



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

**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**

<b>Title - Sujet</b> CRA Halifax - Seating	
<b>Solicitation No. - N° de l'invitation</b> EB129-221588/A	<b>Date</b> 2021-12-08
<b>Client Reference No. - N° de référence du client</b> EB129-22-1588	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-207-11411	
<b>File No. - N° de dossier</b> HAL-1-87143 (207)	<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> Atlantic Standard Time AST <b>on - le 2022-01-06</b> Heure Normale de l'Atlantique HNA	
<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> Grieve, Bronwen	<b>Buyer Id - Id de l'acheteur</b> hal207
<b>Telephone No. - N° de téléphone</b> (902) 943-2394 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 4th Floor Hobson's Lake Dr HALIFAX Nova Scotia B3S 0H9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scot  
B3J 1T3

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **1.2 Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.4 Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

### **1.5 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.

### **1.7 Canadian Content**

The requirement is limited to Canadian goods

### **1.8 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.

### **1.9 COVID-19 vaccination requirement**

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.

## 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.

### 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:

Bid Receiving Public Works and Government Services Canada / Réception des soumissions  
Travaux publics et services gouvernementaux  
1713 Bedford Row  
Halifax, NS B3J 1T3

Email for epost Connect:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.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](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902) 496-5016

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** 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 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid 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: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex "A1"

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Multiple Items**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis 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 - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 COVID-19 vaccination requirement certification

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.

##### 5.1.2.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:

- |   |
|---|
| <ol style="list-style-type: none"><li>i. ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.</li></ol> |
|---|

OR

ii. ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

i. ( ) The Aboriginal business has fewer than six full-time employees.

OR

ii. ( ) The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### 5.1.2.2.1 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

---

Date

## 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 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods.

Bidders must clearly identify below which items meet the definition of Canadian goods and complete the certification below.

CH1: \_\_\_\_\_

CH2: \_\_\_\_\_

CH3: \_\_\_\_\_

CH4: \_\_\_\_\_

CH5: \_\_\_\_\_

CH6: \_\_\_\_\_

The Bidder certifies that:

( ) the item(s) offered and identified as Canadian goods are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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**5.2.3.1.1** SACC Manual clause A3050T \_\_\_\_\_ (*insert date*) Canadian Content Definition

## 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.

### 6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 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](#) (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**Section 32 Anti-forced labour requirements** is added as follows:

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**

#### **6.3.2.1 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.

#### **6.3.2.2 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(s) **Default by the Contractor** or **Termination for convenience** of general conditions **2010A General conditions: Goods (medium complexity)**.

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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 March 31, 2022 inclusive.

### **6.4.2 Delivery Date**

While delivery is requested by January 28, 2022, the best delivery that could be offered is \_\_\_\_\_.

### **6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Bronwen Grieve  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3

Telephone: 902-943-2394

E-mail address: [bronwen.grieve@tpsgc-pwgsc.gc.ca](mailto:bronwen.grieve@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: \_\_\_\_\_

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Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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 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.

### 6.5.3 Contractor's Representative

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

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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" for a cost of \$\_\_\_\_\_. 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 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

### 6.6.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

### 6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

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f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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.

### 6.8.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2014-11-27), Aboriginal Business Certification

SACC Manual clause [A3060C](#) (2008-05-12), Canadian Content Certification

### 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

### 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;
- b) the general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- c) Annex A, Requirement;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) the Contractor's bid dated \_\_\_\_\_

### 6.11 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

### 6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## ANNEX "A"

### REQUIREMENT

#### 1.0 Scope

1.1 These specifications detail the technical requirements for rotary chairs, and side chairs for CRA.

#### 2.0 Testing Requirements

2.1 All chairs must meet the requirements and have been tested in accordance with CAN/CGSB-44.232, unless otherwise specified.

##### 2.2 Testing Reports:

2.2.1 Test reports must not be more than five years old from the date the test was performed.

2.2.2 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s)

2.2.3 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility

2.2.4 All tests must be completed by an acceptable test facility. See 5.9 under **Terminology** for Acceptable Test Facility.

#### 3.0 Priority of Documents

3.1 In the event of discrepancy between this specification and the Testing Requirements at section 2.0, the following priority of documents apply:

- a. This Specification for Office Seating
- b. CAN/CGSB 44.232
- c. ANSI/BIFMA X5.11

#### 4.0 Terminology

For the purpose of this specification the following definitions apply:

4.1 Rotary Chairs: Chairs with seat rotation for computer and non-computer use. For single-shift usage in an office environment, EXCLUDES chairs under 24/7 applications.

4.1.1 Rotary Chair: A chair intended to allow the user to sit at a seated-height work surface.

4.1.2 Stools: A chair intended to allow the user to sit at a standing-height work surface.

4.2 Footrest: A component of a stool that supports the user's feet above the floor.

4.3 Side Chair: A chair with or without seat rotation for non-computer use.

4.4 Series: Is comprised of models of chairs that have structural relationships and like construction.

4.5 Armrest: A component of a chair intended to provide support to the occupant's forearm.

4.6 Headrest: An optional component of a chair that supports the head, attached to the backrest.

4.7 Environmentally Appropriate Materials: Materials that have minimal to no negative impact on the environment. These materials may include, but are not limited to, eco-friendly fibres and rapidly renewable resources.

4.8 Recyclable: A component, which after its intended use, can be recovered or reprocessed and diverted from the solid waste stream.

4.9 Acceptable Test Facility: Is defined as an ISO/IEC17025 accredited laboratory listed in the Standard Council of Canada (SCC) Accreditation Program, the A2LA, or the CGSB Laboratory Acceptance Program for the applicable scope of testing requested.

4.10 CFC: Is defined as a chlorofluorocarbon.

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- 4.11 PBDE: Is defined as polybrominated diphenyl ether.
  - 4.12 Tilt Mechanism: A tilt mechanism is a device, which enables the seat and backrest to deviate from a horizontal or vertical position, or both.
  - 4.14 Upholstery: as covered in CAN/CGSB-44.232 (woven, coated and knit fabrics)
  - 4.15 Non-Upholstery: upholstery not defined in 4.14 which covers the seat and backrest giving the final product an attractive surface appearance

## **5.0 Detailed Requirements - Rotary Chairs and Stools**

- 5.1 All rotary chairs and stools must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified.
- 5.2 Seat Depth – must be available as fixed or adjustable.
- 5.3 Seat Height –
  - 5.3.1 Rotary Chairs - must be available as fixed or adjustable.
- 5.4 Seat Angle – must be available as fixed or adjustable.
- 5.5 Lumbar Support Height – must be available as fixed or adjustable.
- 5.6 Backrest-to-seat angle – must be available as fixed or adjustable.
- 5.7 Backrest angle – must be available as fixed or adjustable.
- 5.8 Armrest Height – must be available as fixed or adjustable.
- 5.9 Tilt Mechanisms – must be available with a tilt mechanism or tilt independently.
- 5.10 Casters – must be available.
- 5.11 Foot Support – stools must be equipped with an integrated footrest.
- 5.12 Headrest – if available, must be adjustable.
- 5.13 Seat Waterfall edge – must be curved downward.
  - 5.13.1 Vertical Height: must be equal or greater than 40 mm (1.6").
  - 5.13.2 Radius: must be within the range of 40 mm (1.6") to 120 mm (4.7").

## **6.0 Detailed Requirements - Side Chairs**

- 6.1 All side chairs must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified below;
- 6.2 Seat Depth, Height and Angle – must be fixed.
- 6.3 Lumbar Support Height – if available must be available as a fixed height.
- 6.4 Backrest – must be available.
- 6.5 Backrest-to-seat angle – must be available as fixed.
- 6.6 Armrests – if available must be either fixed or adjustable.
- 6.6.1 Armrests are exempt from the Armrest setback requirement of CAN/CGSB-44.232.
- 6.7 Casters – must be available with or without casters.
- 6.8 Stacking – must be available as stacking or non-stacking.

## **7.0 Seat and Back Rest Covering**

- 7.1 Upholstery must be manufactured from 100% recycled material or from other environmentally appropriate materials.
- 7.2 Offerings - the following are minimum requirements, at no charge to Canada;
  - 7.2.1 Upholstery – A minimum of 10 solid colours and 5 patterned offerings. Each patterned offering to have a minimum of 10 colour variations. This can include a combination of all upholstery offerings such as woven, coated and knit fabrics.
  - 7.2.2 Non-upholstery – a minimum of 3 colour variations for each type of non-upholstery offered.

## **8.0 Sustainability & Environmental Requirements**

- 8.1 Sustainability:
  - 8.1.1 Products must be certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level® 3.

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In order to be compliant, the following sections must be met as well as all the other requirements to achieve the Level® 3 of ANSI/BIFMA e3 Furniture Sustainability Standard:

- 8.2 Resource Input
  - 8.2.1 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
  - 8.2.2 Steel used in the manufacture of the chairs must contain a minimum of 25% recycled content.
  - 8.2.3 All plastic components must be recyclable at the end of their life.
- 8.3 Product Design
  - 8.3.1 Replacement components must be available to replace broken pieces during the Warranty period.
- 8.4 Solid Waste Diversion Program
  - 8.4.1 The chairs must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
- 8.5 Products Free from CFCs and PBDEs
  - 8.5.1 Chairs must not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).
- 8.6 Hazardous and Toxic Material Management System
  - 8.6.1 The manufacturer of the chairs must have a hazardous and toxic material management system in place at the production and associated facilities where the chairs are produced.
- 8.7 Corrugated Packaging
  - 8.7.1 If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre or come from a sustainable managed forest
- 8.8 Upon request the Supplier or Manufacturer must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.

## 9.0 Preparation for Delivery

- 9.1 In addition to the marking requirement stated in CAN/CGSB-44.232, the chairs must be permanently and legibly marked on the under surface of the seat with:
  - a. The name or the recognized trademark of the manufacturer
  - b. The product number
  - c. The contract number; and
  - d. The date of manufacture
- 9.2 Labelling: When the textile labelling legislation of the federal and/or provincial governments applies to textile component parts of chairs, Suppliers of this specification must ensure that they are in compliance with the requirements of the legislations.
- 9.3 Preparation for delivery must conform to normal commercial practice.

## 10.0 Maintenance

Upon the request of Canada, the Supplier or Manufacturer must submit, in both official languages and at no additional cost, the instructions for recommended repair and/or maintenance procedures for all products. This request must be fulfilled within 10 business days of receipt.

**Table A1: Rotary chair CH1**



<b>CHAIR TYPE</b> <b>CH1</b>	<b>QTY: 25</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	<b>Adjustable</b> <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		
<b>D</b>	<b>Armrests</b> choose <b>ALL</b> that are acceptable	<b>Adjustable</b> <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 checked="" 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 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 <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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"/> 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	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Rotary Chair</b>  <input checked="" type="checkbox"/> Adjustable           </td> <td style="vertical-align: top;"> <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 = _____           </td> </tr> </table>	<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 = _____
<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>
	<b>Rotary Stool with backrest</b>	<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> <i>choose only 1</i>	<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> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input checked="" 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>M</b>	<b>Finishes</b> ( <i>Upholstery / Non-Upholstery</i> )	Backrest <input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
	<i>choose ALL that are acceptable</i>	Seat <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• BIFMA Level 2</li> <li>• Weight activated tension</li> </ul> Locations: Focus Room - 418, 421, 436, 442, 443, 472,463,464 Focus Pod - 459 (2), 461(3) Project Room 411 (3), 433 (2), 468 (4), 469 (4), 470 (4)

**Table A2: Rotary Chair CH2**



<b>CHAIR TYPE</b> <b>CH2</b>	<b>QTY: 27</b>
<input 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	<b>Adjustable</b> <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	<b>Adjustable</b> <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 checked="" 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	<input checked="" type="checkbox"/> Adjustable <input 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>
	<b>Rotary Stool with backrest</b>	<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> <i>choose only 1</i>	<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> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input checked="" 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>M</b>	<b>Finishes</b> ( <i>Upholstery / Non-Upholstery</i> )	Backrest <input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
	<i>choose ALL that are acceptable</i>	Seat <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>BIFMA Level 2</li> </ul> Locations: Meeting Room - 431 (12), 448 (12), Work Room 415 (3)

**Table A3: Rotary Chair CH3**



<b>CHAIR TYPE</b> <b>CH3</b>	<b>QTY: 7</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	<b>Adjustable</b> <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	<b>Adjustable</b> <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		
<b>E</b>	<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 <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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"/> 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	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Rotary Chair</b>  <input checked="" type="checkbox"/> Adjustable           </td> <td style="vertical-align: top;"> <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 = _____           </td> </tr> </table>	<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 = _____
<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>
	<b>Rotary Stool with backrest</b>	<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> <i>choose only 1</i>	<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> <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Setup Position = <i>chair locks or stops at one position with seat flat and backrest straight</i> <input checked="" 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>M</b>	<b>Finishes</b> ( <i>Upholstery / Non-Upholstery</i> ) <i>choose ALL that are acceptable</i>	<b>Backrest</b> <input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		<b>Seat</b> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
<b>N</b>	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>BIFMA Level 2</li> </ul> Locations: Touch Down 410 (4), 432 (3)

**Table A4: Rotary Chair CH4**



<b>CHAIR TYPE</b> <b>CH4</b>	<b>QTY: 8</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:**

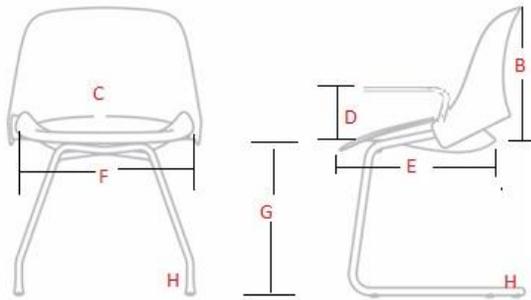
Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU). Suppliers must provide products that are compliant to the selected "■" Requirement Choices

Criteria Instructions	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 type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input checked="" type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
<b>B</b> <b>Backrest Profile</b> choose <b>only 1</b>	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = Fully upholstered shell (back (front and back), arms, seat) similar to image shown below			
<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 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 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 checked="" 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 <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<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 checked="" type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<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 checked="" 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 ALL 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 only 1	<input checked="" 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 type="checkbox"/> No preference		
<b>I</b>	<b>Seat and Backrest Locks</b> choose ALL that are acceptable	<input checked="" 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>M</b>	<b>Finishes (Upholstery / Non-Upholstery)</b> choose ALL that are acceptable	<b>Backrest</b>	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input checked="" type="checkbox"/> Other = See line B above
		<b>Seat</b>	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input checked="" type="checkbox"/> Other = See Line B above
<b>N</b>	<b>Additional Criteria:</b>	<ul style="list-style-type: none"> <li>• Closed upholstered arm</li> <li>• Fully upholstered shell (back, arms, seat)</li> <li>• Chrome or polished aluminum base</li> <li>• Tension control accessible from the seated position</li> <li>• Note: Seat and back locks can be either setup position or multiple positions</li> </ul> <p>Installation location: Meeting Room – 457 (8)</p>		

**Table A5: Side Chair CH5**



<b>Side Chair CH5</b>	<b>QTY: 13</b>
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**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> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference ( <i>It is recommended to select "no preference" as profiles do not affect functionality of chair.</i> ) <input type="checkbox"/> Other = _____
<b>C</b>	<b>Lumbar Support</b> <i>choose only 1</i>	<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> <i>choose only 1</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>E</b>	<b>Seat Depth</b> <i>choose only 1</i>	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 checked="" 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> <i>choose only 1</i>	<input type="checkbox"/> <b>Stacking</b> <input type="checkbox"/> <b>Non-Stacking</b> <input checked="" type="checkbox"/> No preference
	<b>Base Style</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides <input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other = _____
<b>I</b>	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	Backrest <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
	<i>choose ALL that are acceptable</i>	Seat <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

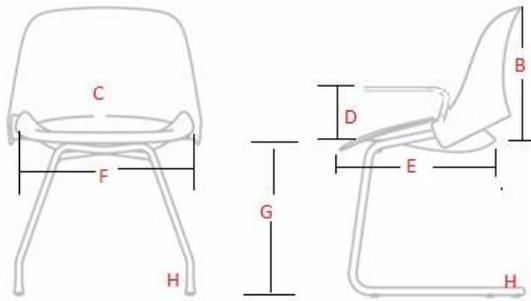
Solicitation No. - N° de l'invitation  
EB129-221588/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

J	<i>Additional Criteria:</i>	<ul style="list-style-type: none"><li>• Wood legs and frame</li><li>• Upholstered seat and back</li><li>• Loop style arm similar to photo</li></ul>  <p>Locations: Offices 429,430,439,440,441,447, 449,451,460;464;465,454,453</p>
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**Table A6: Side Chair CH6**



<b>Side Chair CH6</b>	<b>QTY: 3</b>
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**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 = <i>minimum height of 354 mm (13.9 in)</i>
	<b>Backrest Profile</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> No preference ( <i>It is recommended to select "no preference" as profiles do not affect functionality of chair.</i> ) <input type="checkbox"/> Other = _____
<b>C</b>	<b>Lumbar Support</b> <i>choose only 1</i>	<input type="checkbox"/> Yes = height adjustment <i>between 150 mm (5.9 in.) to 250 mm (9.8 in.)</i> <input checked="" type="checkbox"/> No
<b>D</b>	<b>Armrests</b> <i>choose only 1</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>E</b>	<b>Seat Depth</b> <i>choose only 1</i>	Fixed <input type="checkbox"/> Shallow = <i>380 mm (15.0 in.) to 420 mm (16.5 in.)</i> <input type="checkbox"/> Medium = <i>greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</i> <input checked="" type="checkbox"/> Deep = <i>greater than 460 mm (18.1 in.)</i>
<b>F</b>	<b>Seat Width</b>	Standard = <i>minimum width of 400 mm (15.7 in.)</i>
<b>G</b>	<b>Seat Height</b>	Fixed = <i>between 417 mm (16.4 in.) and 512 mm (20.2 in.)</i>
<b>H</b>	<b>Stacking:</b> <i>choose only 1</i>	<input type="checkbox"/> Stacking <input type="checkbox"/> Non-Stacking <input checked="" type="checkbox"/> No preference
	<b>Base Style</b> <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Legs (4 post) <input type="checkbox"/> Casters <input checked="" type="checkbox"/> Glides <input type="checkbox"/> Sled <input type="checkbox"/> Cantilever <input type="checkbox"/> Other = _____
<b>I</b>	<b>Finishes</b> <i>(Upholstery / Non-Upholstery)</i>	Backrest <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) <input type="checkbox"/> Other = _____

	<i>choose ALL that are acceptable</i>	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____
J	<i>Additional Criteria:</i>	<ul style="list-style-type: none"><li>Fully upholstered seat, back and arms</li><li>Style similar to photo </li><li>Wood legs</li></ul> Locations: 455 (3)		

**ANNEX "A1"**  
**TECHNICAL EVALUATION**

**Instructions:**

Each SUBCATEGORY will be evaluated separately.

The Bidder **must** address each Mandatory Technical Criteria listed below for the full SUBCATEGORY they are bidding on.

The Bidder should include one (1) copy of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein. References to Internet websites or information that is not included in the bid will not be evaluated.

Any media (printer matter, CD, DVD, soft copy, or other) submitted must be readable by Canada.

The Bidder should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder must provide as much detail as possible to support their comments and their claims of compliance for each specification.

**NOTE:** The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.

<b><u>SUBCATEGORY 1: CH1, CH2, and CH3</u></b>		
<b>Item</b>	<b>Mandatory Technical Criteria</b>	<b>Bidder to Reference Page Number/Comments</b>
<b>1</b>	<b>Annex "A" Table A1: Rotary Chair CH1</b>	
1.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH1</b> as described at Annex A of this solicitation.	
1.2	The drawing must demonstrate compliance with Table A1, at a minimum: - Dimensions and functions as outlined in Annex A, <b>Rows B to N</b>	
1.3	Must provide BIFMA Level 2 certificate	
<b>2</b>	<b>Annex "A" Table A2: Rotary Chair CH2:</b>	
2.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH2</b> as described at Annex A of this solicitation.	
2.2	The drawing must demonstrate compliance with Table A2, at a minimum: - Dimensions and functions as outlined in Annex A, <b>Rows B to M</b>	
2.3	Must provide BIFMA Level 2 certificate	
<b>3</b>	<b>Annex "A" Table A3: Rotary Chair CH3:</b>	
3.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH3</b> as described at Annex A of this solicitation.	
3.2	The drawing must demonstrate compliance with Table A3, at a minimum: - Dimensions and functions as outlined in Annex A, <b>Rows B to M</b>	
3.3	Must provide BIFMA Level 2 certificate	

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<b>SUBCATEGORY 2: CH4</b>		
<b>Item</b>	<b>Mandatory Technical Criteria</b>	<b>Bidder to Reference Page Number/Comments</b>
<b>4</b>	<b>Annex "A" Table A4: Rotary Chair CH4:</b>	
4.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH4</b> as described at Annex A of this solicitation.	
4.2	The drawing must demonstrate compliance with Table A4, at a minimum:  - Dimensions and functions as outlined in Annex A, <b>Rows B to M</b>	
4.3	Must provide BIFMA Level 2 certificate	

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<b><u>SUBCATEGORY 3: CH5 and CH6</u></b>		
<b>Item</b>	<b>Mandatory Technical Criteria</b>	<b>Bidder to Reference Page Number/Comments</b>
<b>5</b>	<b>Annex "A" Table A5: Side Chair CH5:</b>	
5.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH5</b> as described at Annex A of this solicitation.	
5.2	The drawing must demonstrate compliance with Table A5, at a minimum:  - Dimensions and functions as outlined in Annex A, Rows <b>B to J</b>	
<b>6</b>	<b>Annex "A" Table A6: Side Chair CH6:</b>	
6.1	Must provide a line drawing and/or a 3-D with dimensions of product <b>CH6</b> as described at Annex A of this solicitation.	
6.2	The drawing must demonstrate compliance with Table A6, at a minimum:  - Dimensions and functions as outlined in Annex A, Rows <b>B to J</b>	

**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 Identified Users in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for each Subcategory.** In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

**SUBCATEGORY 1:**

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

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)
A1	CH1 rotary chair	25		\$	\$
A2	CH2 rotary chair	27		\$	\$
A3	CH3 rotary chair	7		\$	\$
				<b>Subtotal</b>	\$

Table 2 – Optional Product (chairs)  Not applicable

**Table 3 – Delivery** (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 A2 A3	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 7:00 – 15:00 **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**  Not applicable

**Table 5 - Canada’s Facilities to Accommodate the Delivery**

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1
Dock	no
Lift	no
Door	914mm / 36”w
Freight Elevator	There are two passenger elevators only, booking required through (Lilit Manukyan,902-809-3006) who will make arrangements with building ops
Other (specify, if any)	53’ trailer can be accommodated

**Table 6 – Installation** (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 \$
A5 A6	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 7:00 – 15:00			Subtotal for Installations:		\$
**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.					

**Table 7 – Optional Installation**  Not applicable

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

1	<b>Firm Product Total</b> (Table 1)	\$
2	<b>Firm Delivery Total</b> (Table 3)	\$
3	<b>Firm Installation Total</b> (Table 6)	\$
4	<b>Optional Product Total</b> (Table 2)	
5	<b>Optional Delivery Total</b> (Table 4)	
6	<b>Optional Installation Total</b> (Table 7)	
7	<b>Total Evaluated (Bid) Price*</b> (1 + 2 + 3 + 4 + 5 + 6) [to be removed at contract award]	\$
8	<b>Contract Price(1+2+3):</b> [applicable at contract award only]	\$
9	<b>Applicable Tax(es):</b> [applicable at contract award only]	\$
10	<b>Total Estimated Cost (8+9):</b> [applicable at contract award only]	\$

\*Applicable taxes extra.

**SUBCATEGORY 2**

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

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)
A4	CH4 rotary conference chair	8		\$	\$
<b>Subtotal</b>					\$

**Table 2 – Optional Product (chairs)**  Not applicable

**Table 3 – Delivery** (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	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours are <b>7:00 – 15:00</b></p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Subtotal for Deliveries:	\$

**Table 4 – Optional Delivery**  Not applicable

**Table 5 - Canada’s Facilities to Accommodate the Delivery**

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1
Dock	no
Lift	no
Door	914mm / 36" w
Freight Elevator	There are two passenger elevators only, booking required through (Lilit Manukyan, 902-809-3006) who will make arrangements with building ops
Other (specify, if any)	53' trailer can be accommodated

**Table 6 – Installation** (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 \$
A5 A6	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 7:00 – 15:00			Subtotal for Installations:		\$
**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.					

**Table 7 – Optional Installation**  Not applicable

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

1	<b>Firm Product Total</b> (Table 1)	\$
2	<b>Firm Delivery Total</b> (Table 3)	\$
3	<b>Firm Installation Total</b> (Table 6)	\$
4	<b>Optional Product Total</b> (Table 2)	
5	<b>Optional Delivery Total</b> (Table 4)	
6	<b>Optional Installation Total</b> (Table 7)	
7	<b>Total Evaluated (Bid) Price*</b> (1 + 2 + 3 + 4 + 5 + 6) [to be removed at contract award]	\$
8	<b>Contract Price(1+2+3):</b> [applicable at contract award only]	\$
9	<b>Applicable Tax(es):</b> [applicable at contract award only]	\$
10	<b>Total Estimated Cost (8+9):</b> [applicable at contract award only]	\$

\*Applicable taxes extra.

**SUBCATEGORY 3:**

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

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)
A5	CH5 Side Chair	13		\$	\$
A6	CH6 Side Chair	3		\$	\$
<b>Subtotal</b>					\$

**Table 2 – Optional Product (chairs)**  Not applicable

**Table 3 – Delivery** (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 \$
A5 A6	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours are 7:00 – 15:00</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Subtotal for Deliveries:	\$

**Table 4 – Optional Delivery**  Not applicable

**Table 5 - Canada’s Facilities to Accommodate the Delivery**

Canada’s Facilities to Accommodate the Delivery	
Loading Dock/Location	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1
Dock	no
Lift	no
Door	914mm / 36”w
Freight Elevator	There are two passenger elevators only, booking required through (Lilit Manukyan,902-809-3006) who will make arrangements with building ops
Other (specify, if any)	53’ trailer can be accommodated

**Table 6 – Installation** (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 \$
A5 A6	4th Floor, 145 Hobson Lake Dr., Bayer's Lake, Halifax, NS, B3S 0J1	January 28, 2022	Normal – note daytime hours are 7am– 3pm however, special arrangements can be made with the landlord	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 7:00 – 15:00 **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**  Not applicable

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

1	<b>Firm Product Total</b> (Table 1)	\$
2	<b>Firm Delivery Total</b> (Table 3)	\$
3	<b>Firm Installation Total</b> (Table 6)	\$
4	<b>Optional Product Total</b> (Table 2)	
5	<b>Optional Delivery Total</b> (Table 4)	
6	<b>Optional Installation Total</b> (Table 7)	
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6)</b> [to be removed at contract award]	\$
8	<b>Contract Price(1+2+3):</b> [applicable at contract award only]	\$
9	<b>Applicable Tax(es):</b> [applicable at contract award only]	\$
10	<b>Total Estimated Cost (8+9):</b> [applicable at contract award only]	\$

\*Applicable taxes extra.

**ANNEX "C" to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX "D"**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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**ANNEX "E"**

**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;
- (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; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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: \_\_\_\_\_

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: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
EB129-221588/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1207  
CCC No./N° CCC - FMS No./N° VME

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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.