ANNEX F-2

RFB Standard (Tier 2 and 3)

Office Seating Supply Arrangement E60PQ-120001/F



Travaux publics et Services gouvernementaux Canada

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			
202005080				
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	202005080			

	No of Page/ N° de page15
Date of Solicitation – Date de	la demande
February 5th, 2020	
Address inquiries to – Adress	er toute demande de renseignement à :
See Section 2, Article 4	.1.
Voir Section 2, Article 4	.1
,	
Destination	
Destination	
See Section 2, Annex A.	
•	
Voir Section 2, Annexe	Α.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadians 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.

PSAB Stream				
Security Requirement	(The Security Requirement	articles below are on	ly applicable if Section	2, artic

<u>Security Requirement</u> (The Security Requirement articles below are only applicable if Section 2, article 2.1.b. herein applies.)

The Bidder must provide the information at article 3. below at the time indicated in article 2.

1. Conditions

- a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
- 2. The conditions in article 1 above must be met by the Bidder.
 - a. by the closing date of the bid;
 - b. \square before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
- a. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, and their middle name.

Bid Evaluation

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

RFB Issued by:			
Identified User's (IU) Department/Agency/Crown		See Section 2, a	article 4.1 below.
Corporation:			
Contact for this RFB:			
RFB Closing - Submit Bid:			
Bids must be submitted to the Contracting Authority	on the	date and time, loc	ation, and in the format
indicated below.			
By no later than date and time:	Februa	ary 17, 2020	
	14:00 I	EST	
Format of Bid Submission		d Copy	
		t Copy	
To physical location (if applicable)	N/A		
(111)			
(Hard copy)			
To a series I have determined to	O a sa ali a		
To e-mail address (if applicable)	Candid	ce.therien@rcmp-	grc.gc.ca
Candias therian @rown are as as			
Candice.therien@rcmp-grc.gc.ca			
RFB Enquiries			
•	lumn Di	ddoro mov	I
Unless a different period is listed in the adjacent col submit enquires about the RFB to the Contracting A			2 business days
·	•		2business days
business days prior to the RFB closing date. Enqui	nes rece	eiveu aitei the	
timeline indicated may not be answered.			

SECTION 2 - RESULTING CONTRACT CLAUSES

	Terms and Conditions of the Contract									
1.	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.	Security Requirement									
	Annex	Bof	this contract, if applicable. The v (the checked article applies).	re) set out in the Security Requirement Check List attached as Contractor must fulfill the security requirements by meeting the						
2.1 Contractor may be escorted; possession of security clearance not required personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTEC CLASSIFIED information or assets are kept, without an escort provided by the deagency for which the work is being performed.										
	b.	\boxtimes		ance(s) is required. The Contractor must meet the security ned in the clausing in Annex B herein.						
	c.		There is no security requiren	nent associated with this contract.						
3.	Requi	reme	ent							
3.1	The C	ontra	ctor must perform the Work liste	d in Annex A herein.						
	T									
4.	Autho									
4.1			g Authority / Identified User	I						
	Name:	:		Candice Therien						
	Title:		(2)	Procurement Officer						
			t/Agency/Crown Corporation:	Royal Canadian Mounted Police						
	Addres			73 Leikin Drive, Ottawa, Ontario, K1A 0R2						
	Teleph			(613)843-3826						
	Facsin			N/A						
	E-mail			Candice.therien@rcmp-grc.gc.ca						
	The Pr	oject i		of the department or agency for whom the Work is being carried out tters concerning the technical content of the Work under the Contract.						
4.2	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).									
	Name:			TO BE COMPLETED AT CONTRACT AWARD						
	Title:									
			t/Agency/Crown Corporation:							
	Addres									
	Telephone No.:									
	Facsimile No.:									
	E-mail									
4.3			's Representative							
	As set	out i	n Annex A, Table 9 below.							
_	-									
5.	Paymo		2							
			Payment							
			gle Payment							
	<u> </u>	IVIU	Itiple Payment	for normant by gradit good that mathed may be used in						
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.									

6.	Invoicing
	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: To be completed upon contract award
	Address:
7.	Defence Contract (This clause applies if the box below is checked.)
	The Contract is a defence contract within the meaning of the <u>Defence Production Act</u> , R.S.C. 1985, c. D-1.

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 and email including their specifications to 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** \$	Extended Total [Qty x Price] \$
1	Rotary Office General Stream GoCUID # 70CHNBMLFASSALMTCUDF Headrest: No Headrest Backrest Height: Standard/Mid Back Lumbar Support: Fixed Armrests: Height/Width/Swivel Adjustable "T" Arm Seat Depth: Adjustable Seat and Backrest Locks: Lockable or stoppable in Multiple Positions Tilt Mechanism: Concurrently Upholstery: Dual Fabric Caster Type: for carpeted floors Added Features N/A	104			
		l		Subtotal	\$

Table 3 – Delivery

	Section A - IU RE	EQUIREM	MENT		Section	n B – SUPPLI	ER'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	RCMP-Canadian Police College 1 Sandridge Road Ottawa, Ontario K1G 3J2		03/31/2020	Normal Business Hours	(Y-M-D) (Time)		
*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 fo	r Deliveries:	\$	

Table 5 - Installation

	Section A - IU RE	QUIRE	MENT		Section	B – SUF	PPLIER'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	Canadian Police College 1 Sandridge Road Ottawa, Ontario K1G 3J2 "D" Building		03/31/2020	Normal Business Hours	(Y-M-D) (Time)		
2	Canadian Police College 1 Sandridge Road Ottawa, Ontario K1G 3J2 "A" Building		03/31/2020	[Normal] or [Outside Normal] Business Hours	(Y-M-D) (Time)		
Supplier ag	es and times are added by the grees to install on the Desire usiness Hours are 8:00 – 17	d Date	and Time.	Subto	otal for Instal	lations:	\$

Table 6 – Optional Installation ⊠ Not Applicable

Table 7 – Associated Aspects
Upholstering Colour

1.	Upl	holstering Colour							
	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 deli	ver the chairs corresponding to Canada's choice of specific colour(s) within the colour						
			Il charge will be applied to Canada.						
		<u> </u>							
2.	Car	nada's Facilities to	Accommodate the Delivery						
	Loa	ding Dock/Location	·						
		•	Canadian Police College						
	_	1 4!	1 Sandridge Road						
0.4	Α	Location	Ottawa, Ontario						
2.1			K1G 3J2						
	В	Dock	No loading dock						
	С	Lift	Does not exist						
	D	Door	Standard door size						

2.2 Freight Elevator		Building A: Freight elevator that goes from the first floor to the basement. There is a passenger elevator that runs from the basement to the 8 th floor							
	1 Toight Liovator	Building D: No freight or passenger elevator							
		Chairs must be installed and delivered to each room in Building A and D.							
		QTY 40 delivered to Building A							
2.3	Other (specify, if any)								
		QTY 64 delivered to Building D							
		(2nd floor: QTY 32; 3rd floor: QTY 32)							
3.	Continuance of Certif	ications							
	The Bidder certifies that	at 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	Groop Chair Pacagnition Product Conformance (Applies only to Ridders whose proposed chair(s) are denote								
3.3	in the SA with this reco	gnition)							
3.4	Product Conformance								
3.5	Price Certification (In a	ccordance with the SA, Annex E OSTCM)							

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1)	\$
2	Optional Product Total (Table 2)	\$ N/A
3	Delivery Total (Table 3)	\$
4	Optional Delivery Total (Table 4)	\$ N/A
5	Installation Total (Table 5)	\$
6	Optional Installation Total (Table 6)	\$ N/A
7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 +	\$
	6):	
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	ne Contract
	Name:	Telephone:
		Facsimile:
		E-Mail:
		Other:

$$\label{eq:continuous} \begin{split} & \text{Solicitation No. - N}^{\circ} \text{ de l'invitation} \\ & E60PQ-120001/F \\ & \text{Client Ref. No. - N}^{\circ} \text{ de réf. du client} \\ & E60PQ-120001/F \end{split}$$

