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

See Section 1.  
Voir Section 1.

**STANDARD REQUEST FOR BID**  
**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-120001/F.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-120001/F.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
100013977	1

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	100013977

Date of Solicitation – Date de la demande

**Novembre 15, 2019**

Address inquiries to – Adresser toute demande de renseignement à :

**See Section 2, Article 4.1.**  
**Voir Section 2, Article 4.1**

Destination

**See Section 2, Annex A.**  
**Voir Section 2, Annexe A.**

**Instructions:****Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:****Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.**

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone  
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier  
(type or print)

**Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)**

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

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER**

**Terms of the RFB:**

This RFB is issued pursuant to the Supplier’s Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier’s SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

**Competitive or**  **Single Conforming Supplier**

**For Competitive Requirements:**

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

- The information requested by Canada in Annex A herein;

**The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:**

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

General Stream  
 PSAB Suppliers.

**Bid Evaluation**

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

<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:	<i>Novembre 20, 2019</i> <i>14:00 EST</i>

Format of Bid Submission	<input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy	
To physical location (if applicable)  (Hard copy)		
To e-mail address (if applicable)  (Soft copy)	NC-SOLICITATIONS-GD@HRSDC-RHDCC.GC.CA	
<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 two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.		Two (2) business days

## 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 checked="" 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>
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:	Daniel Pageau
	Title:	Procurement & Contracting Officer
	Department/Agency/Crown Corporation:	Employment and Social Development Canada
	Address:	140 Promenade du portage, Gatineau, Quebec, K1A 0J9
	Telephone No.:	819-654-2705
	Facsimile No.:	
	E-mail address:	<a href="mailto:daniel.pageau@hrsdcc.gc.ca">daniel.pageau@hrsdcc.gc.ca</a>
4.2	<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</i>	

	<p><i>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.	
<b>5. Payment</b>		
	Method of Payment	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
<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:	
	Name of the organization and contact: <i>To be completed upon contract award</i>	
	Address: <i>To be completed upon contract award</i>	
<b>7. Defence Contract</b> (This clause applies if the box below is checked.)		
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

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

*IU to complete:* 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 category (ies) of work (*check applicable box (es)*):

- Category 1 - Rotary Office**
- Category 2 - Rotary Conference**
- Category 3 - Side Chair**

**GoCUID Rule:**

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

**Added Features Rule:** Allows Identified Users (IUs) the opportunity to enhance a chair’s features. Added features are applicable to pre-qualified product only, which provide a non-structural enhancement. Any added feature must have generic specifications.

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

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

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

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

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

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

**Table 1 – Product (Chairs) – Rotary Office**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Subtotal [Qty x Price] \$
1	<i>Rotary Office General Stream GoCUID: 7OCHNBHLAASSALMTIUBF</i>	62			
	<i>Headrest: no headrest Backrest Height: high back Lumbar Support: Adjustable Armrests Height/Width/Swivel Adjustable "T" Arm Seat Depth Adjustable Seat and Backrest Locks: Lockable or Stoppable in Multiple Positions Tilt Mechanism: Independently Upholstery: Back Breathable Material/Seat Fabric</i>				
	<i>Caster Type: for carpeted floors</i>				
	<i>Added Features:</i>				
*Not applicable for side chairs ** Must not exceed ceiling price for chair model listed in SA. Ceiling price may be in excess if added features are included.					
				Subtotal for Products:	\$

**Table 2 – Optional Product (chairs)**

Not Applicable

**Table 3 – Delivery– Rotary Office**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Subtotal (Qty x Price) \$
1	ESDC Warehouse 9355 198th Street, Langley BC, V1M 3J9	62	<i>On or before February 26, 2019</i>	<i>Normal Business Hours</i>			
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.					Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery**

Not Applicable

**Table 5 – Installation– Rotary Office**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Subtotal (Qty x Price) \$
1	ESDC Warehouse 9355 198th Street, Langley BC, V1M 3J9		<i>On or before February 26, 2019</i>	<i>Normal Business Hours</i>			
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.					Subtotal for Installations:		\$

**Table 6 – Optional Installation**  Not Applicable

**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 ESDC Warehouse 9355 198th Street, Langley BC, V1M 3J9
	B	Dock <i>it is container height and able to accommodate a 53 foot</i>
	C	Lift <i>No hydraulic dock plate. Forklifts are available on site</i>
	D	Door
2.2	Freight Elevator	
2.3	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's	

	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)**

	Product Total Item 1 Rotary Chair	\$
	Delivery Item 1 Rotary chair	\$
	Installation Item 1 Rotary chair	\$
	<b>Total Evaluated (Bid) Price*</b>	\$
	Applicable Tax(es):	\$
	Estimated Total Contract Amount	\$

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

**Table 9 – Bidder's Authorized Representative**

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