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

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

Is this a Manufacturer Product Specific Procurement? *No*

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

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

#### **Step 3. General or PSAB**

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**Terms of the RFB:**

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

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

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. January 5, 2022 b. 14:00 EST
To physical location <i>(if applicable)</i>	The CRA will not be accepting bids submitted to a physical location.
SAP Ariba <i>(if applicable)</i>	The CRA cannot accept bids to be submitted through SAP Ariba.
To e-mail address <i>(if applicable)</i>	The CRA cannot accept bids to be submitted by email.
epost Connect service <i>(if applicable)</i>	<p>BIDDERS ARE TO SUBMIT PROPOSALS TO: Canada Revenue Agency Bid Receiving Unit <a href="mailto:BRUG@cra-arc.gc.ca">BRUG@cra-arc.gc.ca</a></p> <p><b>Bids will not be accepted if emailed directly to this email address. This email address must be used to request that CRA open a Connect conversation, as detailed in Standard Instructions 2003. Bidders must not use their own licensing agreement for Connect to initiate a Connect conversation with CRA.</b></p> <p>Bidders are hereby advised that the Bid Receiving Unit of CRA is available Monday to Friday inclusive, between the hours of 0830 and 1500 EDT, excluding those days that the federal government observes as a holiday.</p> <p>Due to the nature of this solicitation, electronic transmissions of a proposal by facsimile is not considered to be practical and therefore will not be accepted.</p>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Five (5) business days

1.	<b>Terms and Conditions of the Contract</b> The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
c.	<input type="checkbox"/>	<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b> Name: <b>Chelsea Fournier</b> Title: <b>Supply Business Analyst</b> Department/Agency/Crown Corporation: <b>Canada Revenue Agency</b> Address: <b>250 Albert Street, 8<sup>th</sup> floor, Ottawa, ON, K1L 0A5</b> Telephone No.: <b>343-885-1398</b> E-mail address: <a href="mailto:Chelsea.Fournier2@cra-arc.gc.ca">Chelsea.Fournier2@cra-arc.gc.ca</a>	
4.2	<b>Project Authority [To be completed at contract award]</b> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>  <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i> Name: Title: Department/Agency/Crown Corporation: Address: Telephone No.: E-mail address:	
4.3	<b>Contractor's Representative</b> As set out in Annex A, Table 9 below.	
5.	<b>Method of Payment</b> The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following. <input checked="" type="checkbox"/> Single Payment <input type="checkbox"/> Multiple Payment	
6.	<b>Invoicing</b> Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	

	Name of the organization and contact: <i>[To be completed at contract award]</i>
	Email address:
<b>7.</b>	<b>SACC Manual Clauses</b>
	<i>There may be additional clauses that are relevant to the requirement but are not already included in this template.</i>
<b>New</b>	<b>A3080 - COVID-19 vaccination requirement</b>  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.
<b>New</b>	<b>A3081 - COVID-19 vaccination requirement certification</b>  In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the <u>COVID-19 Vaccination Requirement Certification</u> 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.
<b>Supplemental General Conditions:</b> please refer to the WTCM for the full text.	
<b>New</b>	<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.
<b>New</b>	<b>ID 4014</b> - Suspension of the work apply to and form part of the Contract.

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

**Combined Categories Rule:**

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

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

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

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

**Design Upgrade Rule:**

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

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

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

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

**NSA:**

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

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

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

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

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

c.  Category 3 – Metal Filing and Storage Cabinets

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

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Product(s) – Category(ies): \_\_\_\_\_

2. Product and Pricing Tables

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

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

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

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

**Product Category: 1a Interconnecting Panels**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID			
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Q T Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	Refer to Annex C and Floor Plans.			No			\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
All products	Canada Revenue Agency NSTSO-Sydney 47 Dorchester St. Sydney, NS B1P6K3	No later than eight (8) weeks from date of contract award	Normal Business Hours	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**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.					

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or	Supplier will install as per below**	Firm Lot Price \$



			Outside Normal Business Hours *		
All products	Canada Revenue Agency NSTSO-Sydney 47 Dorchester St. Sydney, NS B1P6K3	No later than eight (8) weeks from date of contract award	Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **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.				Installation Total:	\$

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	47 Dorchester Street, Sydney, NS, B1P 7H5
B	Dock	Located at 47 Dorchester Street, back parking lot.
C	Lift	5’ x 5’ 20” 4000lbs
D	Door	8’W x 6’ 11” Clearance
E	Freight Elevator	6’ 2” D x 6’ 8” W x 7’ 4” H 2000lbs
F	Other (specify, if any)	<p>Delivery contact: Primary - Adam Everett (902) 564-7120 <a href="mailto:Adam.Everett@cra-arc.gc.ca">Adam.Everett@cra-arc.gc.ca</a></p> <p>Secondary - Melissa Robertson (902) 564-7389 <a href="mailto:Melissa.Robertson@cra-arc.gc.ca">Melissa.Robertson@cra-arc.gc.ca</a></p> <p>If others unavailable: David Lemoine (902) 564-7121 <a href="mailto:David.Lemoine@cra-arc.gc.ca">David.Lemoine@cra-arc.gc.ca</a></p>
<b>3.</b>	<b>Continuance of Certifications</b>	

	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>
3.1	Integrity Provisions
3.2	Federal Contractor's Program for Employment Equity
3.4	Product Conformance
3.5	Price Certification (In accordance with the SA, Part 6B)

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

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
5	<b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
6	<b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3+7) [to be removed at contract award]</b>	\$
9	<b>Contract Price(1+2+3+7): [applicable at contract award only]</b>	\$
10	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
11	<b>Total Estimated Cost (9+10): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

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

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

**Product Category:6**

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6MMTSMROPL42XXXWNNX		2	No		\$	\$
2	6MTRFTRECL30L72WYYY		10	No		\$	\$
3	6CCTVAOVLL18L36JNXX		1	No		\$	\$
4	6CLTVAREXLW7<36ONXX		8	No		\$	\$
5	6SBATHXXLUW5G19LMNN		3	No		\$	\$
6	6SSOTHXXLUW6XXXQNNY		1	No		\$	\$
7	6STCWRXXLUXXXXXXNNX		6	No		\$	\$
8	6STCWLXXLUXXXXXXNNX		1	No		\$	\$
9	6SMORBXXLU25G19LYNN		2	No		\$	\$
10	6SMPCBXXLU37G19LYNN		2	No		\$	\$
11	6LMMDMWSXDW8XXXXNNN		2	No		\$	\$
<b>**Provide additional information:</b> <i>Additional information will be requested by the lowest cost-compliant bidder.</i>							

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
All products	Canada Revenue Agency NSTSO-Sydney 47 Dorchester St. Sydney, NS B1P6K3	No later than eight (8) weeks from date of contract award	Normal Business Hours	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$

<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>	<p>Delivery Total: \$</p>
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**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
All products	Canada Revenue Agency NSTSO-Sydney 47 Dorchester St. Sydney, NS B1P6K3	No later than eight (8) weeks from date of contract award	Normal Business Hours	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				<p>Installation Total: \$</p>	

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>
<b>2.</b>	<p><b>Canada’s Facilities to Accommodate the Delivery</b></p> <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>
2.1	<b>Loading Dock/Location</b>
A	Location      47 Dorchester Street, Sydney, NS, B1P 7H5
B	Dock      Located at 47 Dorchester Street, back parking lot.

C	Lift	5' x 5' 20" 4000lbs
D	Door	8'W x 6' 11" Clearance
E	Freight Elevator	6' 2" D x 6' 8" W x 7' 4" H 2000lbs
F	Other (specify, if any)	Delivery contact: Primary - Adam Everett (902) 564-7120 <a href="mailto:Adam.Everett@cra-arc.gc.ca">Adam.Everett@cra-arc.gc.ca</a>  Secondary - Melissa Robertson (902) 564-7389 <a href="mailto:Melissa.Robertson@cra-arc.gc.ca">Melissa.Robertson@cra-arc.gc.ca</a>  If others unavailable: David Lemoine (902) 564-7121 <a href="mailto:David.Lemoine@cra-arc.gc.ca">David.Lemoine@cra-arc.gc.ca</a>
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
5	<b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
6	<b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$ Not applicable.
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3)</b> <i>[to be removed at contract award]</i>	\$
9	<b>Contract Price(1+2+3):</b> <i>[applicable at contract award only]</i>	\$
10	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>	\$
11	<b>Total Estimated Cost (9+10):</b> <i>[applicable at contract award only]</i>	\$

\* Applicable taxes extra.

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

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

**ANNEX B  
SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

## ANNEX C FLOOR PLAN(S)

### INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).  
As a minimum the product listing must include the following information:
  - Supplier part numbers including NSA products forming part of this category;
  - brief product descriptions;
  - quantities;
  - firm unit prices
- c) Bidders must provide a stackable panel system that consists of a Base panel with the required add-on module(s) as defined in the panel matrix of this requirement.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

### Category 1a Requirement:

#### 1) Floor Plan(s)

\*\*\*See attached pdf and AutoCAD floor plan\*\*\*

#### 2) Panel Details

- a. All required panel heights: Base Height, Work Surface Privacy Add-on Height, and Seated Privacy Add-on Height;
- b. When power is required, the power is located below work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: Base feed
- d. Component System Accessories: Not applicable

#### 3) Workstation Layout

\*\*\*See attached Workstation Layout\*\*\*

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both.

Workstation consists of

Description of Panels	Quantity
<ul style="list-style-type: none"> <li>• Panel Height: Base Height</li> <li>• Power: Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Width: 762mm (30 in./po)</li> </ul>	5
<ul style="list-style-type: none"> <li>• Panel Height: Base Height</li> <li>• Power: Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Width: 914mm (36 in./po)</li> </ul>	4
<ul style="list-style-type: none"> <li>• Panel Height: Base Height</li> <li>• Power: Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Width: 1524mm (60 in./po)</li> </ul>	3
<ul style="list-style-type: none"> <li>• Panel Height: Seated Privacy Height Add On</li> <li>• Power: Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> <li>• Lower Element 2: Fabric</li> <li>• Upper Element 1: Fabric</li> <li>• Upper Element 2: Fabric</li> <li>• Width: 762mm (60 in./po)</li> </ul>	1
<ul style="list-style-type: none"> <li>• Panel Height: Seated Privacy Height Add On</li> <li>• Power: Powered outlet(s) Below Work Surface</li> <li>• Lower Element 1: Fabric</li> </ul>	1



<ul style="list-style-type: none"><li>• Lower Element 2: Fabric</li><li>• Upper Element 1: Fabric</li><li>• Upper Element 2: Fabric</li><li>• Width: 914mm (36 in./po)</li></ul>	
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**ANNEX D  
COVID-19 VACCINATION REQUIREMENT CERTIFICATION**

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

**COVID-19 Vaccination Requirement Certification**

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

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

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

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

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

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

**Optional**

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

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

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a

right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.