



**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
1000357679	2021-09-10
Amendment No. - N° modif.	
009	
Solicitation closes – L'invitation prend fin on – le (yyyy-mm-dd) (aaaa-mm-jj)	Time zone – Fuseau horaire
2021-09-21 at – à 2:00 P.M. / 14 h	EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
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 # 009

This solicitation amendment is raised to:

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

1. QUESTIONS AND ANSWERS

- Q93. The Lounge Seating Bifma Standard was changed February 2020, just as the Covid-19 virus was taking hold in North America. All new products developed, some of which meet specifications outlined in this RFP, had to be certified to this new standard. In addition, existing products had to be recertified due to the changes in the testing protocol. As a result of Covid-19, many of the labs have been on shutdown or on reduced capacity, for safety's sake and there exists a backlog in products that have been sent for testing. Although we've scheduled products to be tested (new) or retested (existing), when the products can be certified is out of our control. As this would be the same for any bidder submitting for Category 3, we ask that the requirement for all products to be tested to the latest version be revised to include an exception for the Lounge Seating X5.5-Feb.2020 standard and allow for the previous version of the test protocol to be acceptable as long as the test is less than 5 years old. In addition, for new products launched in 2020-2021, we ask that a Product Conformance sign-off be provided confirming that the bidder certifies that the products being offered would meet the Bifma Lounge Seating Standards once they can be tested. Any previously tested products that have been recertified to the new standard will have the current standard test report included with the bid. Please confirm this is acceptable.
- A93. Test reports based on the new version of any standard published within the nine (9) months preceding March 1, 2020 are not required. In these cases, test reports based on previous versions of the standard will be acceptable as long as they are dated no earlier than March 1, 2015. All products (new or existing) must have passed the applicable testing requirements. Product conformance sign-off without supporting test reports from an acceptable testing facility will not be accepted.
- Q94. Amd.001, page 4 of 8, Item M6. The revised statement requests that Pricing be included in the Technical Section. However, there seems to be a contradiction to the original RFP document, page 9 of 156, Section II – Financial instructions states, "Pricing must appear in the financial bid only. No prices must be indicated in any other section of the bid". Please confirm if you would like the Application Guides to be included in Section I Technical and the Manufacturer's Published List price to be included in Section II – Financial.
- A94. The requirement set out in Appendix 1: Mandatory Criteria, Item M6 states that 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. Note that this requirement does not specify that the Manufacturer's Published List Prices must be included in the section with the Technical portion of the bid.
- The CRA does not consider this requirement to be in conflict with the provisions of Part 3 Proposal Preparation Instructions, Section II: Financial, but will amend the instructions to provide clarity.
- Please see item Amend49 under Amendments to the RFP below for clarification as to which part of the Bidder's Proposal this information should be included in.
- Q95. Another question about the format of the bid submission. In the bidder's instructions, you've asked for separate USB Flash Drives for each the Section I - Technical, Section II - Financial and Section III - Certifications. In M2, you've also asked for separate proposals for each Category but on the Excel Spreadsheet for Appendix 3, all



three Categories are included on one file. Do we need to separate them, or would it be acceptable to have USB Drive #1 include Section I Technical and Section III Certifications with separate files for each category and USB Drive #2 include Section II - Financial with all three categories on it?

- A95. CRA has requested that Bidders provide their bids in separately bound sections as specified in Part 3 Proposal Preparation Instructions of the RFP. In the event that a Bidder chooses to submit a bid for more than one category, and wishes to submit its bids in soft copy format on USB flash drive, it is acceptable for the Bidder to submit a single USB flash drive containing its Technical Bid for each category along with the required Certifications and Additional Information, and a separate USB Flash drive containing the financial bid for each category.
- Q96. Amd. 001, page 4 of 8, Item M6 requests the Manufacturer's Published List price for all products offered. Can we recommend that we provide the Published List prices for the products offered in Section II – Financial at time of bid submission and the complete Published List price for all products described in Appendix C: Furniture Technical Requirements upon contract award? Alternatively, can we recommend that the Manufacturer's Published Price list be submitted with the Financial bid in Soft Copy (USB) only and not printed copy to save paper?
- A96. In accordance with Appendix 1: Mandatory Criteria, Item M6, 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 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, may be provided by the Bidder in either soft copy or hard copy. In accordance with the provisions of Appendix 1: Mandatory Criteria, this documentation is required to be submitted at the time of bid closing.
- Please see item Amend49 under Amendments to the RFP below for clarification as to which part of the Bidders Proposal this information should be included in.
- Q97. Section II – Financial – you have provided only one place for a discount per category, however we could have different discount levels based on different products within the category. If we have to provide a minimum discount that would apply to all products, you would not benefit from a better discount for some products within a category. Or, to apply one discount to all products, we would have to adjust the list price so that the discount applies to different products within the category. Category 3, has various types of products that could have different discounts. Please confirm that we can apply more than one minimum discount applicable to products within the category. For example, as long as every product code is filled in, we could have multiple tabs in Excel for Section II Financial per Category, with the total of each section to total the evaluated price.
- A.97 Thank you for the suggestion but there will be no change to the financial evaluation. A single discount must be proposed that will establish the ceiling price for all products in the category.



Q98. R1 Improved Delivery and Installation Timeframe. Points are awarded based on quantities, but another determining factor in delivery and installation timeframes is based on location or proximity to the manufacturing location. For example, if the manufacturing is in Ontario but the delivery is in Vancouver, the delivery time frame would be greater than if the delivery is also in Ontario. But the timeframe under this criterion must be applicable to all CRA locations listed in Appendix B which includes St.John's, NL to Victoria, BC. Can we recommend that location also be a determining factor, otherwise, all timeframes will be based on the worst-case scenario location. For example, the table to be completed in the bid could appear:

1 Proposed Timeframe (calendar days)	2 Quantity for proposed delivery	3 Location	3 Points awarded (from Table R1.1b) CRA USE ONLY
	1 to 2	Atlantic	
		HQ/Ontario	
		Quebec	
		Western	
	3 to 10	Atlantic	
		HQ/Ontario	
		Quebec	
		Western	
	11 to 25	Atlantic	
		HQ/Ontario	
		Quebec	
		Western	
	26 to 50	Atlantic	
		HQ/Ontario	
		Quebec	
		Western	
	51 to 100	Atlantic	
		HQ/Ontario	
		Quebec	
		Western	

A98. Thank you for the recommendation, but there will be no change to the scoring. Bidders who wish to receive points for this criteria must propose improved delivery that will apply equally across all CRA regions.



2. AMENDMENTS TO THE RFP

Amend49

At Part 3 Proposal Preparation Instructions, Section 3.1 Bid – Number of Copies CRA MODA0055T (2007-11-30)

Section II: Financial

DELETE:

No prices must be indicated in any other section of the bid

REPLACE WITH:

No prices must be indicated in any other section of the bid, except for a published document containing the Manufacturer's Published List Prices which may be included under Section IV: Additional Information.

AND ADD the following:

Section IV: Additional Information (one soft copy on USB flash drive or one hard copy)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED