

Annex E - Standard REQUEST FOR BID (RFB)

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Public Works and  
Government Services  
CanadaTravaux 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-140003/PQ.

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-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
<b>10071811-A</b>	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	<b>10071811-A</b>
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande

**November 27, 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 BIDDERS**

**Competitive** or  **Non-Competitive**

For competitive Requirements when only one bid is received:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

For Competitive Requirements when only one bid is received:

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** or  **PSAB**

**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/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.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

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

- The information requested by Canada in Annex A herein.

**Security Requirement:**

There is no security requirement associated with this contract. The Bidder's proposed individuals will not requiring access to classified or protected information, assets or sensitive work site(s). The Bidder's proposed individuals will be escorted at all times in the Federal Government premises.

**Bid Evaluation**

*This article is completed if non-Government of Canada personnel will evaluate bids.*

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

<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. December 11, 2020 b. 2:00 pm est
To e-mail address (if applicable)	Eric.beaudry@tpsgc-pwgsc.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 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>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.		<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.		<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>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Eric Beaudry
	Title:	Procurement Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada
	Address:	11 Laurier Street, PDP III, Gatineau, Quebec, K1A 0S5
	Telephone No.:	873-355-4728
	E-mail address:	Eric.beaudry@tpsgc-pwgsc.gc.ca
4.2	<b>Project Authority [To be completed at 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 including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<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>	
	Name:	Stephanie Bourbonnais
	Title:	Project officer/Designer
	Department/Agency/Crown Corporation:	Corporate Accomodation

	Address:	11 rue Laurier, PDP III, Gatineau, Quebec, K1A 0S5
	Telephone No.:	873-353-2712
	E-mail address:	Stephanie.bourbonnais@tpsgc-pwgsc.gc.ca
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
5.	<b>Method of Payment</b>	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, 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 at contract award]</i>	
	Address:	

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

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1. Category Selection

**Combined Categories Rule:**

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

*(IU must identify which of the following categories will be combined for reasons of compatibility)*

**Category 1**

**Category 2**

**Category 5**

**\* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

**Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

**NSA:**

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b.  Category 2 – Freestanding Height Adjustable Desk / Table Products

c.  Category 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA (table 1 Additional product details)

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Product(s) – Category(ies): \_\_\_\_\_

## 2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\*

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.



Product Category(ies): \_\_\_\_\_

Table 1 – Product Table

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY		Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 1A</b>							
Refer to Annex C and Floor Plans.							\$
<b>Category 1B</b>							
	1bFFHREW24L72WNOLNY	Free Standing Systems <ul style="list-style-type: none"> <li>Fixed Height Work Surfaces (Laminate)</li> <li>Rectangular</li> <li>Panel Mounted</li> <li>Depth-Width-Diameter: 24</li> <li>Length: 72</li> <li>Height: 29</li> <li>No Privacy Screen</li> <li>Modesty Panels: N/A</li> <li>Grommets: Yes</li> </ul>	29			\$	\$
	1bSPBMCAA1524XXYKXX	Filing and Storage <ul style="list-style-type: none"> <li>Pedestals Box/File</li> <li>Mobile</li> <li>Casters</li> <li>Painted Metal</li> <li>Width: 15</li> <li>Depth: 24</li> <li>Height: N/A</li> <li>Upholstered Cushion Seats: Yes</li> <li>Locks: Keyed</li> </ul>	31				
<b>Category 2</b>							
	2WSSREXXL30L48BELXX	Individual Height Adjustable Work Surfaces <ul style="list-style-type: none"> <li>Sit Stand</li> <li>Rectangular</li> <li>Laminate</li> <li>Depth-Width-Diameter: 30</li> <li>Length: 48</li> <li>Height: 23 to 48.7</li> </ul>	29			\$	\$

