



**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**

<b>Title - Sujet</b> Furniture Transport Canada Surrey	
<b>Solicitation No. - N° de l'invitation</b> EZ884-201533/A	<b>Date</b> 2019-10-09
<b>Client Reference No. - N° de référence du client</b> EZ884-201533	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-216-7841	
<b>File No. - N° de dossier</b> VIC-9-42138 (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 2019-10-21</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**

**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>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 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.

### **For Single Conforming Suppliers:**

#### **The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein;
- 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

PSAB Stream

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### **Bid Evaluation**

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

<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:	October 21, 2019 2:00 pm Pacific Standard Time (PST)
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location (if applicable) (Hard copy)	Bid Receiving Public Works and Government Services Canada Pacific Region 401 – 1230 Government Street Victoria, BC V8W 3X4  Fax Number: (250) 363-3344
<b>Additional Bid Submission option</b> <b>epost Connect service:</b>	<a href="mailto:TPSGC.RPRceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RPRceptiondessoumissions-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 until five business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	By no later than Wednesday, October 16, 2019, at 2:00 pm Pacific Standard Time (PST).

## 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 type="checkbox"/> <b>There is no security requirement associated with this contract.</b>
d.	<input checked="" type="checkbox"/> 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.	
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:	Darlene Thorne
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	401-1230 Government Street / Victoria, BC / V8W 3X4
	Telephone No.:	(250) 216-3168
	E-mail address:	<a href="mailto:Darlene.Thorne@tpsgc-pwgsc.gc.ca">Darlene.Thorne@tpsgc-pwgsc.gc.ca</a>
4.2	<p><b>Project Authority</b> <i>[To be completed upon contract award]</i>  <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i></p> <p><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></p>	
	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 9 below.	

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<b>5. Payment</b>	
Method of Payment ( <i>Instruction to IUs: Check the applicable box</i> )	
<input type="checkbox"/>	Single Payment
<input checked="" 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.	
<b>6. Invoicing</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: <i>[To be completed at contract award]</i>	
Name of the organization and contact:	
Address:	
<b>7. Defence Contract</b> (This clause applies if the box below is checked.) ( <i>Instruction to IUs: This article is applicable for the Department of National Defence procurement.</i> )	
<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <u><i>Defence Production Act</i></u> , R.S.C. 1985, c. D-1.

## ANNEX A REQUIREMENT and BASIS OF PAYMENT

Section A of Tables 1,3,5; Section A of Tables 2,4,6 if optional quantities are required; Table 7 in its entirety.

**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 categories 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 and 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 – Rotary Office Seating**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	TAG # & ROW #	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TAG #: CH-01 ROW #: 590, 651, 702, 724, 774	Type of Chair:	Office	124		
		Insert Stream:	General			
		GoCUID #:	7OCHNBMLFAASSALSTCUBF			
		Headrest:	No Headrest			
		Backrest Height:	Standard/Mid Back			
		Lumbar Support:	Fixed			
		Armrest:	Height/Width/Swivel "T" Arms			
		Seat Depth:	Adjustable			
		Seat and Backrest Locks:	Lockable in Setup Position			
		Tilt Mechanism:	Concurrently			
Upholstery:	Back Breathable Material/Seat Fabric					
		Caster Type for carpeted floors or hard surface floors:				
2	TAG #: CH-02 ROW #: 282	Type of Chair:	Conference	89		
		Insert Stream:	General			
		GoCUID:	7CCHNBMLFAASSALSTCUBF			
		Headrest:	No Headrest			
		Backrest Height:	Standard / Mid Back			
		Lumbar Support:	Fixed			

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	<p><b>Armrest:</b> Height/Width Adjustable "T" Arm</p> <p><b>Seat Depth:</b> Adjustable</p> <p><b>Seat and Backrest Locks:</b> Lockable in Setup Position</p> <p><b>Tilt Mechanism:</b> Concurrently</p> <p><b>Upholstery:</b> Back Breathable Material / Seat Fabric</p> <p>[Insert Caster Type * for carpeted floors or hard surface floors]</p>				
				<b>Product Total Rotary Chairs:</b>	\$
<p>*Not applicable for side chairs ** Must not exceed ceiling prices in SA</p>					
<p>Non-SA (NSA) products forming part of this requirement not to exceed 30% of the <b>combined firm quantity</b> of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.</p>					
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					
<i>(Instruction to IUs: Add/remove lines as needed)</i>				Subtotal	\$

