

**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.

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.

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
<b>T8080-190688</b>	000

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

No of Page/  
N° de page 10

**Date of Solicitation – Date de la demande**

**February 6, 2020**

**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. 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 labor, 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 ONLY who are offering Regional Coverage.

**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>February 18<sup>th</sup>, 2020 2:00pm 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)	<a href="mailto:trevor.hardman@tc.gc.ca">trevor.hardman@tc.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.	Two (2) business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>Terms and Conditions of the Contract</b>										
1.	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-120001 apply to and form part of this Contract.									
<b>2. Security Requirement</b>										
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).										
2.1	<table border="1"> <tr> <td>a.</td> <td><input checked="" type="checkbox"/></td> <td><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.</td> </tr> <tr> <td>b.</td> <td><input type="checkbox"/></td> <td><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.</td> </tr> <tr> <td>c.</td> <td><input type="checkbox"/></td> <td><b>There is no security requirement associated with this contract.</b></td> </tr> </table>	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>
	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>								
<b>3. Requirement</b>										
3.1	The Contractor must perform the Work listed in Annex A herein.									
<b>4. Authorities</b>										
4.1	<b>Contracting Authority / Identified User</b>									
	Name: Trevor Hardman									
	Title: Team Leader, Contracting and Procurement									
	Department/Agency/Crown Corporation: Transport Canada									
	Address:									
	Telephone No.: 431 335-3874									
	Facsimile No.:									
	E-mail address: Trevor.hardman@tc.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.									
<b>5. 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. 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 <u><i>Defence Production Act</i></u> , 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)**

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</i>	108			
	<i>GoCUID: 7OCHNBHLAASSALMTCUBF</i>				
	<i>Headrest: no headrest Backrest Height: high back Lumbar Support: Adjustable Armrests: Height/Width/Swivel Adjustable "T" Arm Seat: Depth Adjustable, pneumatic height adjustable Seat and Backrest Locks: Lockable or Stoppable in Multiple Positions Tilt Mechanism: Concurrently Upholstery: Back Breathable Material/Seat Fabric</i>				
	<i><b>Caster Type:</b> for carpeted floors <b>Added Features:</b> Chrome castors and chrome base</i>				
<p>*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.</p> <p>Non-SA (NSA) products forming part of this requirement not to exceed 30% of the combined firm quantity of the category total of product(s) above in this table. To bid on NSA chairs, a Supply Arrangement holder must also bid on a GoCuid above.  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 E.</p>					

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

Not Applicable

**Table 3 – Delivery**

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	<i>C.D Howe Building, Floor C2, 240 Sparks St, Ottawa, K1A 0X8</i>	108	<i>Between February 10<sup>th</sup> and March 13<sup>th</sup></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 – No installation required**

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Color</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 colors available within the color category specified for each chair. The descriptive information is to be in the form of colored samples or documentation showing the true colors.</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 color 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 color(s) within the color category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
	A	Location
	B	Dock
Transport Canada offices located at C.D. Howe Building, 240 Sparks St, Ottawa, ON. Access to the loading dock is off the East side of Kent Street at Sparks Street. Truck Info : Maximum Load 250 psf		



			Maximum height 12' 6" Maximum Length 38 ft. Maximum spaces: 10 ( 1 has windows – no leveler, 3 for Dumpsters when required – no leveler , 4 dock levelers, 1 dock lift 1 for ISED
	C	Lift	Elevated platform is out of commission. Trucks must back up to dock ledge and use dock leveler to load/unload
	D	Door	Maximum Height 12' 6"
2.2	Freight Elevator		East Bank - 1 high rise for tower access, 1 low rise for commercial levels. West Bank - Same as East
2.3	Other (specify, if any)		
<b>3. 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)**

1	Total for Products (Table 1)	\$
2	Total for Deliveries (Table 2)	\$
3	Total for Installations (Table 3)	\$
4	Total for material totals according to Article 1.5 of Annex A-1 of the SA (if applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1+2+3+4)</b>	\$
6	<b>Applicable Tax(es)</b>	\$
7	<b>Estimated Total Contract Amount (5+6)</b>	\$

\*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:	
		E-Mail:	
		Other:	

**ANNEX B  
SECURITY REQUIREMENTS**

**A.** No Security Requirement.