		<ul style="list-style-type: none"> <li>• Controls: Electric</li> <li>• Privacy Screen: N/A</li> </ul>					
	2WSSREXXL30L72BELXX	Individual Height Adjustable Work Surfaces <ul style="list-style-type: none"> <li>• Sit Stand</li> <li>• Rectangular</li> <li>• Laminate</li> <li>• Depth-Width-Diameter: 30</li> <li>• Length: 72</li> <li>• Height: 23 to 48.7</li> <li>• Controls: Electric</li> <li>• Privacy Screen: N/A</li> </ul>	2				
	2B2LREXXL30L48BELFA	Modular Height Adjustable Benching <ul style="list-style-type: none"> <li>• 2 Work Surface Long</li> <li>• Rectangular</li> <li>• Laminate</li> <li>• Depth-Width-Diameter: 30</li> <li>• Length: 48</li> <li>• Height: 23 to 48.7</li> <li>• Controls: Electric</li> <li>• Fabric</li> </ul>	2				
<b>Category 3 - Metal Filing and Storage Cabinets</b>							
	3LSL1HXXLM18D18XHXS	Storage Lockers <ul style="list-style-type: none"> <li>• One High</li> <li>• Laminate</li> <li>• Width: 18</li> <li>• Depth: 18</li> <li>• Height: 48 to 54</li> <li>• Locks: Keyless</li> </ul>	26				
	3LSL2HXXLM18D18XHXS	Storage Lockers <ul style="list-style-type: none"> <li>• Two High</li> <li>• Laminate</li> <li>• Width: 18</li> <li>• Depth: 18</li> <li>• Height: 48 to 54</li> <li>• Locks: Keyless</li> </ul>	4				
	3LSL3HXXLM18D18XHXS	Storage Lockers <ul style="list-style-type: none"> <li>• Three High</li> <li>• Laminate</li> <li>• Width: 18</li> <li>• Depth: 18</li> <li>• Height: 48 to 54</li> <li>• Locks: Keyless</li> </ul>	3				

Category 5							
5MOADUARMCLPMTXXXXX	Monitor Arm • Dual Arms • Clamp Mount	55				\$	\$
5PMOWKSMTACUSBXXXXX	Power Module Work Surface Mounted • AC and USB Power	55					
5PMOFSTFMACUSBXXXXX	Power Module • Free Standing Floor Module • AC and USB Power	2					
Category 6							
6MMTSMROPL30XXXWNNX	Meeting and Training Room Tables • Meeting • Small • Round • Pedestal • Laminate • Diameter: 30 • Height: 29 • Power: No • Modesty: No • Casters: NA	2					
6MMTSMROPL42XXXWNNX	Meeting and Training Room Tables • Meeting • Small • Round • Pedestal • Laminate • Diameter: 42 • Height: 29 • Power: No • Modesty: No • Casters: NA	1					
6MMTSMREPL30L60WNNX	Meeting and Training Room Tables • Meeting • Small • Rectangular • Pedestal • Laminate • Width: 30 • Length: 60 • Height: 29 • Power: No • Modesty: No • Casters: NA	2					

	6MMTMDREOL36L72WYNX	Meeting and Training Room Tables <ul style="list-style-type: none"> <li>• Meeting</li> <li>• Medium</li> <li>• Rectangular</li> <li>• Post Legs-Column</li> <li>• Laminate</li> <li>• Width: 36</li> <li>• Length: 72</li> <li>• Height: 29</li> <li>• Power: Yes</li> <li>• Modesty: No</li> <li>• Casters: NA</li> </ul>	1				
	6MMTLGREOL54180WYNX	Meeting and Training Room Tables <ul style="list-style-type: none"> <li>• Meeting</li> <li>• Large</li> <li>• Rectangular</li> <li>• Post Legs-Column</li> <li>• Laminate</li> <li>• Width: 54</li> <li>• Length: 180</li> <li>• Height: 29</li> <li>• Power: Yes</li> <li>• Modesty: No</li> <li>• Casters: NA</li> </ul>	1				
	6CCTVAROLS30XXXJNXX	Collaborative Tables <ul style="list-style-type: none"> <li>• Coffee Table</li> <li>• Variable</li> <li>• Round</li> <li>• 4 post Legs</li> <li>• Solid</li> <li>• Diameter: 30</li> <li>• Height: 14 to 21</li> <li>• Power: No</li> </ul>	1				
	6CCTVAOVLS24L48JNXX	Collaborative Tables <ul style="list-style-type: none"> <li>• Coffee Table</li> <li>• Variable</li> <li>• Oval</li> <li>• 4 post Legs</li> <li>• Solid</li> <li>• Depth: 24</li> <li>• Length: 48</li> <li>• Height: 14 to 21</li> <li>• Power: No</li> </ul>	1				
	6CLTVAREXLW7<36ONXX	Collaborative Tables <ul style="list-style-type: none"> <li>• Lap Top Table</li> <li>• Variable</li> <li>• Rectangular</li> <li>• Support: NA</li> <li>• Laminate</li> <li>• Width: &lt;18</li> </ul>	5				