**Table 2 – Delivery – Rotary Office Seating**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID				
Product Item # from Table 1	Category	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**  *** PLEASE PROVIDE YOUR BEST DELIVERY DATE***	Unit of Issue (UI)	Estimated Qty	Firm Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
<i>Example</i>	<i>Category</i>	<i>16<sup>th</sup> floor</i>	<i>2020-03-19</i>	<i>[Normal]</i>	<i>2020-05-01</i>	<i>m3</i>	<i>1,000</i>	<i>\$10/m3</i>	<i>\$1,000.00</i>
1	Office Chair	2 <sup>nd</sup> Floor	2019-12-18	[Normal]				\$	\$
1	Conference Chairs	2 <sup>nd</sup> Floor	2019-12-18	[Normal]				\$	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p><i>Add more rows if necessary.</i></p>					<b>Delivery Total Rotary Chairs:</b>			\$	

**Table 3 – Installation – Rotary Office Seating**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID			
Product Item # from Table 1	Category	Location	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**  YYYY/MM/DD  ***PLEASE PROVIDE YOUR BEST INSTALLATION DATE***	Est Qty	Firm Hourly Rate \$	Extended Total (Qty x Firm Unit Price) \$
		4445 132 <sup>nd</sup> Street Surrey, BC V3W 4M7						
					<i>Example</i>	<i>1,000 hrs</i>	<i>\$35.00/hr</i>	<i>\$35,000.00</i>
1	Office Chair	2 <sup>nd</sup> Floor	2020-01-02	[Normal]			\$	\$
1	Conference Chair	2 <sup>nd</sup> Floor	2020-01-02	[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 Rotary Chairs:</b>  Installation Total / Product Total = Ceiling Installation % applicable to all TAs			\$

**Table 4 – Product – Side Chairs**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	TAG# & ROW #	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TAG #: CH-03 ROW#: 22, 28, 53, 180, 271, 277	Type of Chair:	Side Chair			
		Insert Stream:	General			
		GoCUID #:	BFCNAWSNUDF			
		Base Style:	Four Legs			
		Casters:	Without Casters			
		Armrest:	With Arms			
		Stacking Capability:	Non-stacking			
Upholstery:	Dual Fabric					
2	TAG # CH-04 ROW #: 21, 27, 147, 218	Type of Chair:	Side Chair			
		Insert Stream:	General			
		GoCUID:	BFCNANSNUDF			
		Base Style:	Four Legs			
		Casters:	Without Casters			
		Armrest:	Without Arms			
		Stacking Capability:	Non-stacking			
Upholstery:	Dual Fabric					
3	TAG # CH-05 Row # 35, 125, 217, 283	GoCUID:	BFCWANSNUBF			
		Base Style:	Four Legs			
		Casters:	With Casters			
		Armrest:	Without Arms			
		Stacking Capability:	Non-stacking			

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		Upholstery:	Back Breathable / Seat Fabric			
					<b>Product Total Side Chairs:</b>	\$
*Not applicable for side chairs ** Must not exceed ceiling prices in SA						
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the <b>combined firm quantity</b> of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.						
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$	
1						
<i>(Instruction to IUs: Add/remove lines as needed)</i>					Subtotal	\$

**Table 5 – Delivery – Side Chairs**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Category	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 Unit Price \$	Extended Total (Qty x Firm Unit Price) \$
		4445 132 <sup>nd</sup> Street Surrey, BC V3W 4M7			<b>*** PLEASE PROVIDE YOUR BEST DELIVERY DATE***</b>		
<i>Example</i>	<i>Category</i>	<i>16<sup>th</sup> floor</i>	<i>2020-03-19</i>	<i>[Normal]</i>	<i>2020-05-01</i>		<i>\$1,000.00</i>
4	Side Chairs TAG: CH-03	2 <sup>nd</sup> Floor	2019-12-18	[Normal]		\$	\$
4	Side Chairs TAG: CH-04	2 <sup>nd</sup> Floor	2019-12-18	[Normal]		\$	\$
4	Side Chairs TAG: CH-05	2 <sup>nd</sup> Floor	2019-12-18	[Normal]		\$	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p><i>Add more rows if necessary.</i></p>					<b>Delivery Total Side Chairs:</b>		\$

**Table 6 – Installation – Side Chairs**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID			
Product Item # from Table 1	Category	Location	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**  YYYY/MM/DD  ***PLEASE PROOVIDE YOUR BEST INSTALLATION DATE***	Est Qty	Firm Hourly Rate \$	Extended Total (Qty x Firm Unit Price) \$
		4445 132 <sup>nd</sup> Street Surrey, BC V3W 4M7			<i>Example</i>	1,000 hrs	\$35.00/hr	\$35,000.00
4	Side Chairs TAG: CH-03	2 <sup>nd</sup> Floor	2020-01-02	[Normal]			\$	\$
4	Side Chairs TAG: CH-04	2 <sup>nd</sup> Floor	2020-01-02	[Normal]			\$	\$
4	Side Chairs TAG: CH-05	2 <sup>nd</sup> Floor	2020-01-02	[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 Side Chairs:</b>  Installation Total / Product Total = Ceiling Installation % applicable to all TAs			\$

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
	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.	
1.1	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.	
	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.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	Loading Dock/Location	
2.1	A	Location 2017 – 7445 – 132 <sup>nd</sup> Street, Surrey, BC
	B	Dock No loading dock
	C	Lift No lift
	D	Door 80 ½" H x 78" W
2.2	Freight Elevator	No freight elevator. Common use elevator available within 35 feet of the main lobby doors. Only one elevator exists to access the 2 <sup>nd</sup> Floor.
2.3	Other (specify, if any)	Elevator cannot be placed into service during normal operating hours as other tenants use the elevators to access the 2nd Floor.
<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 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 8**  
**- Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**  
**Rotary Office Seating**

1	Product Total (Table 1) – Rotary Chairs	\$
2	Delivery Total (Table 2) – Rotary Chairs	\$
3	Installation Total (Table 3) – Rotary Chairs	\$
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 9**  
**- Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**  
**Side Seating**

1	Product Total (Table 4) – Side Seating	\$
2	Delivery Total (Table 5) – Side Seating	\$
3	Installation Total (Table 6) – Side Seating	\$
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:

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**ANNEX B  
SECURITY REQUIREMENTS**

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

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**ANNEX C  
NON SUPPLY ARRANGEMENT (NSA) PRODUCTS**

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

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**ANNEX D**  
**Additional Specifications, Certifications**

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

## 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.

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.

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.

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**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.

### Task Authorization Autorisation de tâche

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)</b>	<b>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>
<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.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**A. Task Description of the Work required:**

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).

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Description de tâche des travaux requis :**

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).

---

**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 établis 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  
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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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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.

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.

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.

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

### SCHEDULE - DELIVERY & INSTALLATION for each Category

Product	Location Floor Level	DESIRED DELIVERY DATE	DESIRED INSTALLATION DATE	COMPLETION DATE
Office Chair – TAG # CH-01	2 <sup>nd</sup> Floor	2019-12-18	2020-01-02	2020-01-14
Conference Chair – TAG # CH-02	2 <sup>nd</sup> Floor	2019-12-18	2020-01-02	2020-01-14
Side Chair – TAG # CH-03	2 <sup>nd</sup> Floor	2019-12-18	2020-01-02	2020-01-14
Side Chair – TAG # CH-04	2 <sup>nd</sup> Floor	2019-12-18	2020-01-02	2020-01-14
Side Chair – TAG # CH-05	2 <sup>nd</sup> Floor	2019-12-18	2020-01-02	2020-01-14

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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

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

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 send 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.

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"/> Includ Inclus <input type="checkbox"/> Exclud En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud 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

Canada

## 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.

Solicitation No. - N° de l'invitation  
EZ884-201533/A  
Client Ref. No. - N° de réf. du client  
EZ884-201533

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-9-42138

Buyer ID - Id de l'acheteur  
vic216  
CCC No./N° CCC - FMS No./N° VME

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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: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
EZ884-201533/A  
Client Ref. No. - N° de réf. du client  
EZ884-201533

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-9-42138

Buyer ID - Id de l'acheteur  
vic216  
CCC No./N° CCC - FMS No./N° VME

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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)

Solicitation No. - N° de l'invitation  
E60PQ-120001/F  
Client Ref. No. - N° de réf. du client  
E60PQ-120001/F

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
pq993 E60PQ-120001/F

Buyer ID - Id de l'acheteur  
pq993  
CCC No./N° CCC - FMS No./N° VME

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