



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

Furniture Division/Division des ameublements  
L'Esplanade Laurier,  
East Tower 7th Floor  
Tour est 7<sup>e</sup> étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Electric Adjustable Frames/Legs	
<b>Solicitation No. - N° de l'invitation</b> 01044-200355/A	<b>Date</b> 2019-10-23
<b>Client Reference No. - N° de référence du client</b> 01044-200355	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$PQ-981-77908	
<b>File No. - N° de dossier</b> pq981.01044-200355	<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 2019-12-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 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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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement related to this solicitation.

### **1.2 Statement of Requirement**

Agriculture and Agri-Food Canada (AAFC) has a requirement for the supply and delivery of 418 electronically assisted height adjustable bases/sit stands legs (no surfaces required). The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, the Canada-Chili Free Trade Agreement, Canada-Panama Free Trade Agreement and Canada-Honduras Free Trade Agreement the Canada-Peru Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.5 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Unit – PSPC

**Epost Connect:** [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

Solicitation No. - N° de l'invitation  
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01044 20 03 55

Amd. No. - N° de la modif.  
File No. - N° du dossier  
01044-200355

Buyer ID - Id de l'acheteur  
PQ981  
CCC No./N° CCC - FMS No./N° VME

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Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (\_1\_ hard copies)  
Section II: Financial Bid (\_1\_ hard copies)  
Section III: Certifications (\_1\_ hard copies)  
Section IV: Additional Information (\_1\_ hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- **Prices must appear at Annex B Basis of Payment *only*.**

#### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### 3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “C” Electronic Payment Instruments 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.

#### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### 3.1.3 SACC Manual Clauses

#### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

###### 4.1.1.1.A. Mandatory Technical Specifications Criteria (MTSC)

<b>MTSC1</b>	<b>MTSC1:</b> The Bidder must certify that all the products <b>offered at Annex B – Basis of Payment</b> conform to the specifications detailed in Annex A – Statement of Requirement.  <b>MTSC1.2:</b> To demonstrate MTSC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.
<b>MTSC2</b>	<b>MTSC2:</b> The Bidder must submit complete (Manufacturer, Series/Model) for items being proposed at <b>Annex B – Basis of Payment</b> .  <b>MTSC2.1:</b> To demonstrate compliance with MTSC2, the Bidder must submit complete the basis of payment table and product conformance certification.
<b>MTSC3</b>	<b>MTSC3:</b> The Bidder must submit product details (brochure/technical drawing) of the item(s) proposed.  <b>MTSC3.1:</b> To demonstrate compliance with MRSC3, the Bidder must provide offered product details in the form of a brochure/drawing(s) to confirm compliance of Annex A - Statement of Requirement.

#### 4.1.2 Financial Evaluation

	Mandatory Financial Criteria
MF1	<p>MFC 1</p> <p>The Bidder must submit their proposed product and firm prices (including delivery) at Annex B Basis of payment.</p> <p>Bidders must submit their proposed product and pricing in accordance with Part 3, section II Financial Bid of this solicitation.</p> <p><b>Prices must appear at Annex B Basis of Payment <i>only</i>.</b></p>

##### 4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### 4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0031T](#) (2010-08-16), Instructions to Bidders / Contractors



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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 provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Precedent to Contract Award

##### 5.2.2.1 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A" Statement of Requirement.

Manufacturer: \_\_\_\_\_

Series/Model: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Requirement

Agriculture and Agri-Food Canada (AAFC) has a requirement for the supply and delivery of 418 electronically assisted height adjustable bases/sit stands legs (no surfaces required). The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**DELETE:** The warranty period will be twelve (12) months.

**INSERT:** The warranty period will be ten (10) years, with the exception of user adjustable components, which must have a warranty of five (5) years.

**Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:**

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date.

