



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/

See herein

NA

Québec

NA

## 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

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> SA Office seating - CRA & CFIA SA Rotary Chairs & Stools & Side Chairs - CRA & CFIA Rimouski	
<b>Solicitation No. - N° de l'invitation</b> EE519-221420/A	<b>Date</b> 2021-11-19
<b>Client Reference No. - N° de référence du client</b> R.112416.200	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-555-16330	
<b>File No. - N° de dossier</b> MTA-1-44155 (555)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-12-03</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carboneau, Julie	
<b>Buyer Id - Id de l'acheteur</b> mta555	
<b>Telephone No. - N° de téléphone</b> (418) 929-6780 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 1 - MPO / TRANSPORT CST 1 - DFO / TC 180, RUE DE LA CATHEDRALE RIMOUSKI Québec G5L5H9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> .	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</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 Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**TITLE: OFFICE SEATING FOR CANADA REVENUE AGENCY AND CANADIAN FOOD INSPECTION  
AGENCY**

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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 a 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 Indigenous Business (PSIB)**

This requirement is a:

☒ General Stream Procurement

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

### **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.

### **1.6 COVID-19 vaccination requirement – A3080T \*NEW\***

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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## 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.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

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 (RFSa), 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.

#### 2.2.1 Epost Connect

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect)  
(<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

### 2.2.2 Facsimile

Facsimile number: 418-566-6168.

**2.2.3** Bids transmitted by hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

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

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.

### 2.4 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically 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

Due to the nature of the bid solicitation, bids transmitted by hardcopy will not be accepted.

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

#### **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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5)  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>

#### **Section II: Certifications and Additional Information**

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

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EE519-221420-A  
Client Ref. No. - N° de réf. du client  
R112416.417-200

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-1-44155

Buyer ID - Id de l'acheteur  
MTA555  
CCC No./N° CCC - FMS No./N° VME

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## **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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0220T/7>

### **4.2 Basis of Selection**

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

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## **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.

#### **5.1.4 COVID-19 vaccination requirement certification - A3081T \*NEW\***

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract. (See Annex C)

### **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 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## 5.2.2 Additional Certifications Precedent to Contract Award

### 5.2.2.1 Price Certification

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

or

#### 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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.

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.

### 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

☒ General Stream

☐ PSIB Stream

### 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 \(2020-05-28\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/19), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/19>

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.

Subsection 32 of 2010A: General conditions: Goods (medium complexity) is incorporated as follows:

#### 2010A 32 (2021-11-04 Anti-forced labour requirements)

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
  - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US *Trade Facilitation and Trade Enforcement Act* (TFTEA) of 2015; or
  - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the *Criminal Code* or the *Immigration and Refugee Protection Act*:

*Criminal Code*

  - i. section 279.01 (Trafficking in persons);
  - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
  - iii. subsection 279.02(1) (Material benefit - trafficking);
  - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
  - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);

- 
- vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or *Immigration and Refugee Protection Act*
  - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
- i. in the case of a conviction, whether the court acted within its jurisdiction;
  - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
  - iii. whether the court's decision was obtained by fraud; or
  - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

#### **6.3.2 Supplemental General Conditions – ID 4013 - Compliance with on-site measures, standing orders, policies, and rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

#### **6.3.3 Supplemental General Conditions – ID 4014 - Suspension of the Work**

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 23 Default by the Contractor or section 23 entitled Termination for convenience of general conditions 2010A.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

#### **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 Delivery Date**

All the deliverables must be received as indicated at Annex B.

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

##### **6.4.3 Shipping Instructions**

If delivery is required: 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 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.

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File No. - N° du dossier  
MTA-1-44155

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

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Julie Carbonneau  
Title: Supply Specialist  
Public Works and Government Services Canada Acquisitions Branch  
Telephone: 418-929-6780  
E-mail address: [julie.carbonneau@tpsgc-pwgsc.gc.ca](mailto:julie.carbonneau@tpsgc-pwgsc.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: *(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

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 by the bidder)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

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 a firm price, 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.

### **6.6.2 Method of Payment**

SACC Manual clause H1001C (2008-05-12), Multiple Payment  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2>

### **6.6.3 SACC Manual Clauses**

SACC Manual clause C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C0100C/2>

### **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:

- a. The original must be forwarded to the following address for certification and payment. **(to be completed at contract award)**
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **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.

## 6.9 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 supplemental general conditions 4013 (2021-10-18), Compliance with on-site measures, standing orders, policies, and rules;
- (d) the supplemental general conditions 4014 (2021-10-18), Suspension of the Work;
- (e) the general conditions 2010A (2020-05-28) – General Conditions: Goods (Medium Complexity);
- (f) Annex A, Requirement;
- (g) Annex B, Basis of Payment;
- (h) Annex C, COVID-19 Vaccination Requirement Certification and ;
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on \_\_\_\_\_ *" or "*, as amended on \_\_\_\_\_ *" and insert date(s) of clarification(s) or amendment(s)*).

## 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.



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File No. - N° du dossier  
MTA-1-44155

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MTA555  
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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.

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**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1>

A9068C (2010-01-11), Government Site Regulations

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9068C/2>

B4003T (2011-05-16), Canadian General Standards Board - Standards

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B4003T/9>

B6802C (2007-11-30), Government Property

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B6802C/4>

B7500C (2006-06-16), Excess Goods

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B7500C/1>

G1005C (2016-01-28), Insurance – No Specific Requirement

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>

## ANNEX A- REQUIREMENT

### Subcategory 1 – Rotary Chair

#### Chair A1: Rotary Chair ergonomic (Workspace)

#### Clients :

Canadian Food Inspection Agency : CFIA

Canada Revenue Agency : CRA



<b>CHAIR TYPE</b> <b>(workspace)</b>	<b>CFIA : QTY: 7</b>
	<b>CRA: QTY: 45</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

#### IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria <i>Instructions</i>	Requirement Choices	
A	<b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) <i>Recommended with Standard Back Height</i> <input checked="" type="checkbox"/> No	
B	<b>Backrest Height</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	<b>Backrest Profile</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> No preference (It is recommended to select “no preference” as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____	
C	<b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____	
		<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
D	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward	
		<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)	
		<input type="checkbox"/> None	
E	<b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)

<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> choose <b>ALL</b> that are acceptable	<b>Rotary Chair</b> <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		<b>Rotary Stool with backrest</b> <input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
<b>H</b>	<b>Tilt Mechanism</b> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
<b>I</b>	<b>Seat and Backrest Locks</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)	
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only	
	<b>Finishes</b> (Upholstery / Non-Upholstery) choose <b>ALL</b> that are acceptable	<b>Backrest</b> <input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		<b>Seat</b> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	<b>Additional Criteria:</b>	<p><b>NOTE FOR CFIA AND CRA</b> The chair must be the same family as specified chair on the next page (page 2 – ergonomic rotary chair (collaborative space) )</p> <p><b>NOTE FOR CRA</b> Dimensions of the seat must not exceed 19"D x 19"L, foot print of +/- 24" diameter (star base on casters)</p> <p><u>Submit to the ministerial representant a detailed spec sheet showing additional notes.</u></p>	

**Subcategory 1 – Rotary Chair**  
**Chair A2: Rotary Chair Ergonomic (collaborative space)**



<b>CHAIR TYPE</b> <b>Collaborative space</b>	<b>CFIA : QTY: 14</b>
	<b>CRA: QTY: 54</b>
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" **Requirement Choices**

	Criteria <i>Instructions</i>	Requirement Choices	
<b>A</b>	<b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No	
<b>B</b>	<b>Backrest Height</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	<b>Backrest Profile</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____	
<b>C</b>	<b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____	
		<input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
<b>D</b>	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward	
		<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)	
		<input type="checkbox"/> None	
<b>E</b>	<b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	
<b>G</b>	<b>Seat Height</b> choose <b>ALL</b> that are acceptable	<b>Rotary Chair</b> <input checked="" type="checkbox"/> Adjustable	<input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____

			<input type="checkbox"/> Fixed = <i>between 417 mm (16.4 in.) to 512 mm (20.2 in.)</i>
		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = <i>includes range from 580 mm (23 in.) to 840 mm (33 in.)</i> <input type="checkbox"/> Fixed = <i>equal or greater than 670 mm (27.5 in)</i>
<b>H</b>	<b>Tilt Mechanism</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Tilt Mechanism <i>seat and backrest adjust together in a ratio that falls within <math>\geq 1:1</math> (includes both Synchro-Tilt and Unison Tilt)</i> <input type="checkbox"/> Tilt Independently <i>seat and backrest adjust independently of each other</i> <input type="checkbox"/> No preference	
<b>I</b>	<b>Seat and Backrest Locks</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input type="checkbox"/> Multiple Positions = <i>chair locks or stops at multiple positions (including setup position)</i>	
<b>J</b>	<b>Casters</b>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
<b>L</b>	<b>Foot Ring</b>	<i>Standard with stool models only</i>	
	<b>Finishes</b> ( <i>Upholstery / Non-Upholstery</i> ) choose <b>ALL</b> that are acceptable	Backrest <input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)	
		Seat <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)	
	<b>Additional Criteria:</b>	<p><u>NOTES FOR CFIA AND CRA:</u> The chair must be the same family as specified chair on the next page (page 1 - ergonomic rotary chair (workspace) )</p> <p><u>NOTES FOR CRA:</u> Dimensions of the seat must not exceed 19"D x 19"L, foot print of +/- 24" diameter (star base on casters)</p> <p><u>Submit to the ministerial representant a detailed spec sheet showing additional notes.</u></p>	

## Subcategory 2 – Rotary Stool

### Chair A3: Rotary Stool

#### Clients :

Canadian Food Inspection Agency : CFIA

Canada Revenue Agency : CRA



<b>CHAIR TYPE</b>	<b>CFIA : QTY: 0</b>
<b>Rotary stool</b>	<b>CRA: QTY: 2</b>
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input checked="" type="checkbox"/> Rotary Stool with backrest	

#### IMPORTANT:

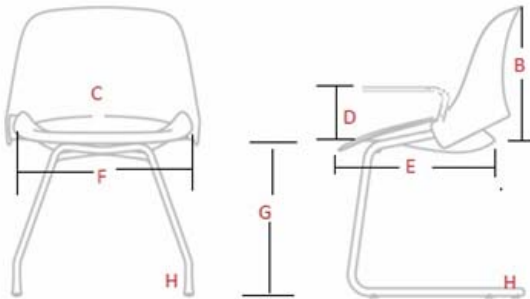
Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria <i>Instructions</i>	Requirement Choices	
A	<b>Headrest</b> choose <b>only 1</b>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No	
B	<b>Backrest Height</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	<b>Backrest Profile</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____	
C	<b>Lumbar Support</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____	
		<input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
D	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward	
		<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)	
		<input checked="" type="checkbox"/> None	
E	<b>Seat Depth</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
F	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)	

<b>G</b>	<b>Seat Height</b> choose <b>ALL</b> that are acceptable	<b>Rotary Chair</b>	<input type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2 in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
		<b>Rotary Stool with backrest</b>	<input checked="" type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
<b>H</b>	<b>Tilt Mechanism</b> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input checked="" type="checkbox"/> No preference		
<b>I</b>	<b>Seat and Backrest Locks</b> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)		
<b>J</b>	<b>Casters</b>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface		
<b>L</b>	<b>Foot Ring</b>	Standard with stool models only		
	<b>Finishes (Upholstery / Non-Upholstery)</b> choose <b>ALL</b> that are acceptable	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	<b>Additional Criteria:</b>	<b>NOTES FOR CRA:</b> <ul style="list-style-type: none"> <li>The foot Ring must be easy and simple to adjust in height; leaving the rotary stool on the casters (standard position) and requiring minimal force.</li> <li>Must be able to work in a seated position height up to 860mm and 900mm.</li> </ul>		