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

Buyer ID - Id de l'acheteur $pq993\\ \text{CCC No./N° CCC - FMS No./N° VME}$

ANNEX B SECURITY REQUIREMENTS

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

		2020111711	
Government Gouvern		Contract Number / Numéro du co	ntrat
of Canada du Cana	da	20020080	
	Secur	rity Classification / Classification d classified / non classifi	le sécurité CT
	SECURITY REQUIREMENTS CHECK LIST (SPC()	
LADY A CONTRACT DECOMPANY OF A	ÉRIFICATION DES EXIGENCES RELATIVES À L	A SÉCURITÉ (LVERS)	
Originating Government Department or Org Ministère ou organisme gouvernemental d'	panization / RCMP 2. Gra	anadian Police College	érale ou Ovection
a) Subcontract Number / Numéro du contra	t de sous-traitance 3.b) Name and Address of Su Burovision	ubcontractor / Nom et adresse du	sous-traitant
 Brief Description of Work / Brève description To deliver and install chairs in 	n the bedrooms in "A" and "D" Bldg at		
a) Will the supplier require access to Contro Le fournisseur aura-t-il accès à des marc			X No Yes
b) Will the supplier require access to unclas	sified military technical data subject to the provisions of the	he Technical Data Control	Non Oui
Regulations? Le fournisseur aura-t-il accès à des donn	ées techniques militaires non classifiées qui sont assujett	ties aux dispositions du Réglemen	Non Out
sur le contrôle des données techniques? Indicate the type of access required / Indiques			-
i. a) Will the supplier and its employees requir	re access to PROTECTED and/or CLASSIFIED information		V No Yes
Le fournisseur ainsi que les employés au (Specify the level of access using the cha	ront-ils accès à des renseignements ou à des biens PRO et in Question 7. c)	TÉGÉS et/ou CLASSIFIÉS?	X Non Yes
Préciser le niveau d'accès en utilisant le	tableau qui se trouve à la question 7. c) cleaners, maintenance personnel) require access to restri	icted access areas? No access to	No VYes
	metalor, manifestario personality require access to regar	COUNTY BUCCOS BY COM 1 THU BUCCOS TO	
PROTECTED and/or CLASSIFIED inform Le fournisseur et ses employés (p. ex. ne	ttoyeurs, personnel d'entretien) auront-ils accès à des zon	nes d'accès restreintes? L'accès	L J Non L Oui
PROTECTED and/or CLASSIFIED inform to fournisseur et ses employés (p. ex. ne à des renseignements ou à des biens PR c) Is this a commercial courier or delivery re	ttoyeurs, personnel d'entretien) auront-ils accès à des zo IOTÉGÉS eVou CLASSIFIÉS n'est pas autorisé. quirement with no overnight storage?	nes d'accès restreintes? L'accès	The Table
PROTECTED and/or CLASSIFIED inform Le fournisseur et ses employés (p. ex. ne à des renseignements ou à des biens PR c. c) Is this a commercial courier or delivery re S'agit-il d'un contrat de massagerie ou de	ittoyeurs, personnel d'entretien) auront-ils accès à des zor OTEGES et/ou CLASSITIES n'est pas autorisé. quirement with no overnight storage? l'ivraison commerciale sans entreposage de nuit?		X No Yes
PROTECTED and/or CLASSIFIED inform Le fournisseur et ses employés (p. ex. ne à des renseignements ou à des biens PR c. c) Is this a commercial courier or delivery re S'agit-il d'un contrat de massagerie ou de	ttoyeurs, personnel d'entretien) auront-ils accès à des zo IOTÉGÉS eVou CLASSIFIÉS n'est pas autorisé. quirement with no overnight storage?	mation auquel le fournisseur devra	X No Yes Non Oui
PROTECTED and/or CLASSIFIED inform Le fournisseur et ses employés (p. ex. ne à des renseignements ou à des biens PR c) is this a commercial courier or delivery re S'agit-il d'un contrat de messagerie ou de a) indicate the type of information that the si Canada b) Release restrictions / Restrictions relative	ittoyeurs, personnel d'entretien) auront-ils accès à des zor OTEGES et/ou CLASSIFIES n'est pas autorisé. quirement with no overnight storage? livraison commerciale sans entreposage de nuit? uppfier will be required to access / Indiquer le type d'inform MATO / OTAM		X No Yes Non Oui
PROTECTED and/or CLASSIFIED inform Le fournisseur et ses employés (b. ex. ne à des renseignements ou à des biens PR C) is this a commercial courier or delivery re S'agit-il d'un contrat de messagerie ou de a) indicate the type of information that the si Canada b) Release restrictions / Restrictions relative No release restrictions	ittoyeurs, personnel d'entretien) auront-ils accès à des zor OTEGES et/ou CLASSIFIES n'est pas autorisé. quirement with no overnight storage? livraison commerciale sans entreposage de nuit? upplier will be required to access / Indiquer le type d'inform MATO / OTAM S à la diffusion All NATO countries	Foreign / Étrange	X No Yes Non Oui
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Solicitation No. - N° de l'invitation E60PQ-120001/F Client Ref. No. - N° de réf. du client E60PQ-120001/F

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ARTA (cont					CONTRACTOR SERVICE AND ADDRESS OF THE PARTY
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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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ANNEX C NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

N/A