

Annex E - Standard REQUEST FOR BID (RFB)

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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 ISED197486	Amendment No. - N° de modification 002
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/	

Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier
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Date of Solicitation – Date de la demande November 17, 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 : _____

AMENDMENT 002 :

This Amendment is raised in an attempt to remove any potential obstacles to open and fair competition.

Delete all the text from pages 5 to 15 inclusively and replace it by the corresponding text contained in the following pages of this Amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

RFB Issued to: <i>[This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]</i>	
Supplier Name and Address: (City, Province)	<i>[use address from Supplier’s SA] [SA number starts with E60PQ-140003/.../PQ]</i>
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
RFB Issued by:	
Identified User’s (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. December 9th, 2020 b. 2:00 P.M. EST
To physical location <i>(if applicable)</i>	Not applicable.
To e-mail address	ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca
Additional Bid Submission option epost Connect service:	Not Applicable.
RFB Enquiries	
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.	___3___ business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract 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.
2.	Security Requirement (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.	Contractor may be escorted; possession of security clearance not required. 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.	X Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	There is no security requirement associated with this contract.
3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities

4.1	Contracting Authority (IU)	
	Name:	Alexandre Rheault
	Title:	A/ Contracts and Procurement Officer
	Department/Agency/Crown Corporation:	ISED Canada
	Address:	235 Queen St., Room: 211C, Ottawa, ON, K1A 0H5
	Telephone No.:	343-552-4818
	E-mail address:	Alexandre.rheault@canada.ca
4.2	Project Authority [To be completed at contract award]	
	<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:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	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 type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing (optional)	
	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:	
7.	SACC Manual Clauses	
		<i>There may be additional clauses that are relevant to the requirement but are not already included in this template.</i>

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.*
 - 2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.*
-

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 (*check applicable box(es)*):

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”.

(IU to complete Section A for tables 1-6 as applicable and complete Table 7)

Product Categories: 2 and 5.

Table 1 – Product Table

<u>Requirement definition (remove row before issuing solicitation)</u>							
<p>1. IMPORTANT: The Specifications must be read in conjunction with the descriptions of the products in the CST to ensure the products bid will meet the operation needs of the client’s requirement. Additional product details may be added to requirements as long as it remains within the scope of the specification.</p> <p>2. IU’s must be aware that products in the catalogues may require further defining when the catalogue contains a range and or tolerance, etc.</p> <p>3. IU’s may list multiple products if there is no preference of certain attributes of a product ie. (Glides for carpet vs glides for laminate)</p>							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B.4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 2							
1	2WSSREXXL24L42BELXX	Individual Height Adjustable Work Surfaces <ul style="list-style-type: none"> • Type of product : Sit-Stand • Shape : Rectangular • Finishes: Laminate • Dimensions : 24’’ x 42’’ • Height : 23 to 48.7 • Controls : Electric Yes <p><i>Sit-stand extended range with vertical cable management and power bar</i></p>	19			\$	\$
2	2WSSREXXL24L48BELXX	Individual Height Adjustable Work Surfaces <ul style="list-style-type: none"> • Type of product : Sit-Stand • Shape : Rectangular • Finishes: Laminate • Dimensions : 24’’ x 48’’ • Height : 23 to 48.7 • Controls : Electric Yes <p><i>Sit-stand extended range with vertical cable management and power bar</i></p>	18			\$	\$
3	2WSSREXXL24L54BELXX	Individual Height Adjustable Work Surfaces	20			\$	\$

		<ul style="list-style-type: none"> Type of product : Sit-Stand Shape : Rectangular Finishes: Laminate Dimensions : 24'' x 54'' Height : 23 to 48.7 Controls : Electric <p style="text-align: center;">Yes</p> <p><i>Sit-stand extended range with vertical cable management and power bar</i></p>					
Category 5							
4	5MOASGARMCLPMTXXX XX	Monitor arms <ul style="list-style-type: none"> Option : Single arm Option : Clamp mount 	97			\$	\$

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 \$
Categories 2 & 5					
1 to 4	Innovation, Science and Economic Development Canada Place du Portage Phase 1 24 th floor 50 Victoria Street, Gatineau QC, J8X 3X1	Before March 15 th , 2021. To be confirmed to Project Authority	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**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.					
5 to 16	Innovation, Science and Economic Development Canada Place du Portage Phase 1 24 th floor 50 Victoria Street, Gatineau QC, J8X 3X1	Before March 15 th , 2021. To be confirmed to Project Authority	Normal	_____ : 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>	Delivery Total:	\$
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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 supply and deliver as per below**	Firm Lot Price \$
Categories 2 & 5					
1 to 4	Innovation, Science and Economic Development Canada Place du Portage Phase 1 24 th floor 50 Victoria Street, Gatineau QC, J8X 3X1	Before March 15 th , 2021. (Same day as delivery) To be confirmed to Project Authority	Normal	_____ : 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>				Delivery Total:	\$

Table 4 – Optional Product Not Applicable
If applicable, copy/paste/modify from table 1.

Table 5 – Optional Delivery Not Applicable
If applicable, copy/paste/modify from table 2.

Table 6 – Optional Installation Not Applicable
If applicable, copy/paste/modify from table 3.

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

1.	Standard Finishes
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>

	The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery <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> <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>	
2.1	Loading Dock/Location	
A	Location	50 Victoria Street, Gatineau, QC, J8X3X1
B	Dock	Yes
C	Lift	Yes
D	Door	7'H x 6'W
E	Freight Elevator	Yes – Large Freight
F	Other (specify, if any)	
3.	Continuance of Certifications	
	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. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
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	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <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:	

Product Category: 6.

Table 1 – Product Table

<u>Requirement definition (remove row before issuing solicitation)</u>							
<p>4. IMPORTANT: The Specifications must be read in conjunction with the descriptions of the products in the CST to ensure the products bid will meet the operation needs of the client’s requirement. Additional product details may be added to requirements as long as it remains within the scope of the specification.</p> <p>5. IUs must be aware that products in the catalogues may require further defining when the catalogue contains a range and or tolerance, etc.</p> <p>6. IUs may list multiple products if there is no preference of certain attributes of a product ie. (Glides for carpet vs glides for laminate)</p>							
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	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$

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	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 6							
5	6MMTSMRELL30L60WNNX	Meeting and Training room table <ul style="list-style-type: none"> Type of prod. : Meeting Size : Small Shape : Rectangular Support : Legs 30'' x 60'' 	2			\$	\$
6	6CSTVAROLL18XXXJNXX	Collaborative tables <ul style="list-style-type: none"> Type of prod: Side table Size : Variable Shape : Round Support : Legs Material : Laminate Width-depth : 18'' Height : 14'' to 21'' Power/Data : No 	1			\$	\$
7	6CSTVAROLL24XXXJNXX	Collaborative tables <ul style="list-style-type: none"> Type of prod: Side table Size : Variable Shape : Round Support : Legs 	1			\$	\$

		<ul style="list-style-type: none"> Material : Laminate Width-depth : 24" Height : 14" to 21" Power/Data : No 					
8	6CLTVAREXLW7<36ONXX	<p>Collaborative tables</p> <ul style="list-style-type: none"> Type : Laptop table Size : Variable Shape : Rectangular Support : NA Material : Laminate Width : less than 18" Depth : less than 36" Height : 24" to 26" Power/Data : No <p>Yes</p> <p>Dimensions below are required</p> <p>Width : 16" Depth : 20"</p> <p>Allowance of +/- 2" is acceptable</p>	1			\$	\$
9	6SLCWAXXFUXXXXXMXXX	<p>Soft seating</p> <ul style="list-style-type: none"> Type : Lounge Chairs With armrest-27" Wide minimum Material : Upholstered Support : Fixed Height : 27" min 	2			\$	\$
10	6SSOTWXXLUW4XXXQNN Y	<p>Soft seating</p> <ul style="list-style-type: none"> Type : Sofa Size : Two seater Material : Upholstered Support : Legs Width : 51" to 72" Height : 27" to 33" Armrest : Yes 	1			\$	\$
11	6STCWRRXLUXXXXXXNNX	<p>Soft seating</p> <ul style="list-style-type: none"> Type : Tablet Chairs With Armrest- Right Material : Upholstered Support : Legs 	2			\$	\$
12	6SUOPRXXLUXXXXXLNNN	<p>Soft seating</p> <ul style="list-style-type: none"> Type : Upholstered Ottoman Size : Small round Material : Upholstered Support : Legs Height : 16" to 19" <p>Yes</p> <p>Width : 18"</p> <p>Allowance of +/- 1" is acceptable</p>	4			\$	\$
13	6SUOMRXXLUXXXXXLNN N	<p>Soft seating</p> <ul style="list-style-type: none"> Type : Upholstered Ottoman 	2			\$	\$

		<ul style="list-style-type: none"> • Size : Medium round • Material : Upholstered • Support : Legs • Height : 16'' to 19'' <p>Yes</p> <p>Width : 24'' Allowance of +/- 1'' is acceptable</p>					
14	6SMORBXXLU25G19LNN N	<p>Soft seating</p> <ul style="list-style-type: none"> • Type : Modular Benching • Size : Rectilinear Bench • Material : Upholstered • Support : Legs • Width : 25'' to 39'' • Depth : > 19'' • Height : 16'' to 19'' <p>Yes</p> <p>Width : 39'' Allowance of +/- 1'' is acceptable</p>	4			\$	\$
15	6KKCSAxxLP16XXXMOYX	<p>Kitchenette seating</p> <ul style="list-style-type: none"> • Kitchenette chairs • Size : Standard Height • Support : 4 Legs • Material Blent Plywood • Seat Depth : > 16'' • Seat Height : 17'' to 20'' • Armrest : With Armrest • Seat Cushions : Yes 	8			\$	\$
16	6OPLWLFLXC3H46XYTA	<p>Open area workspace</p> <ul style="list-style-type: none"> • Individual private lounge chair • With lounge chair and work surface • Freestanding • Support: 4 legs • Diameter: 42'' to 60'' • Privacy screen height: 46'' to 64'' • Power & data: yes • Worksurface 	1			\$	\$

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 \$

Category 6					
5 to 16	Innovation, Science and Economic Development Canada Place du Portage Phase 1 24 th floor 50 Victoria Street, Gatineau QC, J8X 3X1	Before March 15 th , 2021. To be confirmed to Project Authority	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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.				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 supply and deliver as per below**	Firm Lot Price \$
Category 6					
5 to 16	Innovation, Science and Economic Development Canada Place du Portage Phase 1 24 th floor 50 Victoria Street, Gatineau QC, J8X 3X1	Before March 15 th , 2021. (Same day as delivery) To be confirmed to Project Authority	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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.				Delivery Total:	\$

Table 4 – Optional Product Not Applicable
If applicable, copy/paste/modify from table 1.

Table 5 – Optional Delivery Not Applicable
If applicable, copy/paste/modify from table 2.

Table 6 – Optional Installation Not Applicable
If applicable, copy/paste/modify from table 3.

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

1.	Standard Finishes	
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>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<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	50 Victoria Street, Gatineau, QC, J8X3X1
B	Dock	Yes
C	Lift	Yes
D	Door	7’H x 6’W
E	Freight Elevator	Yes – Large Freight
F	Other (specify, if any)	
3.	Continuance of Certifications	
	<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	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$

11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$
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* 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:

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 send 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