A	2019-07-17	[Normal]				\$	\$
5 - 15	Category 1B	2019-07-17	[Normal]				\$	\$
16 - 17	Category 2	2019-07-17	[Normal]				\$	\$
18	Category 5	2019-07-17	[Normal]				\$	\$
*Normal Business Hours 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 install on the Desired Date and Time. <a href="#">Add more rows if necessary.</a>				<b>Installation Total:</b>  Installation Total / Product Total = Ceiling Installation % applicable to all TAs			\$	

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**Table 4 – Product Table – Category 3**

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	3FLT4DXXP30D18X XXK	TAG: 3-2 Filing Cabinet Lateral 4 drawers Painted Metal Dimensions: 30" W x 18" D Keyed	1		\$	\$
2	3TDWCSXXLM24D245 4XK	TAG: 3-5 Personal Storage Towers 2 Drawers with Wardrobe and Storage Closed Storage Laminate Width: 24 Depth: 24 Height: 54 Upholstered Cushion Seats: N/A Keyed	4		\$	\$
3	3TDWCSXXLM24D245 6XK	TAG: 3-6 Personal Storage Towers 2 Drawers with Wardrobe and Storage Closed Storage Laminate Width: 24 Depth: 24 Height: 66 Upholstered Cushion Seats: N/A Keyed	1			
Add more rows if necessary.				Product Total Category 3:		\$



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**Table 5 – Delivery – Category 3**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST DELIVERY DATE: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
	2 <sup>nd</sup> Floor HASTINGS St. W. Vancouver, BC V6C 1A1 Canada							
<i>Example</i>				2019/07/03	m3	1,000	\$10/m3	\$1,000.00
1 - 3	Category 3	2019-07-10	[Normal]				\$	\$
*Normal Business Hours 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 install on the Desired Date and Time. <i>Add more rows if necessary.</i>				<b>Delivery Total:</b>		\$		
				Delivery Total / Product Total = Ceiling Delivery % applicable to all TAs				

**Table 6 – Installation – Category 3**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST INSTALL DATE: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
	2 <sup>nd</sup> Floor HASTINGS St. W. Vancouver, BC V6C 1A1 Canada							
1 - 3	Category 3	2019-07-17	[Normal]				\$	\$
*Normal Business Hours 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 install on the Desired Date and Time. <i>Add more rows if necessary.</i>				<b>Installation Total:</b>		\$		
				Installation Total / Product Total = Ceiling Installation % applicable to all TAs				

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**Table 7 – Product Table – Category 6**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	6KBSBHxxSY15XXXR OYX	TAG: 6-7 Kitchenette Seating Bar Stool Bar Height Sled Base Polymer Without Arms Seat Cushions: Yes	4		\$	\$
2	6KKCSAxxLY16XXX MOYX	TAG: 6-3 Kitchenette Seating Kitchenette Chair Standard Height Four Legs Polymer Without Arms Seat Cushions: Yes	2		\$	\$
3	6MTRFTRECL24L72 WYYY	TAG: 6-4 Meeting and Training Room Tables Training Flip-top Rectangular C-Legs, T-Legs or Y-Legs Laminate Depth: 24 Length: 72 Height: 29 Power/Data: Yes Modesty Panel: Yes Locking Casters: Yes	2		\$	\$
				Product Total Category 6:		\$
NSA products <i>(must not exceed 30% of the firm quantity by category)</i>						
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] \$

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4	TAG : NSA-1 Table KitcheBar height full table depth end gables Self-Edge Rectangular High Pressure Laminate top Without Power and Data Depth: 30 Width or Length: 42 Height: 36-42	1		\$	\$
5	TAG: NSA-2 Meeting Tables Flat Disc with Single Center Post Laminate Round Width: 24	1		\$	\$
<i>Add more rows if necessary.</i>			Product Total		\$

**Table 8 – Delivery – Category 6**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST DELIVERY DATE: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
<i>Example</i>	2 <sup>nd</sup> Floor HASTINGS St. W. Vancouver, BC V6C 1A1 Canada			2019/07/03	m3	1,000	\$10/m3	\$1,000.00
1 - 3	Category 6	2019-07-10	[Normal]				\$	\$
4 - 5	Non-SA	2019-07-10	[Normal]					
*Normal Business Hours 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 install on the Desired Date and Time. <i>Add more rows if necessary.</i>				<b>Delivery Total:</b>		\$		
				Delivery Total / Product Total = Ceiling Delivery % applicable to all TAs				

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**Table 9 – Installation – Category 6**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below** ***PLEASE PROVIDE YOUR BEST INSTALL DATES: YYYY/MM/DD	Unit of issue (UI)  (Supplier to specify)	Est Qty  (Supplier to specify)	Firm Lot Price  \$	Extended Total  \$
1 - 3	Category 6	2019-07-17	[Normal]				\$	\$
4 - 5	Non-SA	2019-07-17	[Normal]					
*Normal Business Hours 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 install on the Desired Date and Time. <i>Add more rows if necessary.</i>				<b>Installation Total:</b>  Installation Total / Product Total = Ceiling Installation % applicable to all TAs			\$	

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**Table 10 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
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>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	<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	[address]
B	Dock	[For non-standard size, if applicable]
C	Lift	[Exists or does not exist] [weight capacity, e.g. ½ ton maximum] [Size – W x D]
D	Door	[Size - H x W]
E	Freight Elevator	[Location]
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	<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)	

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**Table 11 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

**Categories 1A, 1B, 2, and 5**

1	<b>Firm Product Total – Category 1A (Table 1)</b>	\$
2	<b>Firm Product Total – Category 1B (Table 1)</b>	\$
3	<b>Firm Product Total – Category 2 (Table 1)</b>	\$
4	<b>Firm Product Total – Category 5 (Table 1)</b>	\$
5	<b>Firm Delivery Total (Table 2)</b>	\$
6	<b>Firm Installation Total (Table 3)</b>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i></b>	\$
9	<b>Contract Price(1+2+3+4+5+6+7): <i>[applicable at contract award only]</i></b>	\$
10	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
11	<b>Total Estimated Cost (9+10): <i>[applicable at contract award only]</i></b>	\$

\* Applicable taxes extra.

**Table 12 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

**Category 3**

1	<b>Firm Product Total – Category 3 (Table 4)</b>	\$
2	<b>Firm Delivery Total (Table 5)</b>	\$
3	<b>Firm Installation Total (Table 6)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) <i>[to be removed at contract award]</i></b>	\$
6	<b>Contract Price(1+2+3+4): <i>[applicable at contract award only]</i></b>	\$
7	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
8	<b>Total Estimated Cost (6+7): <i>[applicable at contract award only]</i></b>	\$

\* Applicable taxes extra.

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**Table 13 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

**Category 6**

1	<b>Firm Product Total – Category 6 (Table 7)</b>	\$
2	<b>Firm Product Total – Non-SA</b>	\$
3	<b>Firm Delivery Total (Table 8)</b>	\$
4	<b>Firm Installation Total (Table 9)</b>	\$
5	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
6	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5) <i>[to be removed at contract award]</i></b>	\$
7	<b>Contract Price(1+2+3+4+5): <i>[applicable at contract award only]</i></b>	\$
8	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
9	<b>Total Estimated Cost (7+8): <i>[applicable at contract award only]</i></b>	\$

\* Applicable taxes extra.

**Table 14 – Bidder's Authorized Representative**

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

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**ANNEX B  
SECURITY REQUIREMENTS**

***--THIS ANNEX NOT APPLICABLE TO THE RFB / CONTRACT--***



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**ANNEX C  
FLOOR PLAN(S)**

***--PLEASE SEE ATTACHED PDF DRAWINGS. Auto CADDs available upon request to Supply Arrangement Holders within the  
General Stream--***

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## **ANNEX D**

### **Additional Specifications, Certifications**

#### **1. Specifications**

#### **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.

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## ANNEX E

### TASK AUTHORIZATION PROCESS AND TASK AUTHORIZATION FORM PWGSC-TPSGC 572

#### 1. Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 2. Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. At a minimum, TA will include:
  - A detailed list of product required
  - A detailed floor plan
  - An updated delivery/installation schedule
  - Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications (table 9 of Annex A)

The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract at Annex A.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_ (*amount inserted at time of Contract award*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### 4. Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means:

Category 1: \$5,000.00 including Applicable Taxes.  
Category 2: \$0.00 including Applicable Taxes.  
Category 3: \$5,000.00 including Applicable Taxes.  
Category 5: \$0.00 including Applicable Taxes.  
Category 6: \$5,000.00 including Applicable Taxes.

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2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **5. Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*amount will be inserted at time of Contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6. Basis of Payment**

**One of the following types of basis of payment will form part of the approved Task Authorization (TA).**

**All approved task authorizations will have their own Basis of Payment. The task price must be determined in accordance with the Basis of Payment at Annex A in each resulting Task Authorization.**

##### **(a) Firm Unit Price(s) or Firm Lot Price(s) - TA**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) or firm lot price(s) in accordance with the Basis of payment in Annex A and with the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

##### **(b) Ceiling Price TA**

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A, to the ceiling price specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **(c) TA subject to a Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex A, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **7. Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data upon request from the Contracting Authority in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted to the Contracting Authority no later than 15 calendar days after receipt of a written request.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

#### **For each authorized task:**

1. the authorized task number or task revision number(s);
2. a title or a brief description of each authorized task;
3. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
4. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
5. the start and completion date for each authorized task; and
6. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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## 8. Period of the Contract

**Period of the Contract:** From date of contract award to December 31, 2019 included.

The Contracting Authority or Authorized Client may issue Task Authorizations between date of contract award up to midnight December 31, 2019. Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond December 31, 2019 and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

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### Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)
<b>Contract Number</b> Enter the PWGSC contract number.	<b>Numéro du contrat</b> Inscrire le numéro du contrat de TPSGC.
<b>Contractor's Name and Address</b> Enter the applicable information	<b>Nom et adresse de l'entrepreneur</b> Inscrire les informations pertinentes
<b>Security Requirements</b> Enter the applicable requirements	<b>Exigences relatives à la sécurité</b> Inscrire les exigences pertinentes
<b>Total estimated cost of Task (Applicable taxes extra)</b> Enter the amount	<b>Coût total estimatif de la tâche (Taxes applicables en sus)</b> Inscrire le montant
<b>For revision only</b>	<b>Aux fins de révision seulement</b>
<b>TA Revision Number</b> Enter the revision number to the task, if applicable.	<b>Numéro de la révision de l'AT</b> Inscrire le numéro de révision de la tâche, s'il y a lieu.
<b>Total Estimated Cost of Task (Applicable taxes extra) before the revision</b> Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	<b>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision</b> Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
<b>Increase or Decrease (Applicable taxes extra), as applicable</b> As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	<b>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu</b> S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.
<b>1. Required Work: Complete sections A, B, C, and D, as required.</b>	<b>1. Travaux requis : Remplir les sections A, B, C et D, au besoin.</b>
<b>A. Task Description of the Work required:</b> Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.  (a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.  (b) Details of the activities to be performed (include as an attachment, if applicable)  (c) Description of the deliverables to be submitted (include as an attachment, if applicable).  (d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).	<b>A. Description de tâche des travaux requis :</b> Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.  (a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.  (b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).  (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).  (d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:**

Insert Option 1 or 2:

**Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :**

Insérer l'option 1 ou 2

**Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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Public Works and Government Services Canada  
Travaux publics et Services gouvernementaux Canada

Annex  
Annexe \_\_\_\_\_

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

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Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **ANNEX F TENTATIVE SCHEDULE**

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ANNEX G  
CONTRACT FIRST PAGE



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not sent a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

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

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat	
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB – FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division April 2019

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## **ANNEX H FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### **1. Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex H titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **1. Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the ["FCP Limited Eligibility to Bid"](#) list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

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I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

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For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement

Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Signature: \_\_\_\_\_

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## **ANNEX I ELECTRONIC PAYMENTS INSTRUMENTS**

### **1. Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete this Annex to identify which ones are accepted.

If this Annex is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **2. Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)