		<ul style="list-style-type: none"> <li>Length: &lt;36</li> <li>Height: 24 to 26</li> <li>Power: No</li> </ul>					
	60IWWSFSLXC1H47XYXX	<p>Open Area Workspace</p> <ul style="list-style-type: none"> <li>Individual Work Pods</li> <li>With Work Surfaces</li> <li>Free Standing</li> <li>Legs</li> <li>Material: NA</li> <li>Diameter: 72</li> <li>Privacy Screen Height: 47 to 61</li> <li>Power: Yes</li> <li>Work Surface or Tablet Arms: NA</li> </ul>	6				
	60PLWLFSPXC3H46XYTA	<p>Open Area Workspace</p> <ul style="list-style-type: none"> <li>Individual Private Lounge Chairs</li> <li>With Lounge chair and Work Surfaces</li> <li>Free Standing</li> <li>Pedestal Base</li> <li>Material: NA</li> <li>Diameter: 42 to 60</li> <li>Privacy Screen Height: 46 to 64</li> <li>Power: Yes</li> <li>Work Surface or Tablet Arms: Tablet arms</li> </ul>	2				
	6SUSQXXLUX8XXXLXXX	<p>Soft Seating</p> <ul style="list-style-type: none"> <li>Upholstered Stool without casters</li> <li>Square</li> <li>Material: Upholstered</li> <li>Support: Legs</li> <li>Width: &gt;18</li> <li>Depth: NA</li> <li>Height: 16 to 19</li> </ul>	3				
	6ZFHLXX20L72HSDSDKX	<p>Credenza</p> <ul style="list-style-type: none"> <li>Laminate</li> <li>Depth: 20</li> <li>Length: 72</li> <li>Height: 29 to 34</li> <li>Right side: Door</li> <li>Left side: Door</li> <li>Locks: Keyed</li> </ul>	1				
	6KKCSAxxLY16XXXMOYX	<p>Kitchenette Seating</p> <ul style="list-style-type: none"> <li>Kitchenette chairs</li> <li>Standard Height</li> <li>Support: 4 legs</li> <li>Material: Polymer</li> <li>Seat depth: &gt;16</li> <li>Seat height: 17-20</li> <li>Without Armrest</li> <li>Seat Cushions: Yes</li> </ul>	8				

		• Depth: 20				

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1	Place Montcalm, 8 <sup>th</sup> floor, suite 808, 70 Crémazie, Gatineau, Québec	Before march 31 2021	Normal Business Hours 8:00 – 15:00	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<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><i>Add more rows if necessary.</i></p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1	Place Montcalm, 8 <sup>th</sup> floor, suite 808, 70 Crémazie, Gatineau, Québec	[Y/M/D]	Normal Business Hours 8:00 – 15:00	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks</i>	\$

				<i>for furniture delivery and installation.</i>	
<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><i>Add more rows if necessary.</i></p>				Installation Total:	\$