**Subcategory 3 – Side Chair**  
**Chair A4: Side Chair with 4 legs**

**Clients :**  
**Canadian Food Inspection Agency : CFIA**  
**Canada Revenue Agency : CRA**



<b>Side Chair</b>	<b>CFIA : QTY: 2</b>
<b>With 4 legs</b>	<b>CRA: QTY: 0</b>

**IMPORTANT:**

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" **Requirement Choices**


	Criteria <i>Instructions</i>	Requirement Choices	
<b>B</b>	<b>Backrest Height</b>	Standard = minimum height of 354 mm (13.9 in.)	
	<b>Backrest Profile</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair.) <input type="checkbox"/> Other = _____	
<b>C</b>	<b>Lumbar Support</b> choose <b>only 1</b>	<input type="checkbox"/> Yes = height adjustment between 150 mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> No	
<b>D</b>	<b>Armrests</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>E</b>	<b>Seat Depth</b> choose <b>only 1</b>	Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	Standard = minimum width of 400 mm (15.7 in.)	
<b>G</b>	<b>Seat Height</b>	Fixed = between 417 mm (16.4 in.) and 512 mm (20.2 in.)	
<b>H</b>	<b>Stacking:</b> choose <b>only 1</b>	<input type="checkbox"/> Stacking <input checked="" type="checkbox"/> Non-Stacking <input type="checkbox"/> No preference	
	<b>Base Style</b>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides	
	choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other = _____	
	<b>Finishes</b> (Upholstery / Non-Upholstery)	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)



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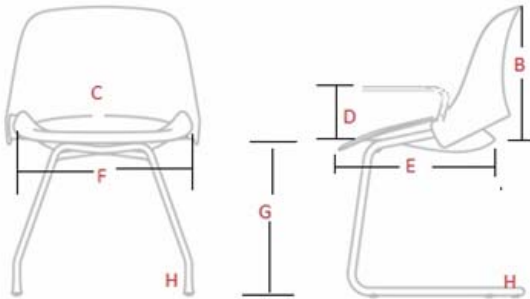
	choose <b>ALL</b> that are acceptable	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	Additional Criteria:	<p><b>NOTES FOR CFIA:</b></p> <ul style="list-style-type: none"><li>➤ Straight look</li><li>➤ Continuous fixed armrests</li><li>➤ No opening between the backrest and the seat</li><li>➤ Provide a grade of fabric with a variety of vinyl covers (easy to maintain)</li><li>➤ Model with minimal dimensions needed (small shape)</li></ul> <p>➤ <b>Submit to the ministerial representant a detailed spec sheet showing additional notes.</b></p> 		

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**Subcategory 3 – Side Chair**  
**Chair A5: Side Chair with sled base**



<b>Side Chair</b>	<b>CFIA : QTY: 0</b>
<b>With sled base</b>	<b>CRA: QTY: 2</b>

**IMPORTANT:**


Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

	Criteria <i>Instructions</i>	Requirement Choices	
<b>B</b>	<b>Backrest Height</b>	Standard = minimum height of 354 mm (13.9 in.)	
	<b>Backrest Profile</b> choose <b>ALL</b> that are acceptable	<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair.) <input type="checkbox"/> Other = _____	
<b>C</b>	<b>Lumbar Support</b> choose <b>only 1</b>	<input type="checkbox"/> Yes = height adjustment between 150 mm (5.9 in.) to 250 mm (9.8 in.) <input checked="" type="checkbox"/> No	
<b>D</b>	<b>Armrests</b> choose <b>only 1</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>E</b>	<b>Seat Depth</b> choose <b>only 1</b>	Fixed	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<b>F</b>	<b>Seat Width</b>	Standard = minimum width of 400 mm (15.7 in.)	
<b>G</b>	<b>Seat Height</b>	Fixed = between 417 mm (16.4 in.) and 512 mm (20.2 in.)	
<b>H</b>	<b>Stacking:</b> choose <b>only 1</b>	<input type="checkbox"/> Stacking <input checked="" type="checkbox"/> Non-Stacking <input type="checkbox"/> No preference	
	<b>Base Style</b>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides	
	choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input checked="" type="checkbox"/> Other = _____ Sled Base _____	
	<b>Finishes</b> (Upholstery / Non-Upholstery)	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

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	choose <b>ALL</b> that are acceptable	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
	Additional Criteria:	<p><b>NOTES FOR CRA:</b></p> <ul style="list-style-type: none"><li>➤ Armrests in continuity with the seat or backrest</li><li>➤ Lounge and enveloping look</li><li>➤ <u>Submit to the ministerial representant a detailed spec sheet showing additional notes.</u></li></ul> 		

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## ANNEX B - BASIS OF PAYMENT

### 1. Procurement Strategy

☒ Subcategory Procurement

☐ All-inclusive Procurement

### 2. Product and Pricing

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

**SUBCATEGORY No 1**

**Chairs A1 and A2: Rotary Chairs**

**Table 1: Summary of Chairs per Subcategory no. 1**

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)	
		Client	Qty				
Chair A1	Rotary Chairs	CFIA	7		\$	\$	
	Workspace	CRA	45			\$	
Chair A2	Rotary Chairs	CFIA	14		\$	\$	
	Collaborative space	CRA	54			\$	
	Subtotal:					CFIA	\$
						CRA	\$
Non Supply Arrangement (NSA) products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an All Inclusive Procurement). The Supply Arrangement Holder signs and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.							
Table	NON-SA Product(s)		Qty (A)	Manufacturer /Series/Mode I	Firm Unit Price (B)	Product Total (C)=(A)x(B)	
	N/A				\$	\$	
	Subtotal					CFIA	\$
						CRA	\$
						Total S-Cat 1.	\$

**Table 2 – Optional Product (chairs) :** ☒ N/A.

Solicitation No. - N° de l'invitation  
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**Table 3 – Delivery for chairs A1 and A2** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A1	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <a href="#">7 Chairs</a>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A1	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <a href="#">45 Chairs</a>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A2	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <a href="#">14 Chairs</a>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A2	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <a href="#">54 Chairs</a>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **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.			Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery:** ☒ N/A

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**Table 5 - Canada's Facilities to Accommodate the Delivery for chairs A1 and A2**

<b>Canada's Facilities to Accommodate the Delivery</b>	
Location	217, Avenue Léonidas South, Rimouski, Qc, G5L 2T5
Specific Delivery Requirements	By the elevator, you must protect the walls. Delivery by the entrance 8. No garage door
Dock	It is not an identified unloading dock Exterior
Maximum allowable truck dimensions (including box or trailer – Height X Width X Length) What kind of truck can access it?	No limit. Notify time of delivery so we can release the entrance.  75 foot total (max. trailer 53 foot)
Freight Elevator	Door dimensions HXW : 2134 mm (H) x 1067 mm (W) Cabin dimensions (Height X Width X Depth): 2235 mm (H) X 2032 mm (W) X 1038mm (D) Approximate distance to shipping dock: 30 meters Approximate distance to suite : 5 meters
Freight elevator	No
Other (specify, if any)	Suite's door clear width dimensions of the access door(s) to the room where the delivery is to be made: 2134mm (H) X 915mm (W) nominal dimensions

**Table 6 – Installation for chairs A1 and A2** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A1	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <b>7 Chairs</b>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A1	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <b>45 Chairs</b>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A2	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue 217 Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <b>14 Chairs</b>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A2	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <b>54 Chairs</b>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Installations: \$		

**Table 7 – Optional Installation:** ☒ N/A



**Table 8 - Bid Evaluation and Contract Total for Subcategory 1**

**Chairs A1 and A2: Rotary Chairs**

*(Canada may complete if not completed by the Bidder)*

**\*\*Payment will be made by client**

1	<b>Firm Product Total (Table 1)</b>		CFIA	\$
			CRA	\$
2	<b>Firm Delivery Total (Table 3)</b>		CFIA	\$
			CRA	\$
3	<b>Firm Installation Total (Table 6)</b>		CFIA	\$
			CRA	\$
4	<b>Optional Product Total (Table 2)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
5	<b>Optional Delivery Total (Table 4)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
6	<b>Optional Installation Total (Table 7)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6)</b> <i>[to be removed at contract award]</i>		\$	
8	8.1	<b>Contract Price(1+2+3) per client:</b> <i>[applicable at contract award only]</i>	CFIA	\$
			CRA	\$
	8.2	<b>Contract Price(1+2+3) for all clients:</b> <i>[applicable at contract award only]</i>	\$	
9	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>		\$	
10	<b>Total Estimated Cost (8.2+9):</b> <i>[applicable at contract award only]</i>		\$	

\*Applicable taxes extra.

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

1.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>		
	Name:	Telephone:	
		Email:	
		SA number:	
		PBN:	

## **SUBCATEGORY No 2**

### **Chair A3: Rotary stools**

**Table 1: Summary of Chairs per Subcategory no. 2**

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)	
		Client	Qty				
Chair A3	Rotary Stool	CFIA	0		\$	\$ N/A	
		CRA	2			\$	
		Subtotal:				CFIA	\$ N/A
						CRA	\$
Non Supply Arrangement (NSA) products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an All Inclusive Procurement). The Supply Arrangement Holder signs and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.							
Table	NON-SA Product(s)		Qty (A)	Manufacturer /Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)	
	N/A				\$	\$	
	Subtotal					CFIA	\$ N/A
						CRA	\$
						Total S-Cat 2.	\$

**Table 2 – Optional Product (chairs) :** ☒ N/A.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-1-44155

Buyer ID - Id de l'acheteur  
MTA555  
CCC No./N° CCC - FMS No./N° VME

**Table 3 – Delivery for chair A3** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A3	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <a href="#">0 Chair</a>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A3	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <a href="#">2 Chairs</a>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **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.			Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery:** ☒ N/A

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-1-44155

Buyer ID - Id de l'acheteur  
MTA555  
CCC No./N° CCC - FMS No./N° VME

**Table 5 - Canada's Facilities to Accommodate the Delivery for chair A3**

<b>Canada's Facilities to Accommodate the Delivery</b>	
Location	217, Avenue Léonidas South, Rimouski, 2 <sup>nd</sup> floor, Qc, G5L 2T5
Specific Delivery Requirements	By the elevator, you must protect the walls. Delivery by the entrance 8. No garage door
Dock	It is not an identified unloading dock Exterior
Maximum allowable truck dimensions (including box or trailer – Height X Width X Length) What kind of truck can access it?	No limit. Notify time of delivery so we can release the entrance. 75 foot total (max. trailer 53 foot)
Freight Elevator	Door dimensions HXW : 2134 mm (H) x 1067 mm (W) Cabin dimensions (Height X Width X Depth): 2235 mm (H) X 2032 mm (W) X 1038mm (D) Approximate distance to shipping dock: 30 meters Approximate distance to suite : 5 meters
Freight elevator	No
Other (specify, if any)	Suite's door clear width dimensions of the access door(s) to the room where the delivery is to be made: 2134mm (H) X 915mm (W) nominal dimensions

Solicitation No. - N° de l'invitation  
EE519-221420-A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-1-44155

Buyer ID - Id de l'acheteur  
MTA555  
CCC No./N° CCC - FMS No./N° VME

**Table 6 – Installation for chair A3** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A3	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5 <b>0 Chair</b>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A3	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5 <b>2 Chairs</b>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Installations:		\$

**Table 7 – Optional Installation:** ☒ N/A

**Table 8 - Bid Evaluation and Contract Total for Subcategory 2**

**Chair A3: Rotary Stool**

*(Canada may complete if not completed by the Bidder)*

**\*\*Payment will be made by client**

1	<b>Firm Product Total (Table 1)</b>		CFIA	\$ N/A
			CRA	\$
2	<b>Firm Delivery Total (Table 3)</b>		CFIA	\$ N/A
			CRA	\$
3	<b>Firm Installation Total (Table 6)</b>		CFIA	\$ N/A
			CRA	\$
4	<b>Optional Product Total (Table 2)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
5	<b>Optional Delivery Total (Table 4)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
6	<b>Optional Installation Total (Table 7)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6)</b> <i>[to be removed at contract award]</i>		\$	
8	8.1	<b>Contract Price(1+2+3) per client:</b> <i>[applicable at contract award only]</i>	CFIA	\$ N/A
			CRA	\$
	8.2	<b>Contract Price(1+2+3) for all clients:</b> <i>[applicable at contract award only]</i>	\$	
9	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>		\$	
10	<b>Total Estimated Cost (8.2+9):</b> <i>[applicable at contract award only]</i>		\$	

\*Applicable taxes extra.

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

1.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>		
	Name:	Telephone:	
		Email:	
		SA number:	
		PBN:	

**SUBCATEGORY No 3**

**Chairs A4 and A5: Side Chairs**

**Table 1: Summary of Chairs per Subcategory no. 3**

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)	
		Client	Qty				
Chair A4	Side Chairs	CFIA	2		\$	\$	
	With 4 legs	CRA	0			\$ N/A	
Chair A5	Side Chairs	CFIA	0		\$	\$ N/A	
	with sled base	CRA	2			\$	
	Subtotal:					CFIA	\$
						CRA	\$
Non Supply Arrangement (NSA) products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an All Inclusive Procurement).							
The Supply Arrangement Holder signs and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.							
Table	NON-SA Product(s)		Qty (A)	Manufacturer /Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)	
	N/A				\$	\$	
	Subtotal					CFIA	\$
						CRA	\$
						Total S-Cat 3.	\$

**Table 2 – Optional Product (chairs) :** ☒ N/A.

**Table 3 – Delivery for chairs A4 and A5** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
A4	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <a href="#">2 Chairs</a>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A4	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <a href="#">0 Chair</a>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A5	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <a href="#">0 Chair</a>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A5	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <a href="#">2 Chairs</a>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **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.			Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery:** ☒ N/A



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Buyer ID - Id de l'acheteur  
MTA555  
CCC No./N° CCC - FMS No./N° VME

**Table 5 - Canada's Facilities to Accommodate the Delivery for chairs A4 and A5**

<b>Canada's Facilities to Accommodate the Delivery</b>	
Location	217, Avenue Léonidas South, Rimouski, 2 <sup>nd</sup> floor, Qc, G5L 2T5
Specific Delivery Requirements	By the elevator, you must protect the walls. Delivery by the entrance 8. No garage door
Dock	It is not an identified unloading dock Exterior
Maximum allowable truck dimensions (including box or trailer – Height X Width X Length) What kind of truck can access it?	No limit. Notify time of delivery so we can release the entrance.  75 foot total (max. trailer 53 foot)
Freight Elevator	Door dimensions HXW : 2134 mm (H) x 1067 mm (W) Cabin dimensions (Height X Width X Depth): 2235 mm (H) X 2032 mm (W) X 1038mm (D) Approximate distance to shipping dock: 30 meters Approximate distance to suite : 5 meters
Freight elevator	No
Other (specify, if any)	Suite's door clear width dimensions of the access door(s) to the room where the delivery is to be made: 2134mm (H) X 915mm (W) nominal dimensions

**Table 6 – Installation for chairs A4 and A5** (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	Desired Date** (YY/MM/DD)	Desired Time*	Supplier will install on the date and at the time below*	Firm Price \$
A4	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <b>2 Chairs</b>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A4	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <b>0 Chair</b>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A5	<b>Client CFIA</b> : Canadian Food Inspection Agency, 217 Avenue 217 Léonidas South, Rimouski, ground floor, local 11B, Qc, G5L 2T5  <b>0 Chair</b>	April 14-15, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$ N/A
A5	<b>Client CRA</b> : Canada revenue Agency 217 Avenue Léonidas South, Rimouski, 2dn floor, local 4C, Qc, G5L 2T5  <b>2 Chairs</b>	April 21-22, 2022	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Installations:		\$

**Table 7 – Optional Installation:** ☒ N/A

**Table 8 - Bid Evaluation and Contract Total for Subcategory 3**

**Chairs A4 and A5: Side Chair**

*(Canada may complete if not completed by the Bidder)*

**\*\*Payment will be made by client**

1	<b>Firm Product Total (Table 1)</b>		CFIA	\$
			CRA	\$
2	<b>Firm Delivery Total (Table 3)</b>		CFIA	\$
			CRA	\$
3	<b>Firm Installation Total (Table 6)</b>		CFIA	\$
			CRA	\$
4	<b>Optional Product Total (Table 2)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
5	<b>Optional Delivery Total (Table 4)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
6	<b>Optional Installation Total (Table 7)</b> <i>(Applicable if Option is exercised)</i>		\$ N/A	
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6)</b> <i>[to be removed at contract award]</i>		\$	
8	8.1	<b>Contract Price(1+2+3) per client:</b> <i>[applicable at contract award only]</i>	CFIA	\$
			CRA	\$
	8.2	<b>Contract Price(1+2+3) for all clients:</b> <i>[applicable at contract award only]</i>	\$	
9	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>		\$	
10	<b>Total Estimated Cost (8.2+9):</b> <i>[applicable at contract award only]</i>		\$	

\*Applicable taxes extra.

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

1.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>		
	Name:	Telephone:	
		Email:	
		SA number:	
		PBN:	

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### ANNEX C - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

The Contractor is to complete and submit the COVID-19 Vaccination Requirement Certification below with their bid.

#### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all  
personnel that \_\_\_\_\_ (*name of business*) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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MTA555  
CCC No./N° CCC - FMS No./N° VME

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Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.