



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Office Furniture - Victoria	
Solicitation No. - N° de l'invitation EZ899-212656/A	Date 2021-04-29
Client Reference No. - N° de référence du client EZ899-212656	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-223-8221	
File No. - N° de dossier VIC-0-43206 (223)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Daylight Saving Time PDT on - le 2021-05-20 Heure Avancée du Pacifique HAP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Locke, Kelsey	Buyer Id - Id de l'acheteur vic223
Telephone No. - N° de téléphone (250) 507-2482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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? *If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.*

Step 2. Competitive or Non-Competitive (Identified User (IU) to check the applicable box)

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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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 (Identified User (IU) to check the applicable box)

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.

Bid Evaluation

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

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. See Solicitation Cover Page.
To physical location <i>(if applicable)</i>	N/A
To e-mail address <i>(if applicable)</i>	N/A
Additional Bid Submission option epost Connect service:	<p>Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:</p> <p>PWGSC Pacific Region Bid Receiving Unit Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:</p> <p>TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca</p> <p>Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.</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>
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	7 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract
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	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Kelsey Locke
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	401-1230 Government Street, Victoria, BC, V8W 3X4
	Telephone No.:	250-507-2482
	E-mail address:	Kelsey.locke@pwgsc-tpsgc.gc.ca
4.2	Project Authority <i>[To be completed at contract award]</i> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i> <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	

7.	SACC Manual Clauses
	N/A

**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 (*check applicable box (es)*):

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

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

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

c. Category 3 – Metal Filing and Storage Cabinets

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

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

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

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

g. NSA Product(s) – Category(ies): Category 6

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 7, 9 and 10. **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): 1A, 1B, 2 and 5

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$

Category 1A (Refer to Annex B - Floor Plans)						
1		1A-01 Panel Height: Seated Privacy Height Add-on Module Width: 1219 mm Depth: max 102 mm Height: 1067 to 1245 mm Power: below work surface Finishes: fabric Upper element 1: fabric Upper element 2: fabric	14		\$	\$
2		1A-02 Panel Height: Base Height Panel Width: 1219 mm Depth: max 102 mm Height: 1067 to 1245 mm Power: below work surface Finishes: fabric Lower element 1: cut-outs for power & data, fabric Lower element 2: fabric	14		\$	\$
3		1A-03 Panel Height: Seated Privacy Height Add-on Module Width: 610 mm Depth: max 102 mm Height: 1067 to 1245 mm Power: non-powered Finishes: fabric Upper element 1: fabric Upper element 2: fabric	16		\$	\$
4		1A-04 Panel Height: Base Height Panel Height: 1067 to 1245 mm Width: 610 mm Depth: max 102 mm Power: non-powered Finishes: fabric Lower element 1: fabric Lower element 2: fabric	16		\$	\$
5		1A-05 Panel Height: Base Height Panel Height: 1067 to 1245 mm Width: 762 mm Depth: max 102 mm Power: below work surface Finishes: fabric	19		\$	\$

		Lower element 1: cut-outs for power & data, fabric Lower element 2: fabric				
6		1A-06 Panel Height: Base Height Panel Height: 1067 to 1245 mm Width: 914 mm Depth: max 102 mm Power: below work surface Finishes: fabric Lower element 1: cut-outs for power & data, fabric Lower element 2: fabric	20		\$	\$
7		1A-07 Panel Height: Seated Privacy Height: 1067 to 1245 mm Height Add-on Module Width: 762 mm Depth: max 102 mm Power: below work surface Finishes: frosted acrylic Upper element 1: frosted acrylic Upper element 2: frosted acrylic	19			
8		1A-09 Panel Height: Seated Privacy Height: 1067 to 1245 mm Height Add-on Module Width: 914 mm Depth: max 102 mm Power: below work surface Finishes: frosted acrylic Upper element 1: frosted acrylic Upper element 2: frosted acrylic	20			
Category 1B						
9	1bFFHREC24L66WNOL NY	1B-01 Panel Mounted Fixed Work Surface Width: 1676 mm Depth: max 610 mm Height: 737 mm Options: c-leg work surface Finishes: laminate	32		\$	\$
10	1bSPBMCAA1518XXYS XX	1B-02 Storage Unit – Pedestal Width: 381 mm Depth: 457 mm Height: n/a Options: Mobile, keyless Finishes: painted metal	32		\$	\$
Category 2						

11	2WSSREXXL30L48BELX X	2-01 Freestanding Height Adjustable Work Surface Width: 1219 mm Depth: 762 mm Height: 584 to 1237 mm Options: electric Finishes: laminate	30		\$	\$
12	2WSSREXXL30L60BELX X	2-02 Freestanding Height Adjustable Work Surface Width: 1524 mm Depth: 762 mm Height: 584 to 1237 mm Options: electric Finishes: laminate	6			
Category 5						
13	5MOADURAMCLPMTX XXXX	5-01 Monitor Arm Double, clamp mount Options: Must be compatible with monitors that are 22' & 24" in size	30		\$	\$
14	5PMOWKSMTACUSBX XXXX	5-02 Power Module AC power & USB Work Surface Mounted	31			
					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 to 14	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					
***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award					

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 to 14	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks from date of supply and delivery	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award</p>				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – Optional Storage

<p>Bidders are required to submit firm storage rate per cubic metre (m3) to support unforeseen changes in part or all of the delivery requirements detailed in Table 1. Prices/rates offered must be firm for the entire period of the contract.</p> <p>For products stored by the Contractor at Canada’s request, the Contractor will be reimbursed in accordance with the firm rate specified below. Taxes are extra.</p> <p>A financial bid based on a different unit of issue and/or estimated quantity than specified will not be considered.</p> <p>Storage periods are defined as follows: storage week = seven (7) days; storage month = thirty (30) days.</p> <p>Storage services will be on an as requested basis through the issuance of a task authorization by the Project or Contracting Authority</p>	
Section A - IU REQUIREMENT	Section B – SUPPLIER’S BID
Description	Firm rate \$CAD
Firm storage rate for optional storage services in Victoria, BC	\$_____/ m3 / day **

**** Remark:** For financial evaluation purposes only, optional storage costs will be evaluated at 150 m3 x 14 days x \$/m3/day for all bidders as it will be difficult to provide this information without details on the products and quantities to be stored. The cost of storage services will be determined with the successful bidder.

Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	545 Superior Street
B	Dock	n/a
C	Lift	n/a – rear surface loading area
D	Door	Door 1: 80”x60” Door 2: 83”x34”
E	Freight Elevator	All elevators are 103” high Elevators 1 and 2 have door openings of 8’ high and 43” wide Elevator 3 has a door opening of 8’ high and 4’ wide
F	Other (specify, if any)	There is no loading dock at this location. The location can accommodate a typical 5 ton truck. Contractors with larger trucks may be required to get a city permit(s) and use street parking.
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total for Category 1A, 1B, 2 and 5 (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	N/A
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	N/A
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	N/A
7	Optional Storage (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
9	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8) [to be removed at contract award]	\$

10	Contract Price(1+2+3+8): <i>[applicable at contract award only]</i>	\$
11	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
12	Total Estimated Cost (10+11): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 10 – Bidder’s Authorized Representative

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

Product Category (ies): 3

Table 1 – Product Table

#	Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 3						
1	3FLT3DXXPM36D18XX XS	3-01 3H lateral filing cabinet Width: 914 mm Depth: 457 mm Height: n/a Options: 3 drawers high, lateral, keyless locks Finishes: painted metal	8		\$	\$
2	3LSL3HXXPM18D18XH XS	3-02 Storage Lockers Width: 457 mm Depth: 457 mm Height: Options: 3 high, keyless locks Finishes: painted metal *(8 (3 high) storage lockers))	8*		\$	\$
					Product Total	\$

Table 2 - Delivery

Product Item # from Table 1	Location	Section A - IU REQUIREMENT		Section B – SUPPLIER’S BID	
		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 to 2	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award</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 to 2	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks from date of supply and delivery	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award</p>				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – Optional Storage

Bidders are required to submit firm storage rate per cubic metre (m3) to support unforeseen changes in part or all of the delivery requirements detailed in Table 1. Prices/rates offered must be firm for the entire period of the contract.

For products stored by the Contractor at Canada’s request, the Contractor will be reimbursed in accordance with the firm rate specified below. Taxes are extra.

A financial bid based on a different unit of issue and/or estimated quantity than specified will not be considered.

Storage periods are defined as follows: storage week = seven (7) days; storage month = thirty (30) days.

Storage services will be on an as requested basis through the issuance of a task authorization by the Project or Contracting Authority

Section A - IU REQUIREMENT	Section B – SUPPLIER’S BID
Description	Firm rate \$CAD
Firm storage rate for optional storage services in Victoria, BC	\$ _____ / m3 / day **

**** Remark:** For financial evaluation purposes only, optional storage costs will be evaluated at 150 m3 x 14 days x \$/m3/day for all bidders as it will be difficult to provide this information without details on the products and quantities to be stored. The cost of storage services will be determined with the successful bidder.

Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. 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. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada’s Facilities to Accommodate the Delivery <i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i> <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	545 Superior Street
B	Dock	n/a
C	Lift	n/a – rear surface loading area
D	Door	Door 1: 80”x60” Door 2: 83”x34”
E	Freight Elevator	All elevators are 103” high Elevators 1 and 2 have door openings of 8’ high and 43” wide Elevator 3 has a door opening of 8’ high and 4’ wide
F	Other (specify, if any)	There is no loading dock at this location. The location can accommodate a typical 5 ton truck. Contractors with larger trucks may be required to get a city permit(s) and use street parking
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total for Category 3 (Canada may complete if not completed by the Bidder)

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

* Applicable taxes extra.

Table 10 – Bidder’s Authorized Representative

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

Product Category(ies): 6 and NSA item(s)

Table 1 – Product Table

#	Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 6						
1	6OPLWLFLXC3H46XYT A	6-01 Individual Lounge Pod Width: 1067 to 1524 mm Depth: 1067 to 1524 mm Height: 1168 to 1626 mm Options: Tablet arm Finishes: fabric and laminate	1		\$	\$
2	6SUCROXXLUX8XXXLX XX	6-03 Upholstered Stool Width: ≥ 457 mm Depth: ≥ 457 mm Height: 406 to 483 mm	4		\$	\$

		Options: Round, casters, Upholstered, legs				
3	6STCWRXXLUXXXXXXN NX	6-04 Tablet Chair Width: n/a Depth: n/a Height: n/a Options: armrests – right, legs Finishes: fabric	2		\$	\$
4	6LFSUPXXXXW8XX XTXXX	6-05 Freestanding Screen Width: > 1219 mm Depth: n/a Height: 1422 to 1626 mm Finishes: upholstered	2		\$	\$
5	6SLCWAXXFUXXXMX XX	6-06 Lounge Chair Width: n/a Depth: n/a Height: >686 mm Options: armrests, fixed base Upholstered	5		\$	\$
6	6CLTVAREXLW7<36ON XX	6-07 Laptop Table Width: n/a Depth: n/a Height: n/a Options:, rectangular Finishes: laminate	1		\$	\$
7	6SUOPSXXLUXXXXXLN NN	6-08 Ottoman Width: n/a Depth: n/a Height: 406 to 483 mm Options: small, square Finishes: fabric	1		\$	\$
8	6CCTVAOVLL18L36JNX X	6-09 Coffee Table Width: 914 mm Depth: 457 mm Height: n/a Options: oval, 4 post legs Finishes: laminate	2		\$	\$
9	6SBATWXXLUW3G19L MNY	6-10 Banquette Width: 1219 mm Depth: >483 mm Height: 406 to 508 mm Options: mid-height back, 2 seater, legs Finishes: fabric	6		\$	\$
10	6MMTSMSQL30L30 WNNX	6-11 Meeting Table Width: 762 mm Depth: 762 mm Height: 737 mm	4		\$	\$

		Options: small, square, pedestal base Finishes: laminate				
11	6KKCSAxxSY16XXXMO NX	6-12 Kitchenette Chair Width: n/a Depth: >406 mm Height: 432 to 508mm Options: standard height, sled base, without armrest Finishes: polymer	8		\$	\$
12	6CCMVAROPL36XXXT NXX	6-12 Collaborative Meeting Table Width: 914 mm Depth: 914 mm Height: 864 to 940 mm Options: counter height, round, pedestal base Finishes: laminate	2		\$	\$
13	6KBSCHxxy15XXXPON X	6-13 Kitchenette Chair – Bar stools Width: n/a Depth: >406 mm Height: 432 to 508mm Options: counter height, sled base, without armrests Finishes: polymer	6		\$	\$
14	6SSOTHXXLUW6XXXQ NNY	6-14 Sofa – 3 Seater Width: 1854 to 2159 mm Depth: n/a Height: 686 to 838 mm Options: armrests, 3 seater, legs Finishes: fabric	1		\$	\$
15	6SMORBXXLU25G19LY NN	6-15 Modular Bench Width: 635 to 991 mm Depth: >483 mm Height: 406 to 483 mm Options: rectilinear, back rest Finishes: fabric	9		\$	\$
16	6SMORBXXLU25G19L NNN	6-16 Modular Bench Width: 635 to 991 mm Depth: >483 mm Height: 406 to 483 mm Options: rectilinear Finishes: fabric	4		\$	\$
17	6SMPRBXXLU25G19LY NN	6-17 Modular Bench with power and data side table Width: 635 to 991 mm Depth: >483 mm Height: 406 to 483 mm Options: rectilinear, back rest, legs Finishes: fabric	1		\$	\$

18	6SMPCBXXLU37G19LY NN	6-18 Modular Bench with power and data side table Width: 635 to 991 mm Depth: >483 mm Height: 406 to 483 mm Options: curvilinear, back rest Finishes: fabric and laminate	2		\$	\$
19	6LWBFWWSXXXXXXX NNN	6-19 Freestanding Mobile White Board Width: n/a Depth: n/a Height: n/a Options: writable surfaces on both sides Finishes: laminate	1		\$	\$
20	6CCLVAROPL42XXXAv XX	6-20 Collaborative Meeting Table Width: 1067 mm Depth: 1067 mm Height: 635 mm Options: power and data, pedestal base Finishes: laminate	1		\$	\$
21	6CNTCHREGLW8606U YXX	6-21 Narrow Side Table Width: 1524 to 1676 mm Depth: 309 to 457 mm Height: 864 to 1067 mm Options: counter height, rectangular, end gables, power and data Finishes: laminate	2		\$	\$
22	6KBSCHxxLY15XXXPOY X	6-22 Bar Stool Width: n/a Depth: >381 mm Height: 610 to 686 mm Options: counter height, seat cushion, 4 legs Finishes: polymer and fabric	2		\$	\$
23	6SMORBXXLU25G19LN NN	6-23 Modular Bench Width: 457 mm Depth: > 483 mm Height: 406 to 483 mm Options: rectilinear Finishes: fabric	3		\$	\$

NSA products

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	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
24	NSA-01 Meeting Table Width: 1321 mm Depth: 762 mm Height: 686 mm Options: D shape top, power and data, pedestal base Finishes: laminate	3		\$	\$
25	NSA-02 Freestanding Training Table Width: 1219 mm Depth: 762 mm Height: 736 mm Options: Rectangular, modesty panel, power and data, casters Finishes: laminate	2		\$	\$
				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 to 25	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award</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 to 25	1 st and 3 rd floor 545 Superior Street Victoria, BC V8V 1T7	Between 2021-09-08 to 2021-09-28	Normal	_____ : weeks from date of supply and delivery	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>***quantities to be divided between floors, final count to be confirmed by Project Authority after contract award</p>				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – Optional Storage

<p>Bidders are required to submit firm storage rate per cubic metre (m3) to support unforeseen changes in part or all of the delivery requirements detailed in Table 1 for this category. Prices/rates offered must be firm for the entire period of the contract.</p> <p>For products stored by the Contractor at Canada’s request, the Contractor will be reimbursed in accordance with the firm rate specified below. Taxes are extra.</p> <p>A financial bid based on a different unit of issue and/or estimated quantity than specified will not be considered.</p> <p>Storage periods are defined as follows: storage week = seven (7) days; storage month = thirty (30) days.</p> <p>Storage services will be requested through the issuance of a task authorization by the Project or Contracting Authority</p>	
Section A - IU REQUIREMENT	Section B – SUPPLIER’S BID
Description	Firm rate \$CAD
Firm storage rate for optional storage services in Victoria, BC	\$_____/ m3 / day **

**** Remark:** For financial evaluation purposes only, optional storage costs will be evaluated at 150 m3 x 14 days x \$/m3/day for all bidders as it will be difficult to provide this information without details on the products and quantities to be stored. The cost of storage services will be determined with the successful bidder.

Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>

2.	Canada's Facilities to Accommodate the Delivery <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i> <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	545 Superior Street
B	Dock	n/a
C	Lift	n/a – rear surface loading area
D	Door	Door 1: 80"x60" Door 2: 83"x34"
E	Freight Elevator	All elevators are 103" high Elevators 1 and 2 have door openings of 8' high and 43" wide Elevator 3 has a door opening of 8' high and 4' wide
F	Other (specify, if any)	There is no loading dock at this location. The location can accommodate a typical 5 ton truck. Contractors with larger trucks may be required to get a city permit(s) and use street parking
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total for Category 6 and NSA items (Canada may complete if not completed by the Bidder)

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

* Applicable taxes extra.

Table 10 – Bidder's Authorized Representative

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:

**ANNEX B
FLOOR PLAN(S) & LEGEND**

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".**

INSTRUCTIONS TO IUs: IU to include all the information detailed below.

NOTE: Categories 1b, 2, 3, 4, 5, and 6 products must be identified with GOCUIDs, including quantities, in the tables at Annex A. Categories other than Category 1a shown on the floor plan will be for information purposes only. Optional quantities may be shown on floor plans or in the optional tables in Annex A.

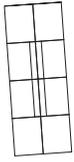
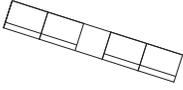
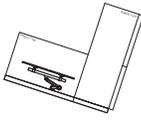
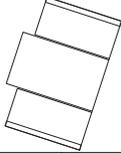
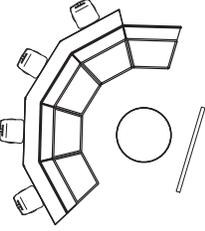
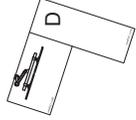
Category 1a Requirement:

1) Floor Plan(s)

See attached pdf and/or AutoCAD floor plan

2) Panel Details

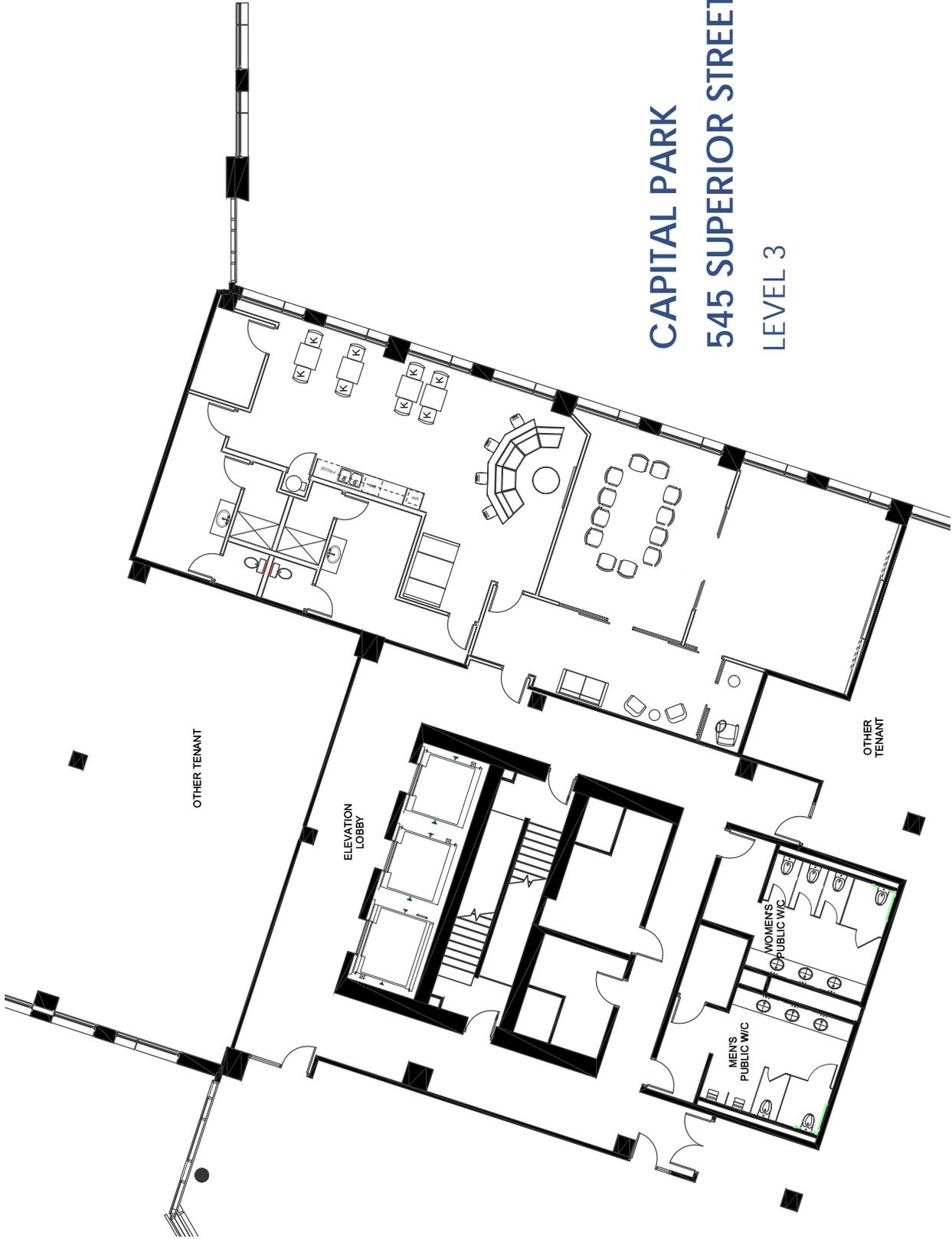
See combined product category(ies): 1A, 1B, 2 and 5 - Table 1 – Product Table

Symbol	Description	Quantity	Symbol	Description	Quantity	Symbol	Description	Quantity
	Ergonomic Adjustable Task Chair	54		30"x30" Collaborative Meeting Table (see Lounge 'Type 1')	4		Keyless Locker 3 high (see Locker 'A')	8
	Side Chair without casters	29		30"x48" Training Table c/w casters (see Focus Room 'Type 2')	2		Modular Bench (see lockers 'D')	3
	Counter Height Kitchennette Chair	6		30"x60" Height Adj Surface c/w power module (see Focus Room 'Type 1')	6		Lounge 'Type 4a' modular benching configuration	1
	Conference Chair	12		Counter Height Meeting Table	2		Lounge 'Type 4b' modular benching configuration	1
	Kitchennette Chair	8		Extra 'A' (66"x24") panel mounted work surface	2			
	Three drawer lateral file cabinet (See Filing 'F')	8		Workstation Type 1 complete with: height adjustable portion, dual monitor arm and below surface storage pedestal on wheels	23			
	Focus Pod 'Type 1'	1						
	Phone Booth 'Type 1' furniture set	2		Huddle 'Type 1' furniture set	3		Teaming Area 'Type 2' furniture set	1
	Chat Point 'Type 2' furniture set	2						
	Reflection Point 'Type 1' furniture set	1		Freestanding desk c/w height adjustable portion, modesty panel and pedestal on wheels c/w double monitor arm.	7			
	Three seater Sofa (See Lounge 'Type 3')	1						

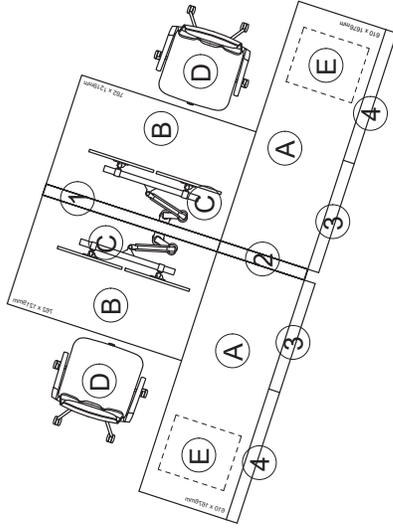
**CAPITAL PARK
545 SUPERIOR STREET
LEVEL 1**



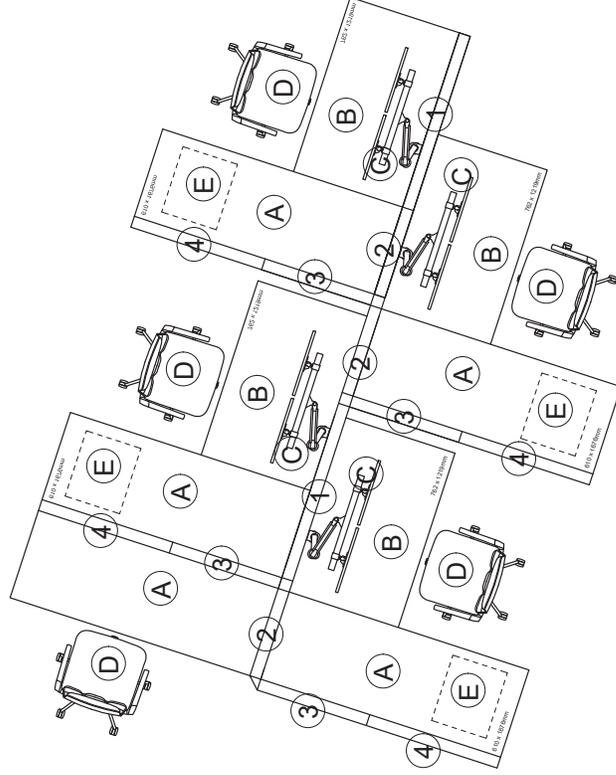
CAPITAL PARK
545 SUPERIOR STREET
LEVEL 3



- Ⓐ 1676 mm wide, 610mm deep, 737 high
Fixed laminate work surface
- Ⓑ 1219 mm wide, 762mm deep
Electric height adjustable laminate work surface
- Ⓒ Double, clamp mount Monitor Arm
- Ⓓ Standard height back, fully adjustable
Task chair, fabric finish
- Ⓔ 381 mm wide, 457mm deep
Mobile, keyless pedestal



- ① 1219 mm wide, 1067-1245mm high
Fabric base panel with fabric add on module
Power below work surface
- ② 610 mm wide, 1067-1245mm high
Fabric base panel with fabric add on module
Non-powered
- ③ 762 mm wide, 1067-1245mm high
Fabric base panel with frosted acrylic add on module
Power below work surface
- ④ 914 mm wide, 1067-1245mm high
Fabric base panel with frosted acrylic add on module
Non-powered



All workstations to be base fed for power/IT.

TYPICAL WORKSTATIONS

ANNEX C
Additional Specifications, Certifications

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

1. Specifications

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

2. Certifications

.1 NSA Product Conformance

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

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

Supplier's Signature

Date

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

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

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

ANNEX D
Task Authorization Process and
Task Authorization Form PWGSC-TPSGC 572

1. Task Authorization

A portion of the Work is to be performed under the Contract on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2. Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ _____ (amount inserted at time of Contract Award), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

4. Canada's Obligation – Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

5. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement – Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. The record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6. Basis of Payment – Task Authorizations

One of the following types of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment as specified in the authorized TA.

a) Firm Unit Price(s) or Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid _____, (*insert "the firm lot price of \$ _____" OR "the firm unit price(s)" (insert "in accordance with the Basis of Payment in Annex ____" OR "as detailed in the Basis of Payment below")*), as specified in the authorized TA. Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

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

b) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified

in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment _____ (*insert "in Annex ___ " OR "detailed below"*), to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications, or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7. Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

8. Period of the Contract

Period of the Contract: from date of contract award to March 31, 2022 inclusive.

The Contracting Authority or Authorized Client may issue Task Authorizations between date of contract award up to midnight March 31, 2022. Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond March 31, 2022 and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

A. Description de tâche des travaux requis :

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date