**Table 4 – Optional Product**

Not Applicable

**Table 5 – Optional Delivery**

Not Applicable

**Table 6 – Optional Installation**

Not Applicable

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<p><b>Canada’s Facilities to Accommodate the Delivery</b></p> <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	70 Crémazie – Back of building
B	Dock	up to 54’ Truck
C	Lift	Manual Pallet jack available 2000 lbs 2’ W x 5’ D
D	Door	8’ H X 8’ H
E	Freight Elevator	Basement : 150’ from the dock / 4000 lbs / 5.5’ x 7.5’
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>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 following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$



4	<b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	<b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	<b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7)</b> <i>[to be removed at contract award]</i>	\$
9	<b>Contract Price(1+2+3+7):</b> <i>[applicable at contract award only]</i>	\$
10	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>	\$
11	<b>Total Estimated Cost (9+10):</b> <i>[applicable at contract award only]</i>	\$

\* Applicable taxes extra.

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

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		PBN:

**ANNEX B**  
**SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
  - As a minimum the product listing must include the following information:
    - Supplier part numbers including NSA products forming part of this category;
    - brief product descriptions;
    - quantities;
    - firm unit prices.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

**Category 1a Requirement:**

**1) Floor Plan(s)**

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

**2) Panel Details**

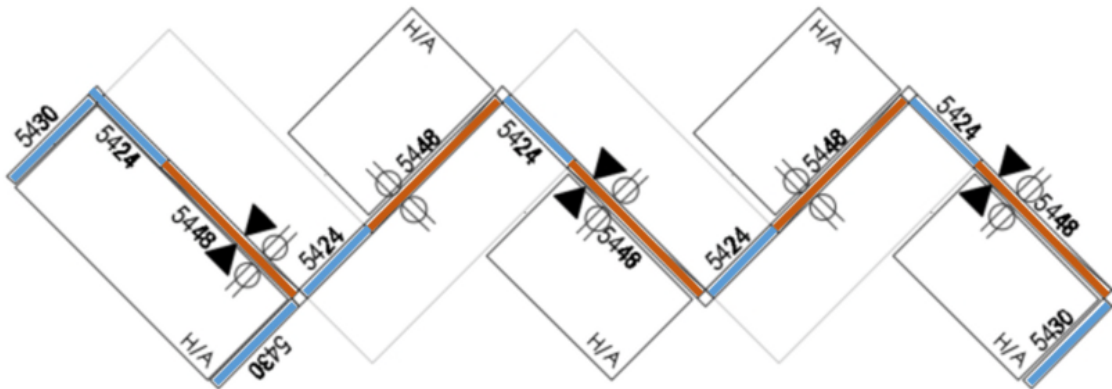
\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

**3) Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix or Workstation Layout\*\*\*

a. Panel Matrix

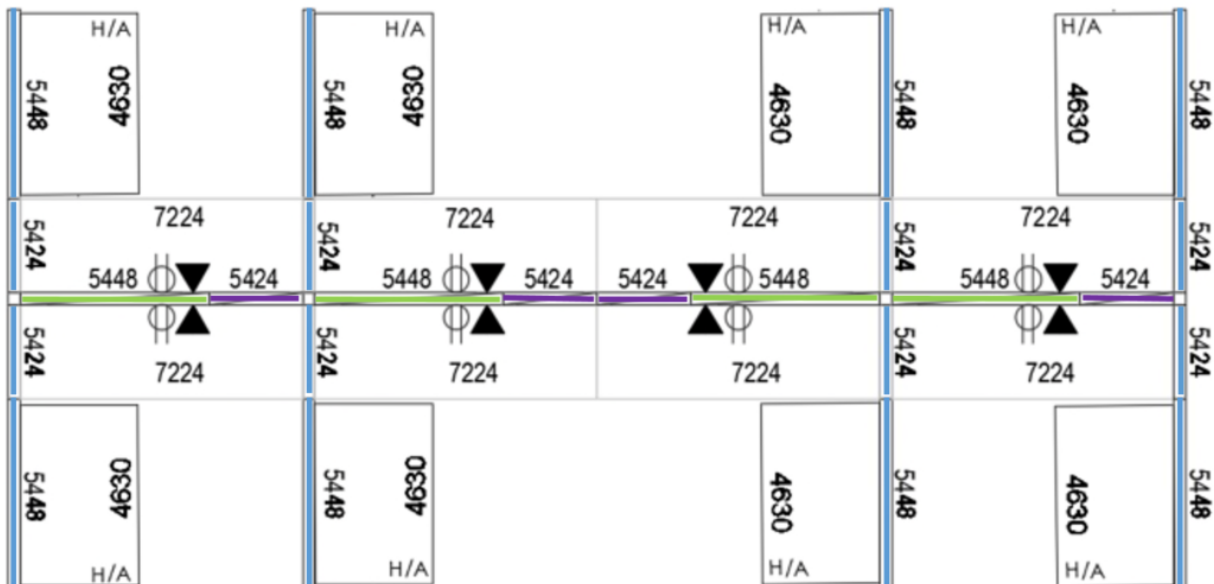
TYPICAL 1



Panel Matrix  
Breakdown:

- Panel Matrix A
- Panel Matrix B

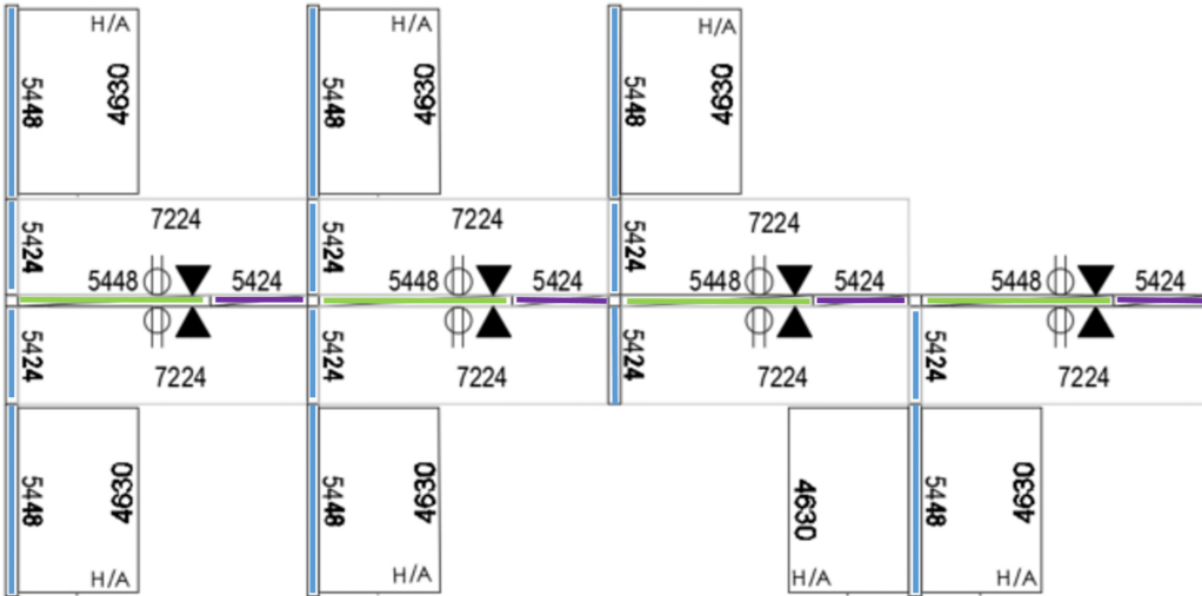
TYPICAL 2



Panel Matrix  
Breakdown:

- Panel Matrix B
- Panel Matrix C
- Panel Matrix D

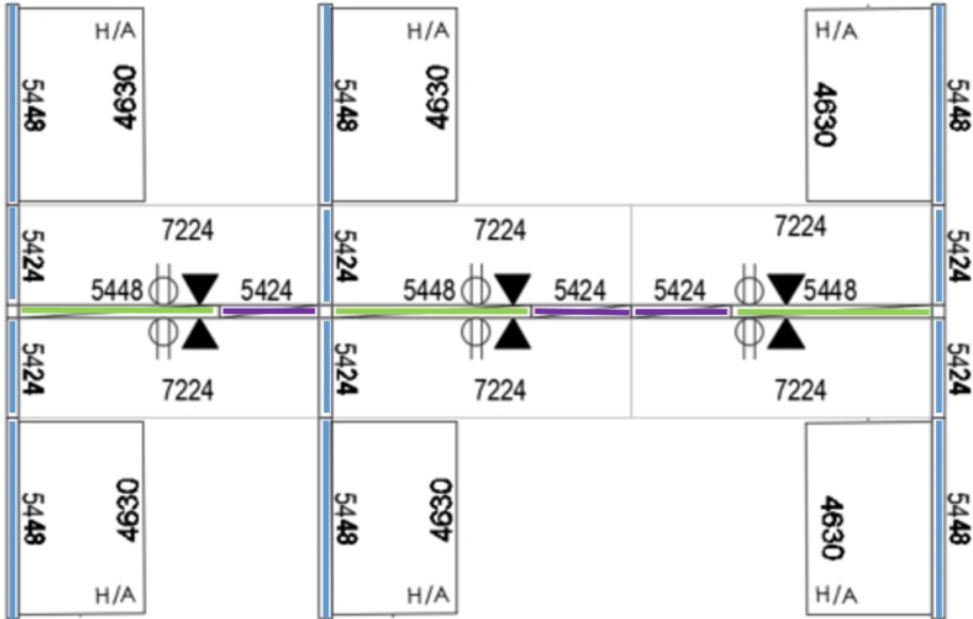
TYPICAL 3



Panel Matrix  
Breakdown:

- Panel Matrix B
- Panel Matrix C
- Panel Matrix D

TYPICAL 4



Panel Matrix  
Breakdown:

-  Panel Matrix B
-  Panel Matrix C
-  Panel Matrix D

**Panel Matrix****A****Panel Matrix:**

Double Sided Power, Fabric

*(For this example the power receptacle symbol is indicated on the plan where these cut-out panels are required.**The symbol will be back to back/ double sided on the plan.)***Seated Privacy Add-on Height**

<i>upper element 1</i> Fabric / tissu	<i>upper element 2</i> Fabric / tissu
<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Cut-out(s) for Power & Data, Fabric

Side 1 Side 2

**B****Panel Matrix:**

All fabric

**Seated Privacy Add-on Height**

<i>upper element 1</i> Fabric / tissu	<i>upper element 2</i> Fabric / tissu
<i>lower element 1</i> Fabric / Tissu	<i>lower element 2</i> Fabric / Tissu

Side 1 Side 2

C

**Panel Matrix:**

Double Sided Power, Fabric

(For this example the power receptacle symbol is indicated on the plan where these cut-out panels are required.

The symbol will be back to back/ double sided on the plan.)

**Seated Privacy Add-on Height**

<i>upper element 1</i> Frosted glass	<i>upper element 2</i> Frosted glass
<i>lower element 1</i> Cut-out(s) for Power & Data, Fabric	<i>lower element 2</i> Cut-out(s) for Power & Data, Fabric

Side 1 Side 2

D

**Panel Matrix:**

Fabric/Glass

**Seated Privacy Add-on Height**

<i>upper element 1</i> Frosted glass	<i>upper element 2</i> Frosted glass
<i>lower element 1</i> Fabric / Tissu	<i>lower element 2</i> Fabric / Tissu

Side 1 Side 2



**ANNEX D**  
**Additional Specifications, Certifications**

This Annex includes the additional Specifications, Certifications associated with NSA product. *(if applicable)* forming part of the requirement.

**1. Specifications**

*IU to include, if applicable, additional information above the generic specifications at Annex A such as testing and performance requirements, finishes...*

**2. Certifications**

**.1 NSA Product Conformance**

**2.1 NSA Product Conformance** *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**NSA Product Conformance Certification** *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

**CONTRACT FIRST PAGE**

IU may use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

PURCHASING OFFICE - BUREAU DES ACHATS

## CONTRACT – CONTRAT

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not sent a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat	
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB – FAB	
DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement