



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

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, Chairs Office Furniture, Chairs	
Solicitation No. - N° de l'invitation EC373-212866/A	Date 2021-05-07
Client Reference No. - N° de référence du client EC373-212866	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-045-6000	
File No. - N° de dossier MCT-1-44006 (045)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-05-20 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: MacFarlane (MCT), Andrew	Buyer Id - Id de l'acheteur mct045
Telephone No. - N° de téléphone (902) 566-7520 ()	FAX No. - N° de FAX (902) 566-7514
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 81 Regent Street Fredericton New Brunswick E3B3W3 Canada	

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

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement.

Contractor may be escorted; possession of security clearance not required.

1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this solicitation. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this solicitation.

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 General or Procurement Strategy for Aboriginal Business (PSAB)

This requirement is a (the checked box applies):

General Stream Procurement

The requirement is subject to all applicable trade agreements as identified in the Notice of Proposed Procurement (NPP).

PSAB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

1.4 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.

1.5 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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

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 Acquisitions, Bid Receiving
1st Floor/1ère étage, Suite 1212, 100-1045 Main Street,
Moncton, NB
E1C 1H1

Epost Connect address: [Email: TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@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.

Facsimile number: (506) 851-6759

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 (three) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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EC373-212866/A
Client Ref. No. - N° de réf. du client
EC373-212866

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-1-44006

Buyer ID - Id de l'acheteur
MCT045
CCC No./N° CCC - FMS No./N° VME

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.

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: Financial Bid
Section II: Certifications and Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (one (1) hard copy)
Section II: Certifications and Additional Information (one (1) hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications and Additional Information

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

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 will evaluate the bids.
- (c) Canadian Content (PWGSC AB/AP only): The evaluation team will determine first if there are two or more bids that propose products denoted as Canadian Content in each of the Bidders' SA for Office Seating. In that event, the evaluation will be limited to these bids; otherwise, all bids will be evaluated. If some of the bids with Canadian Content products are declared non-responsive, or are withdrawn, and less than two responsive bids with Canadian Content products remain, the evaluation will continue among those bids with Canadian Content products. If all bids with Canadian Content products are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Financial Evaluation

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

4.2 Basis of Selection

SACC Manual clause [A0069T](#) (2007-05-25) Basis of Selection

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 - Additional Information

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

5.1.2 Product Conformance

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

5.1.3 Continuance of Certifications

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

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 Additional Certifications Precedent to Contract Award

5.2.1.1 Price Certification

1. This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.
 - a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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.

Contractor may be escorted; possession of security clearance not required.

6.2 Requirement

6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a (the checked box applies):

General Stream Procurement

Procurement Strategy for Aboriginal Business (PSAB) Stream Procurement

6.2.3 Optional Requirement

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in Annex A under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

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 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.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

6.4.2 Option to Extend the Contract

SACC *Manual* clause [A9009C](#) (2008-12-12) Option to Extend the Contract

6.4.3 Shipping Instructions

Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

6.4.4 Delivery Date

All the deliverables must be received on or before the date(s) **indicated at Annex B.**

Standard Lead time is between 6-10 weeks for furniture delivery and installation.

6.4.5 Delivery and Installation Points Location(s)

Delivery and Installation of the requirement will be made at the point(s) specified at Annex B of the Contract.

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Andrew MacFarlane
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions NB/PEI
Address: 161 St. Peters Road,
2nd Floor Suite 204
Charlottetown, PE
C1A 5P7

Telephone: (782) 377-4248
Facsimile: (902) 566-7514
E-mail address: Andrew.macfarlane@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:

Details will be provided in any resulting contract

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

The Project Authority 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. 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.

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).

6.5.3 Contractor's Representative

The Contractors Representative for the Contract is: *(to be completed at contract award)*

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Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-1-44006

Buyer ID - Id de l'acheteur
MCT045
CCC No./N° CCC - FMS No./N° VME

Name: _____
Title: _____

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 firm unit price(s), as specified in Annex B – Basis of Payment, for a cost of \$_____ (*to be filled in only at contract award*). 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.

The Contracting Authority may exercise the option within 12 months after contract award by sending a written notice to the Contractor.

6.6.2 Method of Payment

SACC Manual clause H1000C (2010-01-11) Single Payment

6.6.3 SACC Manual Clauses

SACC Manual clause C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services
SACC Manual clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

6.8.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2014-11-27) Aboriginal Business Certification

6.9 Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

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 of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2020-05-28) – General conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.12 Canada's Facilities to Accommodate the Delivery

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.

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

6.13 Standard finishes

The Identified User (IU) will 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.

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MCT045
CCC No./N° CCC - FMS No./N° VME

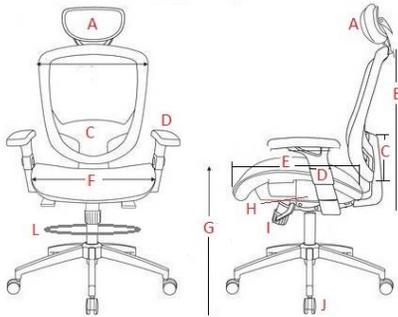
The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

6.14 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations
SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards
SACC Manual clause [B6802C](#) (2007-11-30), Government Property
SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

ANNEX A
REQUIREMENT

Table A1: Meeting Room Chair (“CH-02” in furniture plan)



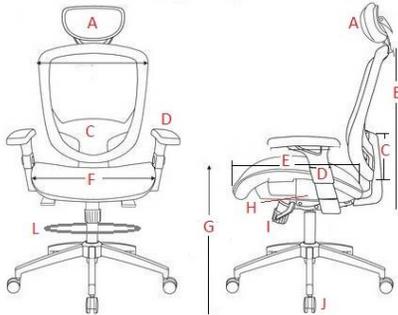
	QTY: 86
<input checked="" type="checkbox"/> Rotary Chair <input type="checkbox"/> Rotary Chair large occupant <input type="checkbox"/> Rotary Stool	

[Link to annex A technical spec from the furniture website](#)

	Criteria	Requirement Choices
A	Headrest	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No preference
B	Backrest Height	<input checked="" type="checkbox"/> Standard = height between 450mm (17.7 in.) to 660 mm (25.9 in.) <input type="checkbox"/> High = height greater than 660mm (26 in.) <input type="checkbox"/> No preference
B	Backrest Style Preference(s)	<input checked="" type="checkbox"/> No preference
		<i>Note: style represents overall shape, but the design may vary.</i>
C	Lumbar Support	<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> No preference
		<input checked="" type="checkbox"/> Up/down <input type="checkbox"/> In/out <input type="checkbox"/> In/out & up/down
D	Armrests	<input checked="" type="checkbox"/> Adjustable
		<input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input type="checkbox"/> height & width = WIDTH: min.75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input checked="" type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot
		<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None (no Armrests)
E	Seat Depth	<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.)

		<input type="checkbox"/> Fixed <input type="checkbox"/> No preference	<input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.)
F	<i>Seat Width</i>	<i>Standard rotary chairs and stools have a minimum width of 450mm (17.7in.) Large Occupant models have a minimum width of 560mm (22 in.)</i>	
G	<i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.)
			<input checked="" type="checkbox"/> Standard = includes 417mm (16.4 in.) or less to 512mm (20.2in.) or more <input type="checkbox"/> Low = includes 376mm (14.8 in.) to 439mm (17.3 in.)
		<i>Rotary Stool</i>	<input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.).
H	<i>Tilt Mechanism</i>	<input checked="" type="checkbox"/> Synchro tilt = seat and backrest tilt at the same time in a simultaneous movement, with the seat in a ratio greater than 1:1 <input type="checkbox"/> Unison tilt = Seat and backrest (including knee) tilt in unison, a ratio of 1:1 <input type="checkbox"/> Back tilt = Seat angle and back angle adjustment to be adjustable independently of each other <input type="checkbox"/> No preference	
I	<i>Seat and Backrest Locks</i>	<input type="checkbox"/> Setup Position = seat is in the most horizontal position and the backrest in the most vertical position <input checked="" type="checkbox"/> Multiple Positions = includes the setup position and additional angles of seat and backrest <input type="checkbox"/> No preference	
J	<i>Casters</i>	<input checked="" type="checkbox"/> carpet = for carpeted/ soft floors <input type="checkbox"/> hard surface = for hard surfaced floors	
L	<i>Foot Ring</i>	<i>Standard with stool models only</i>	
	<i>Upholstery</i>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Mesh <input type="checkbox"/> Other _____
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____
		<input type="checkbox"/> No preference	
	<i>Additional Criteria</i>	<i>Plastic Inner and Outer frame Padded Arm Rest Lumbar Apex Adjustment of min 4" 5-star base must be available in aluminum To be lightweight- max 40lbs</i>	

Table A2: Training Room Chair (“CH-11” in furniture plan)



QTY: 17
<input checked="" type="checkbox"/> Rotary Chair <input type="checkbox"/> Rotary Chair large occupant <input type="checkbox"/> Rotary Stool

[Link to annex A technical spec from the furniture website](#)

Criteria	Requirement Choices								
A <i>Headrest</i>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No preference								
B <i>Backrest Height</i>	<input checked="" type="checkbox"/> Standard = height between 450mm (17.7 in.) to 660 mm (25.9 in.) <input type="checkbox"/> High = height greater than 660mm (26 in.) <input type="checkbox"/> No preference								
B <i>Backrest Style Preference(s)</i>	<input type="checkbox"/> No preference <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Note: style represents overall shape, but the design may vary.					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
									
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
C <i>Lumbar Support</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"> <input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height </td> <td style="width: 40%;"> <input checked="" type="checkbox"/> Up/down <input type="checkbox"/> In/out <input type="checkbox"/> In/out & up/down </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> No preference </td> </tr> </table>	<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height	<input checked="" type="checkbox"/> Up/down <input type="checkbox"/> In/out <input type="checkbox"/> In/out & up/down	<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.)		<input type="checkbox"/> No preference			
<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height	<input checked="" type="checkbox"/> Up/down <input type="checkbox"/> In/out <input type="checkbox"/> In/out & up/down								
<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.)									
<input type="checkbox"/> No preference									
D <i>Armrests</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> Adjustable</td> <td> <input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input type="checkbox"/> height & width = WIDTH: min.75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input checked="" type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> None (no Armrests) </td> </tr> </table>	<input checked="" type="checkbox"/> Adjustable	<input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input type="checkbox"/> height & width = WIDTH: min.75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input checked="" type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot	<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)		<input type="checkbox"/> None (no Armrests)			
<input checked="" type="checkbox"/> Adjustable	<input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input type="checkbox"/> height & width = WIDTH: min.75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input checked="" type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot								
<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)									
<input type="checkbox"/> None (no Armrests)									
E <i>Seat Depth</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Fixed</td> <td> <input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.) </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> No preference </td> </tr> </table>	<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.)		<input type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.)	<input type="checkbox"/> No preference			
<input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.)									
<input type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.)								
<input type="checkbox"/> No preference									
F <i>Seat Width</i>	Standard rotary chairs and stools have a minimum width of 450mm (17.7in.)								

		<i>Large Occupant models have a minimum width of 560mm (22 in.)</i>	
G	<i>Seat Height</i>	<i>Rotary Chair</i>	<input checked="" type="checkbox"/> Adjustable <input checked="" type="checkbox"/> Standard = includes 417mm (16.4 in.) or less to 512mm (20.2in.) or more <input type="checkbox"/> Low = includes 376mm (14.8 in.) to 439mm (17.3 in.) <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.)
		<i>Rotary Stool</i>	<input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.).
H	<i>Tilt Mechanism</i>	<input checked="" type="checkbox"/> Synchro tilt = seat and backrest tilt at the same time in a simultaneous movement, with the seat in a ratio greater than 1:1 <input type="checkbox"/> Unison tilt = Seat and backrest (including knee) tilt in unison, a ratio of 1:1 <input type="checkbox"/> Back tilt = Seat angle and back angle adjustment to be adjustable independently of each other <input type="checkbox"/> No preference	
I	<i>Seat and Backrest Locks</i>	<input type="checkbox"/> Setup Position = seat is in the most horizontal position and the backrest in the most vertical position <input checked="" type="checkbox"/> Multiple Positions = includes the setup position and additional angles of seat and backrest <input type="checkbox"/> No preference	
J	<i>Casters</i>	<input checked="" type="checkbox"/> carpet = for carpeted/ soft floors <input type="checkbox"/> hard surface = for hard surfaced floors	
L	<i>Foot Ring</i>	<i>Standard with stool models only</i>	
	<i>Upholstery</i>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Mesh <input type="checkbox"/> Other _____
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____
		<input type="checkbox"/> No preference	
	<i>Additional Criteria</i>	<i>Plastic Inner and Outer frame</i> <i>Padded Arm Rest</i> <i>Lumbar Apex Adjustment of min 4"</i> <i>5-star base must be available in aluminum</i> <i>To be lightweight- max 40lbs</i>	

ANNEX B

BASIS OF PAYMENT

1. Procurement Strategy

Subcategory Procurement

All-inclusive Procurement

2. Product and Pricing

SUBCATEGORY "1"

Table 1: **Summary of Chairs per Subcategory 1 (Bidder to complete pricing)**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Task Chair - Meeting Room <i>Location: Meeting Rooms:</i> #202 - 24, #301-12, #302 - 12 <i>Project Rooms:</i> #214 - 3, #304 - 3, #415-5, #503 – 3 <i>Work Rooms: #303 - 4, #305-4,</i> #403 - 4, #411 - 4, #515 - 4, #518 - 4 <i>Focus Room: #314 -1</i>	86		\$	\$
A2	Task Chair -Training Room <i>Location: Training Rooms #308</i>	17		\$	\$

Table 2 – Optional Product (chairs)

Not applicable

Table 3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 5)	11	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 4)	13	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 3)	36	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 2)	27	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A2	81 Regent Street Fredericton, NB E3B 3W3 (Floor 3)	17	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
*Normal Business Hours are 8:00 – 17:00 **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Instruction to IUs: Add/remove rows as needed)					Subtotal for Deliveries:		\$

Table 4 – Optional Delivery
 ■ Not Applicable

Table 5 - Canada's Facilities to Accommodate the Delivery

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	N/A
Dock	N/A
Lift	N/A
Door	N/A
Freight Elevator	Main Entrance - regular Elevator only (no Freight) - Location 2nd to 5th Floors
Other (specify, if any)	

Table 6 – Installation (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 5)	11	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 4)	13	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 3)	36	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A1	81 Regent Street Fredericton, NB E3B 3W3 (Floor 2)	27	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
A2	81 Regent Street Fredericton, NB E3B 3W3 (Floor 2 to 5)	17	September 2021- date to be confirmed after contract award	8am to 6pm	(Y-M-D) (Time)		
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00 (Instruction to IUs: Add/remove rows as needed)					Subtotal for Installations:		\$

Table 7 – Optional Installation
 ■ Not Applicable

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

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 5)	\$
4	Optional Product Total (Table 2) (Applicable if Option is exercised)	\$
5	Optional Delivery Total (Table 4) (Applicable if Option is exercised)	\$
6	Optional Installation Total (Table 6) (Applicable if Option is exercised)	\$

Solicitation No. - N° de l'invitation
 EC373-212866/A
 Client Ref. No. - N° de réf. du client
 EC373-212866

Amd. No. - N° de la modif.
 File No. - N° du dossier
 MCT-1-44006

Buyer ID - Id de l'acheteur
 MCT045
 CCC No./N° CCC - FMS No./N° VME

7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6) [to be removed at contract award]	\$
8	Contract Price(1+2+3): [applicable at contract award only]	\$
9	Applicable Tax(es): [applicable at contract award only]	\$
10	Total Estimated Cost (8+9): [applicable at contract award only]	\$

*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

Table 9 – Bidder’s Authorized Representative for _____

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		Email:
		SA number:
		PBN: