



**Travaux publics et Services gouvernementaux**  
**Canada**  
**Voir dans le document/**  
**See herein**  
**NA**  
**Québec**  
**NA**

## Comments - Commentaires

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

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

**Instructions: Voir aux présentes**

Page 1 of - de 1

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.

<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. <a href="#">March 17, 2021</a> b. <a href="#">2:00pm Eastern Daylight Time (EDT)</a>
To physical location (if applicable)	Faxed and hard copy (submitted in person or via mail/courier) bids <u>will not be accepted</u> for the subject bid solicitation.
<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><a href="mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca</a></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>Epost Connect Instructions: <a href="https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect">https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect</a></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> <p><i>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 (6) days before the solicitation closing date.</i></p>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the 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>Julie Carbonneau</b>
	Title:	<b>Acting Supply Specialist</b>
	Department/Agency/Crown Corporation:	<b>Public Works And Government Services Canada</b>
	Address:	<b>601-1550, Avenue d'Estimauville Quebec, Quebec G1J 0C7</b>
	Telephone No.:	<b>418-929-6780</b>
	E-mail address:	<a href="mailto:Julie.carbonneau@tpsgc-pwgsc.gc.ca">Julie.carbonneau@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.	
5.	<b>Method of Payment</b>	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	X	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**  
**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. 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: 1****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. Total QTY: 158						\$
Category 1B							
2	1bFFHREC24L42WNOANY	24x42 Surfaces attached to the acoustical panels	3	no		\$	\$
3	1bCPSXXNXXL24XFRNNN	18” Frameless frosted glass intimacy panels Combined with some 24x36 panels	8	no			
4	1bCPSXXNXXL30XFRNNN	18” Frameless frosted glass intimacy panels Combined with some 30x36 panels	16	no			
5	1bCPSXXNXXL54XFRNNN	18” Frameless frosted glass intimacy panels Combined with some 54x36 panels	8	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] \$
6	18x30 Surfaces attached to the acoustical panels		4	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 \$
1-6	5935 Boulevard Des Grandes Prairies Saint-Léonard, Quebec étage 1, H1P 1A5	2021-10-15	Normal 7h30 @ 18h00	_____ : 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 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 \$
1-6	5935 Boulevard Des Grandes Prairies Saint-Léonard, Quebec étage 1, H1P 1A5	2021-10-15	Normal 7h30 @ 18h00	_____ : 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>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<p><b>Canada's Facilities to Accommodate the Delivery</b></p> <p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	5935 Boulevard Des Grandes Prairies, Saint-Leonard, Quebec 1 <sup>st</sup> floor, between 7h30 and 18h00
B	Dock	No Dock, use the double door at the front
C	Lift	N/A
D	Door	68in (double door)
E	Freight Elevator	N/A
F	Other (specify, if any)	Maximum allowable dimensions for vehicles (including box or trailer): 75 ft total (trailer max 53ft)
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	<b>Firm Product Total</b> (Table 1)	\$
2	<b>Firm Delivery Total</b> (Table 2)	\$
3	<b>Firm Installation Total</b> (Table 3)	\$
4	<b>Optional Product Total</b> (Table 4)	\$ N/A
5	<b>Optional Delivery Total</b> (Table 5)	\$ N/A
6	<b>Optional Installation Total</b> (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*</b> (1 + 2 + 3 + 4 + 5 + 6 + 7) <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.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		E-Mail:
		*PBN:

\*PBN: Procurement Business Number is the first nine digits of your GST/HST number (eg: **123456789**RT0001)

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

There is no security requirement associated with this contract.

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders must provide:

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

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

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

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

**Category 1a Requirement:****1) Floor Plan(s)**

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

**2) Panel Details**

- a. All required panel heights: Work Surface Privacy Add-on Height, Seated Privacy Add-on Height; Ceiling height: 9ft
- 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 Power supply directly from the wall.  
Feeding will be done on one side via a pole and the other side via the wall.
- 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. N/A
  - 2. When Accessory rails are required, the accessories must be specified: N/A

**3) Panel Matrix or Workstation Layout**

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

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

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

**1. Specifications**

NSA products of Annex A, table 1 – product table

**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.