



**RETURN BIDS TO:**

Shawn.Hughes@Canada.ca

**RETOURNER LES SOUMISSIONS À:**

Shawn.Hughes@Canada.ca

See Section 2.2 Voir Section 2.2
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**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/G.**

**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/G.**

Solicitation No. - N° de la demande  <b>0H201028510401P</b>	Amendment No. - N° de modification - 001
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Solicitation closes – La demande prend fin :  at – à <b>2020-11-20</b>  on – le <b>14:00 EST</b>  See Section 2.3 Voir Section 2.3	File No. - N° de dossier
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<b>Date of Solicitation – Date de la demande</b>  <b>2020-10-29</b>
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  <b>See Section 6, Article 6.5.1.</b> <b>Voir Section 6, Article 6.5.1</b>
<b>Destination</b>  <b>See Annex B</b> <b>Voir Annexe B</b>

**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.

<b>Supplier Name and Address – Nom et adresse du fournisseur</b>  Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>          <b>Signature : _____ Date : _____</b>

**Amendment 001 is raised to make the following changes:**

**Delete the following:**

**ANNEX A  
REQUIREMENT**



<b>CHAIR TYPE</b>	<b>QTY: 75</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

<b>Continuance of Certifications and additional information:</b>	
Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.	
<b>Criteria</b> <i>Instructions</i>	<b>Requirement Choices</b> <i>(dimensions reflect Specifications for Office Seating (SA) )</i>
<b>A</b> <b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable <i>(if applicable, indicate type of adjustment in additional criteria below)</i> <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No
<b>B</b> <b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference
<b>B</b> <b>Backrest Style Preference(s)</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i> <div style="display: flex; align-items: center; gap: 20px;"> </div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>C</b> <b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<b>Adjustable</b> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Up/Down & In/Out
	<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat
<b>D</b> <b>Armrests</b> <i>choose ALL that are acceptable</i>	<b>Adjustable</b> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = min. 75 mm (3.0 in.) adjustment between 443 mm (17.0 in.) to 493 mm (19.4 in.) <input checked="" type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward
	<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)
	<input type="checkbox"/> None
<b>E</b> <b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)
	<input type="checkbox"/> Fixed <div style="margin-left: 20px;"> <input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)  <input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)  <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)         </div>

<b>F</b>	<b>Seat Width</b>	<i>Refer to chair type above</i> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> other = *specify additional criteria below
			<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)
<b>H</b>	<b>Tilt Mechanism</b> <i>choose ALL that are acceptable</i>	<b>Rotary Stool</b> <i>choose 1</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)
<b>I</b>	<b>Seat and Backrest Locks</b> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Synchro-tilt = Typically pivot point is under center of seat and when reclined the users feet are lifted off the floor. (seat and backrest tilt together in a ratio > 1:1) <input type="checkbox"/> Unison-tilt = Typically pivot point is under front of seat and when reclined users feet remain on the floor. (seat and backrest tilt together in a ratio of 1:1) <input type="checkbox"/> Independent-tilt = Seat and backrest angle adjust independently of each other	
<b>J</b>	<b>Casters</b>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface	
<b>L</b>	<b>Foot Ring</b>	<i>Standard with stool models only</i>	
	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	<b>Backrest</b>	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other ____ Zippered so it can be removed for cleaning <input checked="" type="checkbox"/> Breathable material (Mesh)
		<b>Seat</b>	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other _zippered so it can be removed for cleaning <input type="checkbox"/> Breathable material (Mesh)
	<b>Additional Criteria:</b> <i>If applicable:</i>	<u>Leave blank if there are no Additional Criteria.</u> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ refer to Solicitation Example on furniture website for example wording for commonly requested additional criteria	

**ANNEX B**  
**BASIS OF PAYMENT**

**1. Procurement Strategy**

Subcategory Procurement

All-inclusive Procurement

**2. Product and Pricing**

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**ALL-INCLUSIVE PROCUREMENT**

**Table 1: Summary of Chairs for All-inclusive procurement.**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair	75		\$	\$
Subtotal:					\$

**Table 3 – Delivery** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	Charlottetown, PE		2020/12/31	08:00 – 17:00			
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*** The Project Authority (PA) will provide the supplier with the exact delivery location prior to delivery taking place. Delivery will be made within a 50 KM radius of the cities above.</p>					Subtotal for Deliveries: \$		

\*\*\*\* Deliveries to each location may not be for the total estimated quantity in a single shipment.

**Table 5 - Canada's Facilities to Accommodate the Delivery**

<b>Canada's Facilities to Accommodate the Delivery</b>	
Loading Dock/Location	To be provided by the Project Authority prior to delivery
Dock	Does not exist
Lift	Does not exist
Door	To be provided by the Project Authority prior to delivery
Freight Elevator	Does not exist
Other (specify, if any)	

**Table 6 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

<b>Section A - IU REQUIREMENT</b>					<b>Section B – SUPPLIER'S BID</b>		
Table(s)	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) \$
A1	Charlottetown, PE		2020/12/31	08:00 – 17:00			
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*** The Project Authority (PA) will provide the supplier with the exact installation location prior to delivery taking place. Installation will be made within a 50 KM radius of the cities above.</p> <p>**** The Supplier's employees and subcontractors requiring access to the installation site must adhere to the Local, Municipal and Provincial Public Health guidance in the area where the work or services are being provided.</p>							

Insert the following:


**ANNEX A  
REQUIREMENT**



<b>CHAIR TYPE</b>	<b>QTY: 62</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (275 to 400 lbs) <input type="checkbox"/> Rotary Stool	

**Continuance of Certifications and additional information:**

Canada may request copies of any SA certification(s) or additional information to confirm/review chair criteria of product proposed prior to contract award within a time period specified by the Identified User.

Criteria <i>Instructions</i>		Requirement Choices <i>(dimensions reflect Specifications for Office Seating (SA) )</i>	
<b>A</b>	<b>Headrest</b> <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable <i>(if applicable, indicate type of adjustment in additional criteria below)</i> <b>*Recommended with Standard Back Height</b> <input checked="" type="checkbox"/> No	
<b>B</b>	<b>Backrest Height</b> <i>choose only 1</i>	<input type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference	
<b>B</b>	<b>Backrest Style Preference(s)</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference <i>note: style represents overall shape, design may vary</i>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>C</b>	<b>Lumbar Support</b> <i>choose ALL that are acceptable</i>	<b>Adjustable</b>	
		<input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> Up/Down & In/Out <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
<b>D</b>	<b>Armrests</b> <i>choose ALL that are acceptable</i>	<b>Adjustable</b>	
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		<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None	
<b>E</b>	<b>Seat Depth</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
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<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> <i>choose ALL that are acceptable</i>	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable
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		<i>Rotary Stool</i> choose 1	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)				
<b>H</b>	<b>Tilt Mechanism</b> choose ALL that are acceptable	<input checked="" type="checkbox"/> <b>Synchro-tilt</b> = Typically pivot point is under center of seat and when reclined the users feet are lifted off the floor. (seat and backrest tilt together in a ratio > 1:1) <input type="checkbox"/> <b>Unison-tilt</b> = Typically pivot point is under front of seat and when reclined users feet remain on the floor. (seat and backrest tilt together in a ratio of 1:1) <input type="checkbox"/> <b>Independent-tilt</b> = Seat and backrest angle adjust independently of each other					
<b>I</b>	<b>Seat and Backrest Locks</b> choose ALL that are acceptable	<input type="checkbox"/> <b>Setup Position</b> = chair locks into position with seat flat and backrest straight <input checked="" type="checkbox"/> <b>Multiple Positions</b> = chair locks into setup position plus other angles for seat and backrest					
<b>J</b>	<b>Casters</b>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface					
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only					
	<b>Finishes</b> (Upholstery / Non-Upholstery)	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other ____ Zippered so it can be removed for cleaning  <input checked="" type="checkbox"/> Breathable material (Mesh) </td> </tr> <tr> <td>Seat</td> <td> <input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other _zippered so it can be removed for cleaning  <input type="checkbox"/> Breathable material (Mesh) </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other ____ Zippered so it can be removed for cleaning <input checked="" type="checkbox"/> Breathable material (Mesh)	Seat	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other _zippered so it can be removed for cleaning <input type="checkbox"/> Breathable material (Mesh)	
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Seat	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other _zippered so it can be removed for cleaning <input type="checkbox"/> Breathable material (Mesh)						
	<b>Additional Criteria:</b> If applicable:	<u>Leave blank if there are no Additional Criteria.</u> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ refer to Solicitation Example on furniture website for example wording for commonly requested additional criteria					

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Table	Title	Quantity (A)	Manufacturer/Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair	62		\$	\$
Subtotal:					\$

**Table 3 – Delivery** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	Belle River	1	2020/12/31	08:00 – 17:00			
A1	Brudenell	1	2020/12/31	08:00 – 17:00			
A1	Charlottetown	38	2020/12/31	08:00 – 17:00			
A1	Cornwall	3	2020/12/31	08:00 – 17:00			
A1	Flat River	1	2020/12/31	08:00 – 17:00			
A1	Hampshire	1	2020/12/31	08:00 – 17:00			
A1	Long Creek	2	2020/12/31	08:00 –			



				17:00			
A1	Mermaid	1	2020/12/31	08:00 – 17:00			
A1	Mont Carmel	1	2020/12/31	08:00 – 17:00			
A1	Mt. Albion	1	2020/12/31	08:00 – 17:00			
A1	Mt. Stewart	1	2020/12/31	08:00 – 17:00			
A1	Nine Mile Creek	1	2020/12/31	08:00 – 17:00			
A1	Norboro	1	2020/12/31	08:00 – 17:00			
A1	Souris	1	2020/12/31	08:00 – 17:00			
A1	Stratford	4	2020/12/31	08:00 – 17:00			
A1	Tarantum	1	2020/12/31	08:00 – 17:00			
A1	Vernon Bridge	1	2020/12/31	08:00 – 17:00			
A1	Wellington	1	2020/12/31	08:00 – 17:00			
A1	York	1	2020/12/31	08:00 – 17:00			
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*** The Project Authority (PA) will provide the supplier with the exact delivery location prior to delivery taking place. Delivery will be made within a 50 KM radius of the cities above.</p> <p>**** Deliveries to each location may not be for the total estimated quantity in a single shipment.</p>					<p>Subtotal for Deliveries: \$</p>		

**Table 5 - Canada's Facilities to Accommodate the Delivery**

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	To be provided by the Project Authority prior to delivery
Dock	Does not exist
Lift	Does not exist
Door	To be provided by the Project Authority prior to delivery
Freight Elevator	Does not exist
Other (specify, if any)	

**Table 6 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the	Firm Price \$	Extended Total (Qty x Price) \$

					time below*		
A1	Belle River	1	2020/12/31	08:00 – 17:00			
A1	Brudenell	1	2020/12/31	08:00 – 17:00			
A1	Charlottetown	38	2020/12/31	08:00 – 17:00			
A1	Cornwall	3	2020/12/31	08:00 – 17:00			
A1	Flat River	1	2020/12/31	08:00 – 17:00			
A1	Hampshire	1	2020/12/31	08:00 – 17:00			
A1	Long Creek	2	2020/12/31	08:00 – 17:00			
A1	Mermaid	1	2020/12/31	08:00 – 17:00			
A1	Mont Carmel	1	2020/12/31	08:00 – 17:00			
A1	Mt. Albion	1	2020/12/31	08:00 – 17:00			
A1	Mt. Stewart	1	2020/12/31	08:00 – 17:00			
A1	Nine Mile Creek	1	2020/12/31	08:00 – 17:00			
A1	Norboro	1	2020/12/31	08:00 – 17:00			
A1	Souris	1	2020/12/31	08:00 – 17:00			
A1	Stratford	4	2020/12/31	08:00 – 17:00			
A1	Tarantum	1	2020/12/31	08:00 – 17:00			
A1	Vernon Bridge	1	2020/12/31	08:00 – 17:00			
A1	Wellington	1	2020/12/31	08:00 – 17:00			
A1	York	1	2020/12/31	08:00 – 17:00			
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*** The Project Authority (PA) will provide the supplier with the exact installation location prior to delivery taking place. Installation will be made within a 50 KM radius of the cities above.</p> <p>**** The Supplier’s employees and subcontractors requiring access to the installation site must adhere to the Local, Municipal and Provincial Public Health guidance in the area where the work or services are being provided.</p>							

All Other Terms and Conditions Remain the Same.