



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/

See herein

NA

Québec

NA

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Achat de mobilier- CAT1 à CAT6 expa	
<b>Solicitation No. - N° de l'invitation</b> EE474-211679/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> R.081090.610	<b>Date</b> 2020-12-14
<b>GETS Reference No. - N° de référence de SEAG</b> PW-SMTA-160-15958	
<b>File No. - N° de dossier</b> MTA-0-43205 (160)	<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 2020-12-22</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 type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Asquino, Carolina	<b>Buyer Id - Id de l'acheteur</b> mta160
<b>Telephone No. - N° de téléphone</b> (514) 348-4129 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> voir doc	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>

## AMENDMENT 001

This amendment 001 is raised for the following:

- 1) Respond to questions received during the period of solicitation.
  - 2) Modify the tender - see changes in **blue**
- 

**Q1.** Concerning Category 1b, Lines #5 & 6, would the end-user consider a range between 8"-12" while still not exceeding the maximum height of 54"h?

**A1.** Yes

**Q2.** For the NSA products: Privacy Panel - Frosted glass. Is frosted acrylic acceptable?

**A2.** Yes

**Q3.** For the NSA products: Personal tower, 4 unit multiple locker set, 2 unit multiple locker set: Painted metal frame and laminate door. Is a construction of laminate frame and door acceptable?

**A3.** No

**Q4.** CAT6B item 4. The code refers to a polypropylene backrest but there is a contradiction in the description with the mention "mesh backrest". The SA does not call for upholstered options on the back so there is no provision for mesh backs. It also states perforated backs are not allowed. Can we supply a poly back or treat this as Non-SA?

**A4.** A unperforated polypropylene or mesh backrest is specified in additional notes, therefore accepted.

**Q5.** Category 1b – Item 3-4 - Where are these components in the plan? In order to ensure that the right components are proposed.

**A5.** These items are now removed from the call for tenders. You do not have to take them into account.

**Q6.** Category 2 – Item 12 - Where are these components in the plan? In order to ensure that the right components are proposed.

**A6.** This item is now removed from the call for tenders. You do not have to take them into account.

**Q7.** Category 1b – Item 2 - A centered grommet is required, but the centered grommet will conflict with the bracket attached to the center panel. Is it correct if there are 2 grommets?



**A7.** Please note that we require a double monitor arm to be installed in a central grommet in the work surface. If we accept these types of grommets, we will have to drill the surface in the center to integrate the double monitor arm = so make sure there are no possible conflicts with any other components.

**Q8a.** Category 6 Chairs – Item 3 - Is a 4 foot base accepted (same model as item #4)?

**A8a.** No

**Q8b.** With upholstered seat as requested:



**A8b.** However, this type of upholstered seat is accepted.

**Q9.** NSA – Items 19 to 21 - Please give more details on the need for the rail and compartment in the door. What is the purpose of the compartment? Is the track necessary if the compartment can be attached directly to the door?

**A9.** See specific notes: compartment of +/- 12"W x 8"H (one briefcase).

If the door does not have a rail to accommodate compartments, the door must be equipped with different pre-set or integrated adjustments and/or positions, so that we have the possibility and latitude to adjust the compartment to the desired location in the door (an adjustment range of 20"H in the door).

This should also allow us to add compartments/accessories to the door in the near future.

## **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

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.

### **TABLE OF CONTENTS**

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**

**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? *No*

**Step 2.** ☒ **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.

**Step 3.** ☒ **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.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement: N/A**

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<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. Tuesday, December 22, 2020 b. 2 pm EST

<p><b>Only bids submitted using epost Connect service will be accepted.</b> The Bidder must send an email requesting to open an epost Connect conversation to the following address:</p> <p><b>Note: Bids will not be accepted if emailed directly to this email address.</b> This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions <a href="#">2003</a>, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.</p> <p>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.</p> <p>Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.</p>	<p><a href="mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca</a></p>
<b>RFB Enquiries</b>	
<p>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.</p>	<p>4 business days</p>

## 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 clausings in Annex B herein.
c.	<b>X</b>	<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:	<b>Carolina Asquino</b>
	Title:	<b>Supply Specialist</b>
	Department/Agency/Crown Corporation:	<b>Public Services and Procurement Canada</b>
	Address:	<b>Place Bonaventure, portail Sud-Ouest, 7e étage 800 rue de la Gauchetière Ouest, Bureau 7300</b>
	Telephone No.:	<b>514-348-4129</b>
	E-mail address:	<a href="mailto:carolina.asquino@tpsgc-pwgsc.gc.ca">carolina.asquino@tpsgc-pwgsc.gc.ca</a>
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:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<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.	
	<b>X</b>	Single Payment
		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:	
7.	<b>SACC Manual Clauses</b>	

**ANNEX A.1**  
**REQUIREMENT and BASIS OF PAYMENT**

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;

- ☒ **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): 1, 2

## 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): 1, 2 & 5**

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 1A						
1	Refer to Annex C and Floor Plans.						\$
	Category 1B						
2	1bFFHREN24L7 2WNOLNY	Worksurface - Center grommet	12	No		\$	\$
3	1bFFHREN24L4 8WNOLNY		4	No			
4	1bCPSXXNXXL2 4XFRNNN		2	No			
5	1bCPSXXNXXL3 0XFRNNN	Privacy panel fixed on acoustic panel - Height between 9” and 12”H - Total height of the panel including the type B acoustic panel must have a maximal height of 54”h.	16	No			
6	1bCPSXXNXXL3 6XFRNNN	Privacy panel fixed on acoustic panel - Height between 9” and 12”H - Total height of the panel including the type B acoustic panel must have a maximal height of 54”h.	41	No			
7	1bCPSXXNXXL5 4XFRNNN		1	No			
8	1bSBCXLGL301 5MEXXXX	Shelf - The height must not exceed the total height of the acoustic panels	2	No			
	Category 2						
9	2WSSREXXL24L6 0BELXX	Freestanding Height adjustable desk - Control with programmable control (3 position minimum) - Same edgeband model as category 1b.	1	No			
10	2WSSREXXL30L4 8BELXX	Freestanding Height adjustable desk - Control with programmable control (3 position minimum) - Same edgeband model as category 1b.	12	No			

11	2WSSREXXL30L7 2BELXX	Freestanding Height adjustable desk - Control with programmable control (3 position minimum) - Same edgeband model as category 1b.	7	No			
<del>12</del>	<del>2B2LREXXL30L72</del> <del>BELFR</del>		<del>1</del>	<del>No</del>			

## Category 5

13	5MOADUARMGR MMTXXXXX	Double arm monitor	28	No		\$	\$
14	5PMOWKSMTAC USBXXXXX	Power module - 2x simple electrical outlets + 1 USB + 1 DATA	28	No			

**\*\*Provide additional information:**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

**NSA products (must not exceed 30% of the firm quantity by category)**

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NSA Product(s) Description	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
15	<b>Privacy Panel</b> - Fixed on the worksurface - Frosted glass - <b>20'L</b> Make sure that the frosted glass finish and the height of the privacy panel match with the other privacy panel of the benching tables	2	No		\$	\$
16	<b>Privacy Panel</b> - Fixed on the worksurface - Frosted glass - <b>60"L</b> - Between 9"H & 12"H Make sure that the frosted glass finish and the height of the privacy panel match with the other privacy panel fixed on acoustic panels	1	No			
17	<b>Coat hook</b> - Fixed on the top of the acoustic panel; - The same finish as the metal of the acoustic panels; Make sure not to conflict with acoustic glass panels and the overlay privacy panels.	19	No			
18	<b>Worksurface</b> - <b>20" depth x 48" width</b> - 4x fixed legs - No modesty panel - No grommet	4	No			

19	<b>Personal tower</b> <ul style="list-style-type: none"> <li>- <b>18"depth x 18" width</b></li> <li>- Height between 66"H &amp; 72"H</li> <li>- Simple door</li> <li>- Digital lock with handle complies with the accessibility standard CAN-B651</li> <li>- 2 adjustable shelves</li> <li>- 1 hook</li> <li>- Rail for accessory and storage fixed in the door on the interior side +/- 20"H</li> <li>- Storage compartment for accessory rail +/- 12"depth x 8"height</li> <li>- Painted metal frame and laminate door</li> </ul>	11	No			
20	<b>Personal tower for accessibility</b> <ul style="list-style-type: none"> <li>- <b>18"depth x 18" width</b></li> <li>- Height between 66"H &amp; 72"H</li> <li>- Simple door</li> <li>- Digital lock with handle complies with the accessibility standard CAN-B651</li> <li>- 2 adjustable shelves/ Upper shelf install @ 1295mm maximum to the floor (bottom of the shelf) to comply with the accessibility standard CAN-B651</li> <li>- 1 hook install @ 1200mm to the floor to comply with the accessibility standard CAN-B651</li> <li>- Rail for accessory and storage fixed in the door on the interior side +/- 20"H</li> <li>- Storage compartment for accessory rail +/- 12"depth x 8"height</li> <li>- Painted metal frame and laminate door</li> </ul>	1	No			
21	<b>Personal tower</b> <ul style="list-style-type: none"> <li>- <b>24"depth x 18" width</b></li> <li>- Height between 66"H &amp; 72"H</li> <li>- Simple door</li> <li>- Digital lock with handle complies with the accessibility standard CAN-B651</li> <li>- 2 interior compartments: <ul style="list-style-type: none"> <li>- Locker side with hanger pole</li> <li>- Storage side with 1 hook and 2 adjustable shelves</li> </ul> </li> <li>- Rail for accessory and storage fixed in the door on the interior side +/- 20"H</li> <li>- Storage compartment for accessory rail +/- 12"depth x 8"height</li> <li>- Painted metal frame and laminate door</li> </ul>	10	No			
22	<b>4 unit multiple locker set (1 unit = 1x locker)</b> <ul style="list-style-type: none"> <li>- <b>18"depth x 36" width</b></li> <li>- Height between 66"H &amp; 72"H</li> </ul>	3	No			

	<ul style="list-style-type: none"> <li>- 2 rows of lockers 2 units high ( total x4 units per set) added an empty space (undivided) of 36" width x between 12"H &amp; 15"H for shoes and personnel bags</li> <li>- Digital lock with handle complies with the accessibility standard CAN-B651</li> <li>- Painted Metal frame and laminate door</li> </ul>					
23	<b>2 unit multiple locker set (1 unit = 1x locker)</b> <ul style="list-style-type: none"> <li>- <b>18"depth x 18" width</b></li> <li>- Height between 66"H &amp; 72"H</li> <li>- 1 row of lockers 2 units high ( total x2 units per set) added an empty space (undivided) of 18" width x between 12"H &amp; 15"H for shoes and personnel bags</li> <li>- Digital lock with handle complies with the accessibility standard CAN-B651</li> <li>- Painted Metal frame and laminate door</li> </ul>	1	No		\$	\$
24	<b>Freestanding Height adjustable Benching 2x tables</b> <ul style="list-style-type: none"> <li>- 30"depth x 72"width</li> <li>- Control with programmable control (3 position minimum)</li> <li>- Coordinate legs with furniture items of the same category</li> <li>- Same edgeband model as category 1b.</li> <li>- Privacy panel in frosted glass fixed in the center of the benching – fixed height</li> <li>- Legs: Frame in the center and ends in metal finish / ends on the outer sides in high pressure laminate finish</li> <li>- Make sur to have the same range of adjustments of height as the adjustable tables in the project</li> <li>- Make sur the height of the privacy panels harmonize all together with the height of the other privacy panels.</li> </ul>	4	No			
25	<b>E-Chain vertical wire management:</b> Mounting on height adjustable table base	28	No			
26	<b>Plug-in power bar:</b> <ul style="list-style-type: none"> <li>- 4 electrical outlets</li> <li>- Power supply wires 180" length</li> <li>- Cable tray attaches, 12 " length</li> </ul>	28	No			
				Product Total	\$	

**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 \$
1-26	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	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 install as per below**	Firm Lot Price \$
1-26	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	Normal	_____ : weeks from date of supply and delivery  <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 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.				Installation Total:	\$

Table 4 – Optional Product  
 Table 5 – Optional Delivery  
 Table 6 – Optional Installation

☒ Not Applicable  
☒ Not Applicable  
☒ 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>Project Authority 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	2575, boulevard Saint-Anne - between 8 am & 4 pm
B	Shipping Dock	Outside 10 ft X 35 ft
C	Lift	
D	Garage Door	Door #1 fixed dock / Door #2 levelling dock Door #1 (8 ft x 8 ft) / Door #2 (12 ft X 8 ft)
E	Freight Elevator	Door dimensions h x w 8 pi. x 4 pi. Cabin dimensions (height x width x depth)" 9 pi. x 7 pi. x 6 pi. Approximate distance to shipping dock" 60 pi. Approximate distance to suite" 120 pi.
F	Other (specify, if any)	35 foot long truck (maximum)
<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</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
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) [to be removed at contract award]</b>	\$

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:	



**ANNEX A.2**  
**REQUIREMENT and BASIS OF PAYMENT**

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;

- ☐ **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): 3**

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)	Q T Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$ Extended Total [Qty x Price] \$
1	3PMOBFXXPM15D 18XXYK	Mobile cabinet No upholstered seat	19	No		\$ \$
<b>**Provide additional information:</b> Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.						
<b>NSA products – N/A</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
					Product Total	\$ \$

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	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	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 install as per below**	Firm Lot Price \$

1	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	Normal	_____ : weeks from date of supply and delivery  <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 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>				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>Project Authority 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	<b>Loading Dock/Location</b>	
A	Location	2575, boulevard Saint-Anne - between 8 am & 4 pm
B	Shipping Dock	Outside 10 ft X 35 ft
C	Lift	
D	Garage Door	Door #1 fixed dock / Door #2 levelling dock Door #1 (8 ft x 8 ft) / Door #2 (12 ft X 8 ft)
E	Freight Elevator	Door dimensions h x w 8 pi. x 4 pi. Cabin dimensions (height x width x depth)" 9 pi. x 7 pi. x 6 pi. Approximate distance to shipping dock" 60 pi. Approximate distance to suite" 120 pi.
F	Other (specify, if any)	35 foot long truck (maximum)
<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</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
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 A.3 REQUIREMENT and BASIS OF PAYMENT

#### 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;

☐ 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): 6 - Tables**

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)	Q T Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6MTRXTRELL30L3 6WYYN	<b>Meeting table</b> <ul style="list-style-type: none"> <li>- x4 fixed legs</li> <li>- No modesty panel</li> <li>- <b><u>Recessed electric monument + 4x single electric sockets + 1x VOIP(telephone) + 4x DATA</u></b></li> </ul>	1	No		\$	\$
2	6MTRXTRELL30L6 0WYYN	<b>Meeting table</b> <ul style="list-style-type: none"> <li>- x4 fixed legs</li> <li>- No modesty panel</li> <li>- <b><u>Without electric monument</u></b></li> <li>- Quick-coupling assembly for assembling the whole to stabilize the tables at the same level</li> </ul>	2	No		\$	\$
3	6CSTVAROPL18XX XJNXX	<b>Side table</b>	2	No		\$	\$
4	6CLTVAREXLW7<3 6ONXX	<b>Side table for laptop</b> <ul style="list-style-type: none"> <li>- +/- 18"L maximum x +/- 16"de largeur maximum</li> <li>- The base should be thin and should be able to fit underneath a chair.</li> </ul>	4	No			
<b>**Provide additional information:</b> Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products (must not exceed 30% of the firm quantity by category) - N/A</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.							
					Product Total	\$	\$



**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 - 4	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	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 install as per below**	Firm Lot Price \$
1 - 4	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	Normal	_____ : weeks from date of supply and delivery  <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 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.				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>Project Authority 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	2575, boulevard Saint-Anne - between 8 am & 4 pm
B	Shipping Dock	Outside 10 ft X 35 ft
C	Lift	
D	Garage Door	Door #1 fixed dock / Door #2 levelling dock Door #1 (8 ft x 8 ft) / Door #2 (12 ft X 8 ft)
E	Freight Elevator	Door dimensions h x w 8 pi. x 4 pi. Cabin dimensions (height x width x depth)" 9 pi. x 7 pi. x 6 pi. Approximate distance to shipping dock" 60 pi. Approximate distance to suite" 120 pi.
F	Other (specify, if any)	35 foot long truck (maximum)
<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</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
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) [to be removed at contract award]</b>	\$

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:

**ANNEX A.4**  
**REQUIREMENT and BASIS OF PAYMENT**

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;

☐ **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): 6 - Seating**

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)	Q T Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6STCWRXXLUXXX XXXNNX	Armchair with armrest-shelf – right	3	No		\$	\$
2	6STCWLXXLUXXX XXXNNX	Armchair with armrest-shelf – left	2	No		\$	\$
3	6KBSBHxxSY15XX XROYX	<b>Stool</b>  - Without armrest  Polypropylene backrest	3	No		\$	\$
4	6KKCSAxxLY16XX XMOYX	<b>Stool</b>  - With armrest - Polypropylene backrest - x4 legs on casters - Mesh backrest  On carpet floor	11	No		\$	\$
<b>**Provide additional information:</b> Canada is requesting bidders to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products (must not exceed 30% of the firm quantity by category) – N/A</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.							
					Product Total	\$	\$

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 \$
1-4	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	Normal	____ : weeks  Standard Lead time is between 6-10 weeks for furniture delivery and installation.	\$

<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 install as per below**	Firm Lot Price \$
1-4	2575, boulevard Saint-Anne Niveau 2 Québec G1J 1Y5	May 10 to 14 2021	Normal	_____ : weeks from date of supply and delivery  <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 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>				Installation Total:	\$

Table 4 – Optional Product  
Table 5 – Optional Delivery  
Table 6 – Optional Installation

☒ Not Applicable  
☒ Not Applicable  
☒ 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>Project Authority 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	2575, boulevard Saint-Anne - between 8 am & 4 pm
B	Shipping Dock	Outside 10 ft X 35 ft
C	Lift	
D	Garage Door	Door #1 fixed dock / Door #2 levelling dock Door #1 (8 ft x 8 ft) / Door #2 (12 ft X 8 ft)
E	Freight Elevator	Door dimensions h x w 8 pi. x 4 pi. Cabin dimensions (height x width x depth)" 9 pi. x 7 pi. x 6 pi. Approximate distance to shipping dock" 60 pi. Approximate distance to suite" 120 pi.
F	Other (specify, if any)	35 foot long truck (maximum)
3.	<b>Continuance of Certifications</b>	
	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	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) [to be removed at contract award]</b>	\$
9	<b>Contract Price(1+2+3+7): [applicable at contract award only]</b>	\$
10	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
11	<b>Total Estimated Cost (9+10): [applicable at contract award only]</b>	\$

\* 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**

C. 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**

- a. All required panel heights: Seated Privacy Add-on Height;
- b. When power is required, the power is located below or above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: Base feed or Power Pole or from the floor.
- d. Component System Accessories:
  - 1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan. Accessories attached to the panel separately must be specified. tackable surfaces
  - 2. When Accessory rails are required, the accessories must be specified: N/A

**3) Panel Matrix**

\*\*\*See attached Panel Matrix \*\*\*

Cloisons interraccordables / *Interconnecting Panels*

**Écran acoustique - Modèle A - Intimité en position assise -**  
*Acoustic panel - Model A - Seated privacy height*

**Non électrifié / Not electrified**  
**16x(A54x36)**

**Électrifié / Electrified**  
*Acoustic panel - Model A - Seated privacy height - Electrified*  
**2x(A54x36)**

<p><u>Élément supérieur 1</u> <i>Upper element 1</i></p> <p>Surface punaisable / Tackable</p>	<p><u>Élément supérieur 2</u> <i>Upper element 2</i></p> <p>Surface punaisable / Tackable</p>
<p><u>Élément inférieur 1</u> <i>Lower element 1</i></p> <p>Tissu / Fabric</p>	<p><u>Élément inférieur 2</u> <i>Lower element 2</i></p> <p>Tissu / Fabric</p>

**Côté 1 / Side 1**

**Côté 2 / Side 2**

## Écran acoustique - Modèle B - Intimité à la surface de travail surmonté d'un panneau intimité /

*Acoustic panel - Model B - Seated privacy height topped with privacy overlay panel –*

**Non électrifié / Not electrified**  
**16x(A42x30) 25x(A42x36) 1x(A42x60)**

**Électrifié / Electrified**  
**16x(A42x36)**

<u>Panneau intimité superposé 1</u> <i>Privacy overlay panel 1</i>  Cloison vitré givré / Frosted glazed  <b>Catégorie 1B</b>	<u>Panneau intimité superposé 2</u> <i>Privacy overlay panel 2</i>  Cloison vitré givré / Frosted glazed  <b>Catégorie 1B</b>
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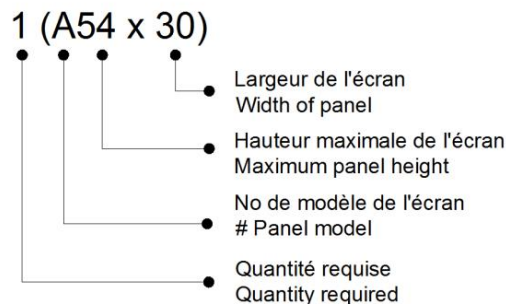
<u>Élément supérieur 1</u> <i>Upper element 1</i>  Surface punaisable / Tackable	<u>Élément supérieur 2</u> <i>Upper element 2</i>  Surface punaisable / Tackable
<u>Élément inférieur 1</u> <i>Lower element 1</i>  Tissu / Fabric	<u>Élément inférieur 2</u> <i>Lower element 2</i>  Tissu / Fabric

**Côté 1 / Side 1**

**Côté 2 / Side 2**

Voir **notes générales** à la fin du document / See **General Notes** at end of document.

**Légende de codification des écrans / Panel codification Legend**



**Notes Générales / General Notes :**

Note 1 :

Hauteur totale finie de l'écran / *Finished total height of panel:*

- **Hauteur d'une cloison de base :** Entre 28" et 38", variable selon fabricant.
- **Base Panel Height:** *Between 28" and 38", varies according to manufacturer.*
- **Intimité à la surface de travail :** Entre 42" et 48", variable selon fabricant.
- **Work Surface Privacy :** *Between 42" and 48", varies according to manufacturer.*
- **Intimité en position assise :** Entre 50" et 54", variable selon fabricant.
- **Seated Privacy Height :** *Between 50" and 54", varies according to manufacturer.*

Note 2 :

Surface punaisable non apparente (intérieur du panneau) /  
*No apparent tackable Surface (inside the panel).*

Note 3:

Panneau acoustique électrifié: Prises électriques à fournir et installer. Prises informatiques & télécom. hors-contrat. Se référer au poste type sur le plan de mobilier pour l'emplacement des prises électriques /

*Electrified acoustic panel: Power to supply and install. Data & telecom out of contract. Refer to the typical workstation on the plan for the location of the power supply.*

Note 4:

S'assurer que les panneaux de type A & B ont la même hauteur totale.

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

This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

**1. Specifications**

*See Table 1 of Annex A*

**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.