



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission  
instructions/

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

NA

Manitoba

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Monitor Arms	
<b>Solicitation No. - N° de l'invitation</b> EP922-212725/A	<b>Date</b> 2021-05-05
<b>Client Reference No. - N° de référence du client</b> PSPC EP922-212725	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-006-11219	
<b>File No. - N° de dossier</b> WPG-0-43208 (006)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Central Daylight Saving Time CDT <b>on - le 2021-06-10</b> Heure Avancée du Centre HAC	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Graham, Danielle	<b>Buyer Id - Id de l'acheteur</b> wpg006
<b>Telephone No. - N° de téléphone</b> (204) 292-2872 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CRA Calgary Call Centre FLRS 3, 4, 5 & 6 1021 SOUTHPORT ROAD CALGARY Alberta T2W4X9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### 1.2 Debriefings

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

### 1.3 epost Connect service

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) 2020-05-28 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

#### PWGSC Western 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:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

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

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

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Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory*).

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 Bid Challenge and Recourse Mechanisms

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

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

**Section III: Certifications**

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

**3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**3.1.2 Exchange Rate Fluctuation**

C3011T 2013-11-06, Exchange Rate Fluctuation

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Rebecca Mycroft Interior Design (RMID) will evaluate the bids.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

- a) Provision and compliance with all of the mandatory specifications, as identified under Annex “A”, Requirement.
- b) Provision of, and compliance with the Basis of Payment, as identified under Annex “B”.

**4.1.2 Financial Evaluation**

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*SACC Manual* Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) 2010-08-16 Basis of Selection - Mandatory Technical Criteria

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

a. Section 09 - Warranty, is amended as follows:

a. At Sub-section 1.

- a. Deleted: "The warranty period will be twelve months."
- b. Inserted: "The warranty period will be five (5) years."

b. At Sub-section 2.

- a. Deleted: In its entirety
- b. Inserted: as follows:

- a. "2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all

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Costs (including travel and living expenses) incurred in so doing,  
Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the contract is from contract award to 6 months after the last install date.

### **6.4.2 Best Delivery Date - Bid**

See Annex A.

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Danielle Graham  
Procurement Specialist  
Public Works and Government Services Canada o/a Public Services and Procurement Canada  
Suite 310 - 269 Main Street, Winnipeg, MB R3C 1B3  
204-292-2872 / [danielle.graham@pwgsc-tpsgc.gc.ca](mailto:danielle.graham@pwgsc-tpsgc.gc.ca)

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is: *inserted at contract award*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.3 Contractor's Representative**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of **\$TBD**. Customs duties are **included** and Applicable Taxes are extra.

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

### **6.6.2 Single Payment**

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

### **6.6.3 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *updated at contract award*

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **6.7 Invoicing Instructions**

Invoices must be distributed as follows:

- a. Invoice must be sent to the Project Authority at the email listed at 6.5.2.
- a. One digital copy must be forwarded to the contracting authority at the following email address:  
[Danielle.graham@pwgsc-tpsgc.gc.ca](mailto:Danielle.graham@pwgsc-tpsgc.gc.ca)

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010A](#), 2020-05-28, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated *inserted at contract award*.

## 6.11 SACC Manual Clauses

<a href="#">G1005C</a>	2016-01-28	Insurance - No Specific Requirement
<a href="#">A9068C</a>	2010-01-11	Government Site Regulations
<a href="#">B7500C</a>	2006-06-16	Excess Goods

## 6.12 Dispute Resolution

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

## ANNEX "A"

### REQUIREMENT

Public Services and Procurement Canada (PSPC) on behalf of the Canadian Revenue Agency, Calgary (CRA) has a requirement for the purchase, delivery and installation of Dual Monitor Arms. Delivery must take place during normal business hours.

Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a bid to be deemed responsive.

#### Location

Canada Revenue Agency  
10201 Southport Rd SW  
Calgary, AB T2W 4X9

#### Delivery Dock Information

Location	10201 Southport Rd SW Calgary, AB
Dock	1 bay
Lift	6 ft wide by 8 Ft long
Door	8 ft wide by 7 ft 1 in high
Freight Elevator	Yes
Other	Trucks accessing the dock must be less than 40 feet in length.

#### Delivery & Installation

All tasks to be performed during Normal Business hours 8 am – 4 pm Monday to Friday, excluding holidays.

Delivery and installation is estimated to be carried out during the month of **August, 2021**.

The Project Authority 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 Project Authority authorization.

#### Bidder Lead Time

**LEAD TIME FOR DELIVERY:** \_\_\_\_\_  
*(Bidder to provide lead time - typically 6-8 weeks)*

#### Standard 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.

Solicitation No. - N° de l'invitation  
EP922-212725/A  
Client Ref. No. - N° de réf. du client  
EP922-212725

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
wpg006  
CCC No./N° CCC - FMS No./N° VME

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## **Warranty**

Please refer to item 6.3.1 for warranty details.

## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

### Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

### COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Requirement:	Manufacturer(s) Offered:	Model Number(s) Offered:
Single Screen Monitor Arm		
Dual Screen Monitor Arm		

Item #	Performance Specification	Status (M) Mandatory (D) Desirable*	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
1.	<b>Dual Screen and Single Screen Monitor Arms</b>			
2.	Monitor arms must provide adjustability for monitor sizes from 610mm (24 in.) to 686mm (27 in) in either a landscape or portrait position.	<b>M</b>		
3.	The Monitor arm must be able to provide vertical and horizontal depth adjustment by the user without the use of tools.	<b>M</b>		
4.	The mounting interface must provide mounting brackets for standard VESA 4 holes patterns: 75mm (2.9in) x 75mm (2.9) and 100mm (3.9 in) x 100mm (3.9 in)	<b>M</b>		
5.	- Desirable: 100mm (3.9 in) x 200mm (7.9 in). Please indicate if these are available for future needs.	<b>D</b>		
6.	<b>Dimensions</b>			
7.	The monitor arm must have a minimum of 241mm (9.5 in.) total vertical adjustments.	<b>M</b>		
8.	Monitor arms must have a minimum of 406mm (16") horizontal depth (measured from the base of the swivel rotation centre when the arms is fully extended towards the user).	<b>M</b>		

9.	Monitor arms must have swivel rotation limiter with 180 degrees stop to prevent interference with back panel and obstacles behind the arms.	<b>M</b>		
10.	Monitor arms must be able to be adjusted to balance monitor weight of up to 7.7 kg (17 pounds) for each monitor.	<b>M</b>		
11.	Adjustment mechanisms must be pneumatic or spring tension (an Allen key to increase or decrease spring tension for monitor weight is acceptable).	<b>M</b>		
12.	Mounted monitor articulation (Monitor must retain its adjusted set-up position).	<b>M</b>		
13.	- Tilt angle adjustment: Minimum 10 degrees upwards and 30 degrees downwards.	<b>M</b>		
14.	- Yaw angle adjustment 180 degrees	<b>M</b>		
15.	- Rotation adjustment; 180 degrees from landscape to portrait position.	<b>M</b>		
16.	<b>Finishes</b>			
17.	Monitor arm must be constructed from metal with a protective finishing.	<b>M</b>		
18.	<b>Power and Data</b>			
19.	Monitor arm must have secure cable management along the arm from the monitor attachment without interfering with the movement of the monitor.	<b>M</b>		
20.	<b>Support Bases</b>			
21.	Must provide a mounting component for Clamp Mount to the edge of the work surface to accommodate sit-stand desktop thickness range to include 18mm - 31mm (0.75 in – 1.25").	<b>M</b>		

22.	<b>Sliders for with Dual Monitor arms</b>			
23.	Must provide two sliders per unit, which is a track for extending the horizontal range of the distance between monitors, such that both monitors to be level to each other at the optimal distance from the user.	<b>M</b>		
24.	The slider must adjust without the use of tools.	<b>M</b>		
25.	Each slider must allow for no less than 152mm (6 in.) of adjustment distance.	<b>M</b>		

\*Desirables will not be used as part of the evaluation.

## **APPENDIX A**

### **1. Installation Services**

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

- a. Receive, unload, store and transport all product/pieces to the staging and/or installation area;
- b. Unpack all pieces and inspect product for shipping damage and shortages; maintain a standing list of damaged/short products.
- c. Install all products in accordance with the manufacturers specifications;
- d. Ensure all other products function properly and make minor adjustment/repairs;
- e. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- f. Clean the product once installed;
- g. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary; and
- h. Upon completion of the installation and at the request of the Identified User, the Contractor (or their authorized representative) must walk through the installation area with the Project Authority (or their authorized representative) verify the operating condition of all product in accordance with the deficiency procedures.
- i. Reinstall damaged or replaced products.

### **2. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

- a. The Contractor must notify the Identified User when the installation is completed;
- b. The Identified User must arrange for the initial walk-through inspection with the Contractor;
- c. The walk-through inspection must take place no later than three business days after installation is completed;
- d. If the Contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
- e. The Identified User in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
- f. The deficiency list must be forwarded by the Identified User to the Contractor;
- g. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- h. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Identified User; and
- i. The Contractor must notify the Identified User when all deficiencies have been completed. If satisfied, the Identified User must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## ANNEX "B"

### BASIS OF PAYMENT

**When completed, Annex B will be considered as the Bidder's Financial Bid.**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified below.

Prices quoted to be firm prices, in accordance with the Requirement at Annex A. Applicable Taxes are extra and are to be shown as a separate item on any resulting invoice.

If discrepancies are found between the unit price and the extended totals, unit price will prevail.

Product			Bidder submission	
#	Description	QTY	Firm Unit Price CAD only (\$)	Extended Price [QTY x Unit Price] CAD only (\$)
1	Single Monitor Arms	6		
2	Dual Monitor Arms	458		
3			FOB Delivery	
4			Installation	
5			Subtotal	
6			Taxes (as applicable)	
7			Extended Total	

## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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