Delivery to be received 4 weeks after contract award. **AAFC must receive the shipment on a Saturday between 8am to 11am.**

#### 6.4.2 Delivery point

6.4.2.1	Loading Dock/Location	
A	Location	AAFC – NHCAP T3 Main Loading Dock (vehicle must enter from Central Park Drive off of Merivale Road) 1285 Baseline Road Ottawa ON K1A 0C5
B	Dock	Tower 3 (Main Loading Dock)
C	Lift	Yes – 1 metric ton
D	Door	8ft. (width) x 12 ft. (height)
E	Freight Elevator	No
F	Other (specify, if any)	The loading dock can accommodate up to a 53' trailer

**\*Due to the large volume of material, AAFC must receive the shipment outside of working hours on a Saturday between 8am to 11am.**

##### 6.4.2.1 Installation

No installation is required.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: James MacIsaac  
Title: Supply Specialist  
Public Services and Procurement Canada  
Furniture & Office Supplies Division  
140 O'Connor, Ottawa

Telephone: 819-639-4357

E-mail address: [james.macisaac@tpsgc-pqwgsc.gc.ca](mailto:james.macisaac@tpsgc-pqwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: (to inserted at contract award)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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01044 20 03 55

Amd. No. - N° de la modif.  
File No. - N° du dossier  
01044-200355

Buyer ID - Id de l'acheteur  
PQ981  
CCC No./N° CCC - FMS No./N° VME

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B – Basis of Payment for a cost of \$ (To be inserted at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Limitation of Expenditure

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

### 6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

---

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified on the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment at the following address: ( to be inserted at contract award)
  - (b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) One (1) copy must be forwarded or e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A – Statement of Requirement. The Contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, 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.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to this contract.

In addition, the Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada 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. The Contractor must forward such test.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 6.10 Priority of Documents

Solicitation No. - N° de l'invitation  
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Buyer ID - Id de l'acheteur  
PQ981  
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If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental General Conditions Goods ( Medium Complexity) 2010A (2016-04-04);
- (c) Annex A, Statement of Requirement – Conference and dining chairs;
- (d) Annex B, Basis of Payment
- (g) Annex C, Electronic Payment Instructions
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

#### 6.11 SACC Manual Clauses

SACC Reference	Title	Date
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Good	2006-06-16
G1005C	Insurance	2016-01-28
B1501C	Electrical Equipment	2018-06-21
B4003T	Canadian General Standards Board – Standards	2011-05-16
B6802C	Government Property	2007-11-30

## **ANNEX "A" - STATEMENT OF REQUIREMENT**

### **GENERAL REQUIREMENTS**

- 1) All products must be new and be the manufacturer's standard product.
- 2) The Contractor is responsible for supplying all necessary hardware attachments to allow for a complete installation by the end user.
- 3) All packaging must be designed to minimize waste (e.g. bulk, reusable) and must be reused, recycled and/or recovered.

### **Electric Height Adjustable Base/Frame Specifications**

- 1) The electric height adjustable base must be of Metal Material and must be offered in at least two (2) colours (Silver and Black).
- 2) The electric height adjustable base must accommodate work surface sizes ranging from (24" and 30" deep), and (48" to 66" width) with a 1" thick work surface.
- 3) The electric height adjustable base must have a minimum height range of 23"-48.7".
- 4) The adjustable base must be electronic (include electronic mechanism) and have a minimum of three (3) memory settings.
- 5) The electric height adjustable base must include universal readout screen in CM or INCHES which is mountable on left or right side and must have the ability to be mounted on both the left and right sides.
- 6) The electric height adjustable base must offer a minimum weight capacity of 250lbs, including the installed top.
- 7) The electric height adjustable base must be equipped with 2 or 3 stages (2 or 3-section telescopic legs) with 2 motors.
- 8) The electric height adjustable base must offer height adjustment speed of 1.4" per second.
- 9) The electric height adjustable base must include anti-collision feature.
- 10) Maximum racking deflection of the electric height adjustable base must be 1/8" horizontal at 48" height, 20lbs load.
- 11) The electronic controls must be certified to be compliant with CSA C22.2 No.68-9 and UL 962.
- 12) The legs of the electric height adjustable base must not stick out past the edge of 24" deep work-surface when the base is installed on aforementioned work-surface.

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## ANNEX "B"

### Basis of payment

Item	Description	Proposed Item	Estimated Quantity	Proposed Delivery Date(s)	Firm Unit Price (Delivery included)	Extended Total (Quantity x Firm Unit Price)
1	Electric height adjustable bases	Manufacturer:  Series and Model:  	418		\$	\$
Total Evaluated Price* (Sum of Extended Totals)						\$
Applicable Taxes						\$



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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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);