



**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**

<b>Title - Sujet</b> Office Chairs 11 Laurier Street	
<b>Solicitation No. - N° de l'invitation</b> EP454-201568/A	<b>Date</b> 2019-11-21
<b>Client Reference No. - N° de référence du client</b> 20201568	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-998-78047	
<b>File No. - N° de dossier</b> pq998.EP454-201568	<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 2019-12-05</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> Bouvier, Patrick	<b>Buyer Id - Id de l'acheteur</b> pq998
<b>Telephone No. - N° de téléphone</b> (819) 360-2596 ( )	<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**

**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 7e étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
1	Office/boardroom chairs	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
2	Cat 1a - Systems panels	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
3	Cat 1b - Panel/furniture & storage	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
4	Cat 3 - Height adjustable tables	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
5	Cat 5 - Power mod. & monitor arms	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
6	Cat 6 - Meeting tables & furniture	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein
7	Delivery & Installation	EN414	EP454	1	LOT	\$	XXXXXXXXXXXX	See Herein

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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.

### 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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### Canadian Content

The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

### 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:	Refer to cover page
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location (if applicable)  (Hard copy)	<b>Bid Receiving - PWGSC</b> Place du Portage, Phase III, Tower B, 0B2 11 Laurier Street Gatineau, QC For couriers: J8X 4A6 For regular mail: K1A 0S5 Telephone: 819-420-7201 Fax No.: 819-997-9776
To e-mail address (if applicable)  (Soft copy)	NCR address ONLY: <a href="mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca">tpsgc.dgareceptiondessoumissions-abbidReceiving.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 two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	5 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 checked="" 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:	Patrick Bouvier
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Service and Procurement Canada (PSPC)
	Address:	L'Esplanade Laurier, East Tower 140 O'Connor Street, 7FL, 7113 Ottawa, ON K1A 0R5
	Telephone No.:	819-360-2596
	Facsimile No.:	
	E-mail address:	patrick.bouvier@tpsgc-pwgsc.gc.ca
4.2	<p><b>Project Authority [To be completed upon contract award]</b>  <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract 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.</b>	<b>Payment</b>
	Method of Payment
<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.</b>	<b>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.</b>	<b>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.

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## ANNEX A REQUIREMENT and BASIS OF PAYMENT

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

- 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.

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

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Category: <b>Rotary Office</b> Stream: <b>General</b> GoCUID # <b>7OCHABHLAASSALMTCUBF</b> Headrest: <b>Adjustable &amp; Pivot</b> Backrest Height: <b>High back</b> Lumbar Support: <b>Adjustable</b> Armrests: <b>Height/Width/Swivel Adjustable "T" Arm</b> Seat Depth: <b>Adjustable</b> Seat and Backrest Locks: <b>Lockable or Stoppable in Multiple Positions</b> Tilt Mechanism: <b>Concurrently</b> Upholstery: <b>Back Breathable Material/Seat Fabric</b> Caster Type * <b>for carpeted floors</b> Added Features ( <b>to be added Before solicitation</b> )	97		\$	\$
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					

**Table 2 – Optional Product (chairs)**  Not Applicable

**Table 3 – Delivery CAT 1 (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 \$	Extended Total (Qty x Price) \$
1	Public Services and Procurement Canada (PSPC) Place du Portage, Phase III, Tower A, 16A1 11 Laurier Street Gatineau, QC K1A 0S5	97	2020-03-31 or sooner	Outside Business Hours		\$	\$
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. <b>To be coordinated with Project Authority before proceeding with ordering products</b> **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.					Subtotal for Deliveries:		\$

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**Table 4 – Optional Delivery**  Not Applicable

**Table 5 – Installation CAT 1 (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 \$	Extended Total (Qty x Price) \$
1	Public Services and Procurement Canada (PSPC) Place du Portage, Phase III, Tower A, 16A1 11 Laurier Street Gatineau, QC K1A 0S5	97	2020-03-31, or sooner	Outside Business Hours		\$	\$
*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 install on the Desired Date and Time. <b>To be coordinated with Project Authority before proceeding with ordering products</b>					Subtotal for Installations:		\$

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>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.</p> <p>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.</p> <p>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.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	Loading Dock/Location	
2.1	A	Location Public Service and Procurement Canada (PSPC) Place du Portage, Phase III, Tower A, 16A1 11 Laurier Street Gatineau, QC K1A 0S5
	B	Dock No. It is a loading zone.
	C	Lift No Lift
	D	Door 41in W x 82in H
2.2	Freight Elevator Yes	
2.3	Other (specify, if any) Street parking only Truck 22-26ft with lift gate or ramp	
<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)	

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**Table 8 - Bid Evaluation and Contract Total CAT 1 Rotary Chairs  
 (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 2)	N/A
3	Delivery Total (Table 3)	\$
4	<b>Optional</b> Delivery Total (Table 4)	N/A
5	Installation Total (Table 5)	\$
6	<b>Optional</b> Installation Total (Table 6)	N/A
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

\*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	
	Company and Name of Representative:	Telephone:
		E-Mail:
		PBN:

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## **ANNEX B SECURITY REQUIREMENT**

There is no security for this requirement.