



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Julie.Bampton@canada.ca**  
See Section 1.  
Voir Section 1.

**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

<b>Solicitation No. - N° de la demande</b>  R000094124A  <b>Supplier SA No. - N° de l'AMA de fournisseur :</b> E60PQ-140003/PQ.	<b>Amendment No. - N° de modification</b>
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<b>Solicitation closes – La demande prend fin :</b>  <b>at – à August 5, 2021</b>  <b>on – le 14:00</b>	<b>File No. - N° de dossier</b>
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<b>Date of Solicitation – Date de la demand</b> July 26, 2021
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  <b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
<b>Destination</b>  <b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**Instructions:**

**Municipal taxes are not applicable.**

**Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.**

**Instructions:**

**Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.**

<b>Supplier Name and Address – Nom et adresse du fournisseur</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 supplier (type or print)</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>
<b>Signature : _____ Date : _____</b>

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? *No*

**Step 2.  Competitive or  Non-Competitive**

For competitive Requirements when only one bid is received:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

**Step 3.  General or  PSAB**

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

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**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement:**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex A;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex A.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - a.  by the closing date of the bid;
  - b.  before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

**Bid Evaluation**

*This article is completed if non-Government of Canada personnel will evaluate bids.*

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

<b>RFB Issued to:</b>	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. <a href="#">[August 5, 2021]</a> b. <a href="#">[2:00 PM] [EST]</a>
To e-mail address (if applicable)	<a href="mailto:Julie.Bampton@canada.ca">Julie.Bampton@canada.ca</a>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	___ 3 ___ business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex A herein.
c.	<input checked="" type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	<b>Julie Bampton</b>
	Title:	<b>Procurement Officer</b>
	Department/Agency/Crown Corporation:	<b>Shared Services Canada</b>
	Address:	<b>180 Kent Street, Ottawa, Ontario</b>
	Telephone No.:	<b>613-790-5915</b>
	E-mail address:	<b>Julie.bampton@canada.ca</b>
4.2	<b>Project Authority</b>	

	<p><i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i></p> <p><i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i></p>
	Name:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:
	E-mail address:
4.3	<b>Contractor's Representative</b>
	As set out in Annex A, Table 9 below.
5.	<b>Method of Payment</b>
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.
	<input type="checkbox"/> Single Payment
	<input checked="" type="checkbox"/> Multiple Payment
6.	<b>Invoicing</b>
	<p>The Contractor must submit invoices electronically via SPC's P2P portal, in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all the work identified on the invoice has been completed. In the alternative, the contractor may request authorization from the contracting authority to submit invoices using another method.</p> <p>For purchase orders, the contractor's invoice must indicate the item (s) and the quantity to be invoiced.</p> <p>If the Contractor has submitted a shipping notice in advance, the invoice should be linked to this shipping notice in advance on the SPC P2P portal. The Contractor may associate more than one shipping notice with the invoice. The invoice must correspond to the total quantity and the price of the advance dispatch notices.</p>
7.	<i>There may be additional clauses that are relevant to the requirement but are not already included in this template.</i>

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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1. Category Selection

**Combined Categories Rule:**

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- Category 1**
- Category 2**
- Category 5**

**\* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

**Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

**NSA:**

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work :

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

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Table 1 – Product Table**

<u>Requirement definition ( remove row before issuing solicitation )</u>							
<p>1. <b>IMPORTANT: The Specifications must be read in conjunction with the descriptions of the products in the CST to ensure the products bid will meet the operation needs of the client’s requirement. Additional product details may be added to requirements as long as it remains within the scope of the specification.</b></p> <p>2. <b>IU’s must be aware that products in the catalogues may require further defining when the catalogue contains a range and or tolerance, etc.</b></p> <p>3. <b>IU’s may list multiple products if there is no preference of certain attributes of a product ie. ( Glides for carpet vs glides for laminate)</b></p>							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 2</b>							
	2WSSREXXL30L48BEL XX	Individual Height Adjustable Work Surfaces <i>Table base frame Silver and surface in a maple color range.</i>	2	<b>Yes</b>		\$	\$
	2WSSREXXL30L54BEL XX	Individual Height Adjustable Work Surfaces <i>Table base frame Silver and surface in a maple color range.</i>	3	<b>Yes</b>		\$	\$
	2WSSREXXL30L60BEL XX	Individual Height Adjustable Work Surfaces <i>Table base frame Silver and surface in a maple color range.</i>	6	<b>Yes</b>		\$	\$
<b>**Provide additional information:</b>							
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price= See ANNEX D COST BREAKDOWN REQUIRED
1	Various location. See Annex D	2021/09/08	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$<TO BE COMPLETED BY BIDDER>  <i>Note: The individual delivery prices must be included directly in Annex D. PROPOSALS WILL BE CONSIDERED NON COMPLIANT IF THE BIDDER DOES NOT PROVIDE A COST BREAKDOWN IN ANNEX D</i>
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price= See Annex D COST BREAKDOWN REQUIRED
1	Various location. See Annex D	2021/09/08	N/A	N/A	\$<TO BE COMPLETED BY BIDDER>  <i>Note: The individual installation prices must be included directly in Annex D. PROPOSALS WILL BE CONSIDERED NON COMPLIANT IF THE BIDDER DOES NOT PROVIDE A COST BREAKDOWN IN ANNEX D</i>
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time</p>				N/A	N/A



provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.		
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**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	N/A
B	Dock	N/A
C	Lift	N/A
D	Door	N/A
E	Freight Elevator	N/A
F	Other (specify, if any)	N/A
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	N/A
4	<b>Optional</b> Product Total (Table 4)	N/A
5	<b>Optional</b> Delivery Total (Table 5)	N/A
6	<b>Optional</b> Installation Total (Table 6)	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7)</b>	\$

9	<b>Contract Price(1+2+3+7):</b>	\$
10	<b>Applicable Tax(es):</b>	\$
11	<b>Total Estimated Cost (9+10):</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

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

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

There is no security requirement associated with this contract.

**ANNEX C**  
**Additional Specifications, Certifications**

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

**1. Specifications**

**2. Certifications**

**.1 NSA Product Conformance**

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

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

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

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

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

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

**Annex D- DELIVERY AND INSTALLATION LOCATION**

<u>Employee</u>	<u>Table size</u>	<u>City</u>	<u>Location type</u>	<u>Several steps to access</u>	<u>Delivery cost per location</u> \$	<u>Installation cost per location</u> \$
1	30X60	Riverview, NB	semi-detached	YES	A1	B1
2	30X54	Bedford , NS	detached	YES	A2	B2
3	30X60	Moncton, NB	detached		A3	B3
4	30X60	Dieppe, NB	detached		A4	B4
5	30X48	Charlotteton , PEI	semi-detached		A5	B5
6	30X54	Dieppe, NB	detached		A6	B6
7	30X48	Moncton, NB	detached	YES	A7	B7
8	30X60	Summerside , PEI	detached		A8	A8
9	30X60	Charlotteton , PEI	detached	YES	A9	B9
10	30X60	Greater Lakeburn, NB	detached		A10	B10
11	30X54	Dieppe, NB	detached		A11	B11
					<DELIVERY-FIRM LOT PRICE>	INSTALATION-FIRM LOT PRICE

**Specific delivery and installation addresses will only be provided at contract award to the successful bidder.**

**Mandatory :**

The service provider need to confirm the delivery and installation at each location 48h in advance  
The service provider need to install the table at the employee's residence, we ask you to respect the social distance measures.

Please email Isabelle Latour [Isabelle.latour@ssc-spc.gc.ca](mailto:Isabelle.latour@ssc-spc.gc.ca) once the tables are **received in warehouse**, to **confirm the delivery dates** and once the **installation is complete**.

Please email Isabelle Latour [isabelle.latour@canada.ca](mailto:isabelle.latour@canada.ca) once the installation is complete.