



**RETURN BIDS TO : - RETOURNER LES
SOUMISSION À:**

**Canada Revenue Agency
Agence du revenu du Canada**
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)
(____)

Telephone No. – No de téléphone
(____)

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**AMENDMENT TO REQUEST FOR
PROPOSAL / MODIFICATION DE
DEMANDE DE PROPOSITION**

Title – Sujet	
Furniture Products	
Solicitation No. – No de l'invitation	Date (yyyy-mm-dd) (aaaa-mm-jj)
1000357679	2021-06-21
Amendment No. - N° modif.	
001	
Solicitation closes – L'invitation prend fin on – le (yyyy-mm-dd) (aaaa-mm-jj)	Time zone – Fuseau horaire
2021-07-08	EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
at – à 2:00 P.M. / 14 h	
Contracting Authority – Autorité contractante	
Paul Wren 250 Albert Street, Ottawa ON K1P1H1 paul.wren@cra-arc.gc.ca	
Telephone No. – No de téléphone	
613-716-6636	
Fax No. – No de télécopieur	
n/a	
Destination - Destination	
See herein / Voir dans ce document	



SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

Additional questions that have been received by CRA and which are not addressed below will be answered in a subsequent solicitation amendment.

1. QUESTIONS AND ANSWERS

Q1. Can you provide the Appendix 3: Financial Proposal in Excel format?

A1. Please see item Amend2 under Amendments to the RFP below.

Q2. May we please have a copy of the AutoCad files for this project as this would grandly help us with our bid proposition ?

A2. No. The images of sample office furniture layouts are intended to serve only as a visual reference to help bidders complete the required elements of the financial evaluation.

IMPORTANT: the objective of this solicitation is the award of up to three “as and when required” contracts of specific duration. Accordingly, the images shown are for modelling purposes only and do not represent an actual project requirement.

Q3. Do we need an SA number to file for this Tender?

A3. As indicated in the Tender Notice, the CRA has full procurement authority for the supply of furniture, which allows it to use a range of procurement strategies including the establishment of contracts to support its strategic sourcing objectives. This solicitation is unrelated to the Supply Arrangements put in place by Public Services and Procurement Canada (PSPC).

Q4. On page 21, Appendix 1: Mandatory Criteria

M4 – For each Category that the Bidder chooses to submit a proposal for, all products proposed by the Bidder for that Category must be of the same manufacturer.

Due to the complexity and the volume of this project, will you please allow a bid response that contains products from more than one manufacturer per category?

A4. See below answers for each category, and item Amend1 under Amendments to the RFP below . When products from multiple manufacturers are permitted, bidders must ensure that the product offerings within the category are complementary and offer comparable performance. All evaluation criteria and technical requirements will be assessed for all manufacturers and products proposed.

Please note that individual products must conform to the manufacturer’s published product catalogue and features offered therein. No substitution of parts from any other manufacturer and no post-production modification not approved by the manufacturer are permitted.



For Category 1 (freestanding deskings), bid responses must include furniture products from one manufacturer, with the exception of monitor arms.

For Category 2 (panel systems), bid responses must include furniture products from one manufacturer.

For Category 3 (collaborative and support space furniture), bid responses may include furniture products from more than one manufacturer.

IMPORTANT: this solicitation is not for the supply of furniture for any single specific project. Please refer to the answer provided to question 2.

Q5. Part 4 – 4.2 - Pg. 11 – Step 4, #2 says that “the ratio will be 20% for the technical merit and 80% for the price”. However, #7 shows a table where the “selection is determined by a 60/40 ratio of technical merit and price, respectively”. For clarification purposes, please confirm that this evaluation will NOT follow the 60/40 ratio but will in fact follow the 20/80 ratio of technical merit and price, respectively.

A5. As indicated in Part 4 Evaluation and Selection, Step 4 – Basis of Selection, Item 2

The bids for each Category will be ranked by CRA based on the highest responsive combined rating of technical merit and price. The ratio will be 20% for the technical merit and 80% for the price.

Item 7 provides an illustration only of the methodology, with a 60/40 ratio used for the illustration. The ratio that will be used by CRA in the evaluation is as indicated in Item 2 of Step 4.

Q6. Appendix 3 Financial Proposal - Category 2 – Tables E and F (pages 47-53) calculate an evaluated price based on a quantity of panels and requests that it includes “all the additional hardware” however the hardware cannot be determined without a typical layout or floorplan as every Manufacturer has different types of hardware. Some are integrated into the panel, and some are separate pieces. The layout of panels will affect the quantity and types of connectors and trim hardware. Also, the location of outlets and power feeds (ceiling or base) will affect the quantity and types of power hardware required. Pages 60-63 shows Typical and even a floorplan and on page 60, the document indicates that when there is a discrepancy, the floorplan takes precedence. In cooperation with that statement, therefore, for evaluation purposes, we request that the Tables E and F be revised to list the typicals and/or a floorplan (that includes various typicals) so all bidders can offer a complete package for evaluation, while still listing the parts, pieces, hardware and electrical required for a complete installation. The evaluation of a floorplan price or typical would be more representative of the actual cost vs a list of components.

A6. The model layout to be referenced for the purpose of this solicitation is shown at Annex 3 Appendix A (p. 59 of 156). It is accompanied by the breakdown in Tables E and F of the detailed list of configurations and quantities of each panel type (items 1 to 16) in the model layout. This model layout and detailed list of panels should permit all bidders to identify the required sub-elements (trim, hardware or electrical) required for a complete installation, whose end result will be a single price for the model layout.

Note that bidders will be permitted to add more lines to further break down the components and pricing for each type of panel listed in Table E and F. This addition of lines to items 1 to 16 is in addition to the option to add lines for hardware, connectors and related miscellaneous components (item 17).

Please see item Amend3 under Amendments to the RFP below.



- Q7. Appendix 2 – Category 1 - R6 - Quick Ship. CRA has requested that a Quick Ship program be offered “at no additional cost”. Although awarding points for having a Quick Ship program is beneficial to CRA, requiring that this program be available at no extra cost, means that CRA may have to pay a premium for all products shipped whether they are needed on the Quick ship program or not. Bidders may need to artificially inflate their pricing for all orders, to compensate for when Quick Ship is required. Some project timelines would not require the Quick Ship program, but those products would have the same price and would not benefit from standard lead time pricing. We request that separate pricing be submitted and evaluated for the products, options and finishes required in the Quick Ship program.
- A7. Each bidder is responsible for deciding a) whether they will offer a program in accordance with point-rated criteria R6, and b) how such a program may impact the price of products in this solicitation. Note that a response to R6 is not mandatory, though a positive response will contribute to the technical rating assigned to the bid.

2. AMENDMENTS TO THE RFP

Amend1. At Appendix 1: Mandatory Criteria:

Item M4

Delete:

For each Category that the Bidder chooses to submit a proposal for, all products proposed by the Bidder for that Category must be of the same manufacturer.

Replace with:

For Category 1 (freestanding deskings), bid responses must include furniture products from one manufacturer, with the exception of monitor arms.

For Category 2 (panel systems), bid responses must include furniture products from one manufacturer.

For Category 3 (collaborative and support space furniture), bid responses may include furniture products from more than one manufacturer.

Item M6

Delete:

The Bidder must provide the manufacturer’s published specification guide or equivalent detailed product documentation for all products offered. The guide or documentation must, show the range of dimensions and measurements, features, and product configurations.

Replace with:

The Bidder must provide the manufacturer’s published specification guide or equivalent detailed product documentation, along with a published document containing the Manufacturer’s Published List Prices, for all products offered. The guide or documentation must show the range of dimensions and measurements, features, and product configurations.



Amend2. At Appendix 3: Financial Proposal

Delete:

Estimated volumes provided in Appendix 3: Financial Proposal for each Category are for evaluation purposes only and do not represent a commitment on behalf of CRA.

Replace with:

Estimated volumes provided in Appendix 3: Financial Proposal for each Category are for evaluation purposes only and do not represent a commitment on behalf of CRA. Bidders may choose to submit their financial proposal using the tables provided in the .pdf document, or using the tables provided in the excel documents attached as:

RFP 1000357679 Appendix 3 - Financial Proposal Tables.xlsx (English)

DDP 1000357679 Appendice 3 - Tableaux des propositions financières.xlsx (French)

Dark green cells must be filled out by the bidder.

Amend3. At Appendix 3: Financial Proposal, Category 2: Panel systems, iii. Evaluated Prices

Delete:

Bidders must provide the Manufacturer, Unique Order Code, and Manufacturer's Published List Price, for each product proposed, in Columns C, D, and E of the tables below.

Replace with:

Bidders must provide the Manufacturer, Unique Order Code, and Manufacturer's Published List Price, for each product proposed, in Columns C, D, and E of the tables below. Bidders must also provide (along with the Manufacturer's Published List Price in Column E) the quantity of additional hardware required in Column G – for item 17 and any additional lines added by the Bidder for Hardware components.

After the third paragraph of this section, INSERT:

If Bidders need to identify additional components and pricing for each panel item listed in Tables E and F below (1 to 16), Bidders should add additional rows to these tables. This addition of lines to items 1 to 16 is in addition to the option to add lines for hardware, connectors and related miscellaneous components (item 17).



Amend4. At Appendix 3: Financial Proposal, Category 3: Collaborative and support space furniture, Table F: After-hours Installation

Delete:

Table F: After-hours Installation in its entirety

Replace with:

Item #	Product Description	Manufacturer	Unique Order Code	Manufacturer's Published List Price	Ceiling Unit Price	Quantity	Extended Total
A	B	C	D	E	F	G	F * G
C4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C5	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C6	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C7	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C8	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C9	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C10	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C11	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C12	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C13	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C14	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
C15	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B1	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B2	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
B4	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T1	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T2	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E
T3	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E	From Table E



T4	From Table E						
T5	From Table E						
T6	From Table E						
T8	From Table E						
T9	From Table E						
T10	From Table E						
T11	From Table E						
T13	From Table E						
S4	From Table E						
S7	From Table E						
W5	From Table E						
Installation Cost (Regular Hours):							\$ _____
Evaluated Price for Table E:							\$ _____

Amend5. At Part 7 Model Contract, section 7.8 Task Authorization Process SACC Clauses CRA Mod B9054C 2014-06-26:

Delete:

The Work or a portion of the Work performed under the Contract will be performed on an as-and-when-requested basis and initiated using a Task Authorization (TA). The Work must be completed in accordance with the description of the Work defined in Annex A: Statement of Work and the TA.

The Contractor shall not commence any Work described in the Contract until the Contractor receives authorization from the CRA to proceed with the Work.

The CRA will authorize the Work with the Contractor by submitting a TA, which may take the form of either:

- a) A TA form signed by the Contracting Authority and sent to the Contractor via email; or
- b) A Synergy 2.0 Purchase Order (PO) sent to the Contractor using the Synergy 2.0 e-procurement solution as described at Annex C: Synergy 2.0 Solution; or
- c) An external purchase to the Contractor outside the e-procurement solution, as described below.
 - i. External purchases are those made by Site Authorities by acquisition card.
 - ii. The Contractor must receive, confirm, and process orders by one or more of the following methods: email, telephone, and facsimile.



iii. The Contractor must provide confirmation of receipt to the respective Site Authority within one business day for orders placed using the external purchase process. External purchases placed by the Site Authority must be confirmed by the Contractor in writing.

The CRA reserves the right to cancel any TA within 24 hours of the time that the TA was sent by the CRA.

Replace with:

The Work or a portion of the Work performed under the Contract will be performed on an as-and-when-requested basis and initiated using a Task Authorization (TA). The Work must be completed in accordance with the description of the Work defined in Annex A: Statement of Work and the TA.

The Contractor shall not commence any Work described in the Contract until the Contractor receives authorization from the CRA to proceed with the Work.

The CRA will authorize the Work with the Contractor by submitting a TA, which may take the form of either:

- a) A TA form signed by the Contracting Authority and sent to the Contractor via email; or
- b) A Synergy 2.0 Purchase Order (PO) sent to the Contractor using the Synergy 2.0 e-procurement solution as described at Annex C: Synergy 2.0 Solution; or

The CRA reserves the right to cancel any TA within 24 hours of the time that the TA was sent by the CRA.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED