



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Ontario

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Title - Sujet</b> Commercial Grade Wood Furniture	
<b>Solicitation No. - N° de l'invitation</b> W0125-21WR37/A	<b>Date</b> 2020-12-03
<b>Client Reference No. - N° de référence du client</b> W0125-21WR37	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-7996	
<b>File No. - N° de dossier</b> TOR-0-43056 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2020-12-18</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (647) 273-1369 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Jr. Ranks and Sgt and WOs Mess 106 Yukon St. Bldg 24 ASTRA Ontario K0K3W0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
W0125-21WR73/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
W0125-21WR37

File No. - N° du dossier  
TOR-0-43056

CCC No./N° CCC - FMS No./N° VME

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## **BID SOLICITATION**

**for**

## **COMMERICAL GRADE WOOD FURNITURE**

**required by**

**Canadian Air Forces (CAF)  
Department of National Defence (DND)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Article 6.2, Part 6 - Resulting Contract Clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Canadian Content**

The requirement is subject to a preference for Canadian goods.

### **1.4 Epost Connect Service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

#### **PWGSC Ontario Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.oreceptiondессoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondессoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

- (b) Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.5 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- (a) The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

### **3.2 Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **3.3 Section II: Financial Bid**

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.
- (b) **Electronic Payment of Invoices**
- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C - Electronic Payment Instruments, to identify which ones are accepted.
  - (ii) If Annex C - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
  - (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.4 Section III: Certifications**

Bidders must submit and comply with the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

### 4.2 Technical Evaluation

#### (a) Mandatory Technical Criteria

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criteria. Failure to provide supporting documentation may result in the bid being deemed non-compliant.

#	Mandatory Technical Criteria
<b>M1</b>	<p>The Bidder must submit a product cut sheet for each proposed product that includes, as a minimum, information that the proposed product meets the specifications identified in Annex A, Article 6. The product cut sheet must also include the supplier name, part numbers, brief product descriptions and picture.</p> <p>If the above documentation has not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
<b>M2</b>	<p>If the Bidder is not the manufacturer of the proposed products, the Bidder must:</p> <ol style="list-style-type: none"><li>1. Be an authorized dealer of the manufacturer(s) for the products being proposed; and</li><li>2. Submit a letter of authorization from each manufacturer whose products are being proposed.</li></ol> <p>If the above information has not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
<b>M3</b>	<p>For each letter that is submitted under M2, the letter must:</p> <ol style="list-style-type: none"><li>1. Be on the letterhead of the manufacturer;</li><li>2. Contain the signature of a representative of the manufacturer;</li><li>3. List the name, series and model number of the products being proposed; and</li><li>4. Have confirmation from the manufacturer that the Bidder is an authorized dealer for the products listed in the letter.</li></ol>



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	<p>If the above information has not been provided at bid closing, PWGSC will notify the Bidder that they are required to provide them within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that these documents are readily available.)</p> <p>If the Bidder fails to provide the required document(s) within two business days, their bid will be non-responsive and will not be given further consideration.</p>
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### **4.3 Financial Evaluation**

#### **(a) Mandatory Financial Criteria**

- (i) The Bidder must submit with its bid, pricing details in accordance with Annex B - Basis of Payment, in Canadian dollars.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period (applicable taxes extra), from Annex B - Basis of Payment.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.4 Basis of Selection – Mandatory Technical Criteria**

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.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Additional Certifications Required with the Bid

#### 5.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

##### 5.2.1.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

### 5.3 Certifications Precedent to Contract Award and Additional Information

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### 5.3.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available [at the bottom of the page of the Employment and Social Development Canada \(ESDC\) - Labour's website](#)

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([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Requirement

The Contractor must perform the Work in accordance with the Requirement at Annex "A".

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### (a) General Conditions

2010A (2020-05-28), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### (a) Period of the Contract

The period of the Contract is from date of Contract award to May 31, 2021.

#### (b) Delivery Date

All the deliverables must be received on or before the week of March 22, 2021.

### 6.5 Authorities

#### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Ontario Region  
Address: 4900 Yonge Street  
Toronto, Ontario, M2N 6A6  
Telephone: 647-273-1369  
E-mail address: shannon.brewster@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### (b) Project Authority (to be provided at Contract Award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative (to be provided with bid)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
PBN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6.6 Payment**

(a) **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(b) **Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment

(c) **Electronic Payment of Invoices**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*to be confirmed at Contract Award*)

- i. Visa Acquisition Card;
- ii. MasterCard Acquisition Card;
- iii. Direct Deposit (Domestic and International);
- iv. Electronic Data Interchange (EDI);
- v. Wire Transfer (International Only); or
- vi. Large Value Transfer System (LVTS) (Over \$25M).

**6.7 Invoicing Instructions**

(a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

(b) Invoices must be distributed as follows:

- (i) The original must be forwarded to the address and contract person shown on page 1 of the Contract for certification and payment.
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**6.8 Certifications and Additional Information**

(a) **Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are

conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

(b) **SACC Manual Clauses**

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

**6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

**6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2010A (2020-05-28), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
  - (i) Appendix 1 to Annex A – Aerial Views of Building Locations
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_. (*insert at time of contract award*)

**6.11 SACC Manual Clauses**

A9039C (2008-05-12) Salvage  
A9062C (2011-05-16) Canadian Forces Site Regulations  
B7500C (2006-06-16) Excess Goods

**6.12 Insurance - No Specific Requirement**

G1005C (2008-05-12), Insurance

**6.13 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

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## ANNEX A

### REQUIREMENT

#### 1. REQUIREMENT

- 1.1 The Department of National Defence (DND), Canadian Armed Forces, has a requirement for the supply and delivery of commercial grade wood furniture for the Junior Ranks Mess (JR's Mess), the Warrant Officers and Sergeants Mess (WOSM) and Baker Island Community Centre (BICC) at 8 Wing Trenton.

#### 2. BACKGROUND

- 2.1 There is a requirement to purchase commercial grade booths, tables and chairs that are suitable for a restaurant style setting where the tables and chairs will be moved around for each function or Mess Dinner. The existing furniture pieces have reached the end of the lifecycle and are required to be replaced.
- 2.2 The furniture pieces will be used in a transient environment where event set-ups are changed for each event requiring the material to be durable and able to withstand the demands of continuous movement. Solid hard wood has been the chosen material for the chairs and tabletops as tables and chairs made of solid hard wood have proven to outlast tables and chairs of other materials within this Mess environment by no less than 10 years. At the completion of the purchase JR's Mess, WOSM, and BICC will have furniture that is durable and easily moved.

#### 3. SCOPE

- 3.1 The Contractor must supply, deliver and unload newly manufactured tables (square and rectangular), chairs and booths (single and double sided) for mess halls and community centre buildings.
- 3.2 All products must be new and must all be from the same manufacturer. All products must be pre-assembled at time of delivery.

#### 4. STANDARDS AND REGULATIONS

All products are to comply with the following standards and regulations:

- AWMAC, Architectural Woodwork Manufacturers Association of Canada. Architectural Woodwork Standards. (AWS) Second Edition 2014.

#### 5. GENERAL REQUIREMENTS

- 5.1 The Contractor is responsible for ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and in particular, the Contractor is responsible for ensuring that the goods fully furnish and correspond to all parts of Annex "A".
- 5.2 **Warranty:** Manufacturer limited warranty on all products to be included. A copy is to be provided at contract award along with a list of the provisions.
- 5.3 Samples of all hardware and finishes are to be provided to the Project Authority (PA), for approval, before final manufacture of the components. This needs to be done within 1 week from contract award.
- 5.4 **MATERIALS:** Hardwood Lumber
- a) All hardwood lumber is to be kiln dried to a maximum average moisture content of 6-8% at time of fabrication.
  - b) All hardwood lumber pieces are to conform to Architectural Woodwork Standards (AWS) Section 3. Selected for Premium grade construction for transparent finishes. Clear, flat cut only. Well matched for uniform colour and straight grain and to minimize the presence of medullary ray patterning.
  - c) All wood must be free of pinholes, sap pockets, worm holes or other visible defects. Knots are to be not more than 3.2mm in diameter or clustered. Hardwood only, no sapwood will be permitted.
- 5.5 Schedule
- a) The furniture delivery will take place over one (1) day at two different locations on the base.

- b) The scheduling of the delivery date and time must be coordinated and approved by the PA in writing.
- c) The Contractor must contact the PA 48 hours prior to delivery to ensure there have been no changes in the schedule.

#### 5.6 Building Access

- a) All deliveries are to be during regular business hours.
- b) Regular building business hours are 8:00 am – 4:00 pm.
- c) There are 2 different delivery locations. See article 7 below for addresses.
- d) All delivery points will be on a flat parking lot located just outside the buildings.
- e) The JR's Mess and the WOSM are located in Building 24. The JR's Mess is located on the first floor and the WOSM is located on the second floor, each having different entrances. There is a straight set of stairs to the WOSM entrance. The BICC is located 1.5km from building 24.

#### 5.7 Set-Up

- a) The Contractor is responsible for delivering and unloading all pieces to each site.
- b) Unpack all pieces and inspect each piece for shipping damage. Report any damage immediately to the PA.
- c) Touch up all nicks and scratches that may have occurred during delivery and unpacking.
- d) Must clean the products once unpacked.
- e) The Contractor is responsible for the removal of scrap material, including all packing material debris, cartons and the like from each site.
- f) After the products have been unpacked, the Contractor (or authorized representative) must walk through the area with the PA (or authorized representative) to verify the condition of all pieces.

### 6. DETAILED PRODUCT REQUIREMENTS

#### 6.1 Ladder-back Bar Chair:

##### 6.1.1 Dimensions

- Seat is 18 to 19 inches H x 18 to 19 inches W
- Overall Depth is minimum 20 inches to maximum 22 inches
- Overall Height is minimum 35 inches to maximum 37 inches

##### 6.1.2. Construction

- Support rung attached to all legs
- Horizontal ladder back style with no less than 4 ladder rungs including the main top ladder rung. OR
- Vertical ladder back style with no less than 5 ladder rungs.
- No armrests
- Non marking glides, black

##### 6.1.3 Finishes

- Solid wood frame and seat
- Dark walnut finish



(Note that the images are generic and represents design intent only)



## 6.2 Square Table with Single Base

### 6.2.1 Dimensions

- Square Top is 36 inches W x 36 inches L x minimum 1.5 inches Thickness
- Base 24 inches Diameter x 28 to 29 inches H

### 6.2.2 Construction

- Square top
- Round base with support bracket no less than 6 inches of bolt separation

### 6.2.3 Finishes

- Solid wood table top in a dark walnut finish
- Metal base, matte black



(Note that the images are generic and represents design intent only)

## 6.3 Rectangle Table with Two Bases

### 6.3.1 Dimensions

- Rectangle top is 36 inches W x 72 inches L x minimum 1.5 inches Thickness
- Base 24 inches Diameter x 28 to 29 inches H

### 6.3.2 Construction

- Rectangular top
- Round base with support bracket no less than 6 inches of bolt separation

### 6.3.3 Finishes

- Solid wood table top in a dark walnut finish
- Metal base, matte black x 2



(Note that the images are generic and represents design intent only)

## 6.4 Single Side Booth

### 6.4.1 Dimensions

- Total seat height is 18 inches H (minimum) to 19 inches H (maximum)
- Total booth length is 72 inches L (minimum)
- Total seat depth is 20 inches D (minimum) to 22 inches D (maximum)
- Total booth backrest height is 48 inches H (minimum) to 50 inches H (maximum)

### 6.4.2 Finishes

- Solid wood frame, seat and back
- Dark walnut finish



(Note that the image is generic and represents design intent only)

## 6.5 Double Sided Booth

### 6.5.1 Dimensions

- Total seat height is 18 inches H (minimum) to 19 inches H (maximum)
- Total booth length is 72 inches L (minimum)
- Total seat depth is 20 inches D (minimum) to 22 inches D (maximum)
- Total booth backrest height is 48 inches H (minimum) to 50 inches H (maximum)

### 6.5.2 Finishes

- Solid wood frame, seat and back
- Dark walnut finish



(Note that the image is generic and represents design intent only)

## 7. QUANTITY AND BUILDING BREAKDOWN

Item	WOSM Building	JR Mess Building	BICC Building
Ladder-back Bar Chair	160	88	88
Square Table with Single Base	40	22	22
Rectangle Table with Two Bases	0	4	0
Single Sided Booth	0	4	0
Double Sided Booth	0	2	0

## 8. DELIVERY LOCATIONS

### 8.1 Junior Ranks Mess and the Warrants Officers' and Sergeants' Mess

106 Yukon St., building 24  
Trenton, ON  
Canada, K0K 3W0

### 8.2 Baker Island Community Centre

47 Island Park Drive  
Trenton, ON  
Canada, K0K 3W0

## APPENDIX 1 TO ANNEX A

### Aerial Views of Building Locations

JR's Mess and WOSM  
Building 24  
106 Yukon St.



Baker Island Community Centre  
47 Island Park Drive



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

The Contractor will be paid the following firm unit pricing, for the supply and delivery of the requirement in accordance with Annex A, in Canadian funds, FOB destination and applicable taxes extra. Customs duties and excise taxes included.

**1. Contract Period:** date of award to May 31, 2021

		A	B	C
Item	Description	Estimated Quantity	Firm Unit Price ( Applicable Taxes extra)	Extended Total (AxB)
1	Ladder-back Bar Chair	336	\$	\$
2	Square Table with Single Base	84	\$	\$
3	Rectangle Table with Two Bases	4	\$	\$
4	Single Sided Booth	4	\$	\$
5	Double Sided Booth	2	\$	\$
Subtotal Price for Products (Items 1 thru 5):				\$
Delivery Charge:				\$
Unloading (Installation) Charge:				\$
Total Evaluated Price:				\$

**\*At contract award, 'Total Evaluated Price' becomes 'Total Contract Price'.**

## **ANNEX C (to Part 3 of the Bid Solicitation) ELECTRONIC PAYMENT INSTRUCTIONS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX D (to Part 5 of the Bid Solicitation)

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.3.1, Integrity Provisions – List of Names, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.