



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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N° de page 16

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
5000061559	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande August 31, 2021 / le 31 août 2021
Address inquiries to – Adresser toute demande de renseignement à : See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination See Section 2, Annex A. Voir Section 2, Annexe A.

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.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

TABLE OF CONTENTS

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 more than 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.

Step 3. General or PSAB

For PSAB procurement:

Canadian Content

(The following only applies only to procurements for which Acquisitions Branch (AB) or Acquisitions Program (P) of Public Works and Government Services Canada is the Contracting Authority.)

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. *(Refer to WTCM for further information)*

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.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. September 13, 2021 b. 14:00 EDT
To physical location (if applicable)	
To e-mail address (if applicable)	connor.mcneil2@AGR.GC.CA
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Four (4) business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.
2.	Security Requirement (the checked article applies)
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.
a.	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/> There is no security requirement associated with this contract.
3.	Requirement
3.1	The Contractor must perform the Work listed in Annex A herein.
4.	Authorities
4.1	Contracting Authority
	Name: Connor McNeil
	Title: Procurement Officer
	Department/Agency/Crown Corporation: Agriculture & Agri-Food Canada
	Address: 1341 Baseline Road, T5-2-335
	E-mail address: connor.mcneil2@AGR.GC.CA
4.2	Project Authority <i>[To be completed at contract award]</i>
	Name:
	Title:
	Department/Agency/Crown Corporation:
	Address:
	Telephone No.:

	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: Agriculture & Agri-Food Canada – Connor McNeil	
	Address: 1341 Baseline Road, T5-2-335 Ottawa, ON K1A 0C5	
7.	SACC Manual Clauses	
	<i>There may be additional clauses that are relevant to the requirement but are not already included in this template.</i>	

**ANNEX A-1
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

Combined Categories Rule:

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

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

Category 3

Category 6

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 of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

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

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

c. Category 3 – Metal Filing and Storage Cabinets

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

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

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

2. Product and Pricing Tables

Bidders to complete: Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 3

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Item#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	3PMOBFXXPM15D24XXYK	Pedestals Mobile Upholstered Cushion Seats Box/File Painted Metal Keyed Width: (15 in.) Depth: (24 in.) Height: NA	6			
2	3TDWCSXXPM24D2454XK	Personal Storage Towers 2 Drawers with Wardrobe and Closed Storage Painted Metal Keyed Width: (24 in.) Depth: (24 in.) Height: (54 in.)	27			
NSA products <i>(must not exceed 30% of the firm quantity by category)</i> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NON-SA Product(s)		QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
					\$	\$
**Must not exceed ceiling unit price in SA. <i>Add more rows if necessary.</i>				Product Total	\$	\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 2	Agriculture & Agri-Food Canada Tower 3 Main Loading Dock 1285 Baseline Road Ottawa, ON K1A 0C5	2021/12/31	08:00 – 16:00	(Y) (M) (D)	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p><i>Add more rows if necessary.</i></p>				Delivery Total:	\$

Table 3 – Installation

Table 4 – Optional Product

Table 5 – Optional Delivery

Table 6 – Optional Installation

Table 7 – Product Related Services

Table 8 – Standard Finishes & Canada's Facilities to Accommodate the Delivery & Certifications

- Not Applicable

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada's Facilities to Accommodate the Delivery	
	<p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	1285 Baseline Road, Ottawa ON, K1A 0C5
B	Dock	Tower 3 (Main Loading Dock)
C	Lift	Yes Weight Capacity = 1 metric ton
D	Door	8 ft. (width) x 12 ft. (height)

E	Freight Elevator	No
F	Other (specify, if any)	The loading dock area can accommodate a 53 foot trailer
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

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

* Applicable taxes extra.

Table 9 – Bidder's Authorized Representative

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

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

ANNEX A-2
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

Combined Categories Rule:

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

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

Category 3

Category 6

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 of work

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

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

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

c. Category 3 – Metal Filing and Storage Cabinets

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

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

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

2. Product and Pricing Tables

Bidders to complete: Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 6

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6MMTSMROPL36XXWNNX	Meeting and Training Room Tables Meeting Small Round Pedestal Laminate No Power/Data Width: (36) Length: (NA) Height: (29)	6			
2	6MMTMDREOW36L84WYNX	Meeting and Training Room Tables Meeting Medium Rectangular Post Legs-Column Wood Veneer Power/Data Width: (36) Length: (84) Height: (29)	1			
3	6MMTMDRTOW30L96WYNX	Meeting and Training Room Tables Meeting Medium RaceTrack Post Legs-Column Wood Veneer Power/Data Width: (30) Length: (96) Height: (29)	1			
4	6CKIVAREWL30L96PYXX	Collaborative Tables Kitchnette Island Table Variable Rectangular Waterfall Edge Power/Data Width-Depth: (30) Length: (96) Height: (41 to 43)	4			
5	6CLTVAREXLW7<36ONXX	Collaborative Tables Lap Top Table Variable	6			

		Rectangular Width-Depth: (<18) Length: (<36) Height: (24 to 26)				
6	6SBBTHXXLUW5G19LMYY	Soft Seating Banquette with backrest bolster Three Seater Support: Legs Mid Back PrivacyScreen Armrest Width: (63 to 75) Depth: (>19) Height: (16 to 20)	3			
7	6SMORBXXLU25G19LYNN	Soft Seating Modular Benching Rectilinear Bench Support: Legs Back Height Width: (25 to 39) Depth: (>19) Height: (16 to 19)	4			
8	6SMOCBXXLU37G19LYNN	Soft Seating Modular Benching Curvilinear Bench Support: Legs Back Height Width: (37 to 55) Depth: (>19) Height: (16 to 19)	3			
9	6KBSBHxxLY15XXXRONX	Kitchenette Seating Bar Stools Bar Height Style Support: 4 Legs Polymer Without Armrest No Seat Cushions Seat Depth: (>15) Seat Height: (28 to 32)	11			

NSA products *(must not exceed 30% of the firm quantity by category)*

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	NON-SA Product(s)	QTY	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
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Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
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<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> <p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p><i>Add more rows if necessary.</i></p>				Delivery Total:	\$

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2.	<p>Canada's Facilities to Accommodate the Delivery</p> <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>
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C	Lift Yes

		Weight Capacity = 1 metric ton
D	Door	8 ft. (width) x 12 ft. (height)
E	Freight Elevator	No
F	Other (specify, if any)	The loading dock area can accommodate a 53 foot trailer
3.	Continuance of Certifications	
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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)	

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

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

ANNEX B
SECURITY REQUIREMENTS

There is no security requirement associated with this contract.