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Public Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

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

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

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

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

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only

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 award of a contract.

For Competitive Requirements when only one bid is received:

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

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

Step 3. General or Procurement Strategy for Indigenous Business (PSIB)

Terms of the RFB:

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
To e-mail address (if applicable)	Danielle.graham@pwgsc-tpsgc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.		Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Danielle Graham
	Title:	Procurement Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada o/a Public Services and Procurement Canada
	Address:	Suite 310 - 269 Main Street, Winnipeg, MB R3C 1B3
	Telephone No.:	204-292-2872 / danielle.graham@pwgsc-tpsgc.gc.ca
	E-mail address:	
4.2	Project Authority <i>[To be completed at contract award]</i>	
	<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:	<i>[To be completed at contract award]</i>
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
		Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing <i>(optional)</i>	

	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>
	Address: <i>[To be completed at contract award]</i>
7.	SACC Manual Clauses
	The period of the contract is 6 months from the last delivery and installation.
New	A3080 - 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.
New	A3081 - COVID-19 vaccination requirement certification 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.
Supplemental General Conditions: <i>please refer to the WTCM for the full text.</i>	
*New	ID 4013 - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.
*New	ID 4014 - Suspension of the work apply to and form part of the Contract.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. IU to complete an Annex A for each category with the exception of the rules specified herein.
2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.

1. Category Selection

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

- 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): 6

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.****

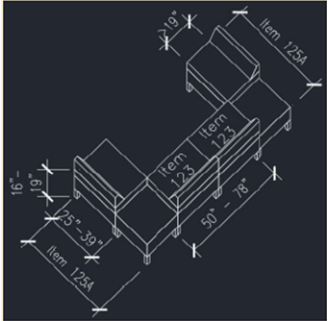
In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 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] \$
Collaboration Tables							
1	Line 323 6CSTVAROPL18XXXJ NXX	18" Round Laminate Side Table, Pedestal, Centre disk or centre base; 14" – 21" H <i>(2 tables in Room 101 and 1 in area 201)</i>	3	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$

2	Line 321 6CSTVAROPL24XXXJ NXX	24" Round Laminate Side Table with Centre disk or centre base 14" – 21" H <i>(rooms 110, 222, 323 & 326)</i>	4	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
Soft Seating and Screens							
3	Line 36 6SBBTWXXLUW3G19 LLNN	Banquette with backrest bolster Two Seater Width 48 to 62 Low-back 2-seater upholstered banquette w/ Backrest Bolster, with Legs, No Privacy Screen, No Armrests, More than 19" D, seat height is 16" – 20" H. Maximum length 198" Must be same model as line item 72 <i>(room 200 (4 ganged together); room 300 (1 - ganged to item 68)</i>	5	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
6	Line 72 6SBBTHXXLUW5G19L MNN	Banquette with backrest bolster Three Seater Width 63 to 75 Mid-back Three-seater upholstered banquette w/ Backrest Bolster, Support: Legs Privacy Screen: No Armrest: No 72" W x >19" D x 16" – 20" H <i>(Rooms 115B (4), 203 (2) and 205 (2))</i>	8	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
4	Line 68 6SBBTHXXLUW5G19L LNN	Low-back 3-seater upholstered banquette w/ Backrest Bolster, with Legs, No Privacy Screen, No Armrests, More than 19" D, seat height is 16" – 20" H; Must be ganged with line item 36 Maximum length; 120" . <i>Room 300</i>	1	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
5	Line 38 6SBBTHXXLUW5G19L MYN	Mid-back upholstered banquette w/ Backrest Bolster, with Legs, and Privacy Screen, No Armrests, More than 19" D, seat height is 16" – 20" H Maximum length; 120" . Must be same model as line item 72 <i>Room 300</i>	1	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$

7	Line 70 6SBBTWXXLUW5G19 LMYN	Mid-back upholstered banquette w/ Backrest Bolster, with Legs, and Privacy Screen, No Armrests, More than 19" D, seat height is 16" – 20" H Maximum length; 120". Must be same model as line item 72 <i>Room 300</i>	1				
8	6SUOPRXXLUXXXXL NNN	Upholstered 18" Round Ottoman, with legs; <i>Open office 124 (3), Open office 208(3), Open office 312 (3) and room 305 (1)</i>	10	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
9	6SUOMRXXLUXXXXL NNN	Upholstered 24" Round Ottoman, with legs; <i>Room 202 (2) and room 305 (1)</i>	3	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
10	6SMORBXXLU25G19L YNN	Modular rectilinear bench upholstered with legs 25 - 39" wide, >19" depth, 16-19" height, with back (can be partial width or full width), no privacy screen, no armrests <i>Room 202 (1) and Room 305 (2) Room 305 below</i>	3	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
							
11	6SMPRBXXLU25G19L YNN	Modular rectilinear bench upholstered with legs 25 - 39" wide, >19" depth, 16-19" height, with attached side table, back (could be full width or partial width), no privacy screen, no armrests <i>(Room 202 (2 x 125B) and Room 305 (1 X 125A)) Same furniture line as item 123</i> (The side table in Item 125A could be the same size or larger than item 125B. The overall length nor width of the table	4	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$

15	rectangular table 54" D x 72" W Collaborative, Laminate, Rectangular Table, Seated Height, with integrated Power/Data (rooms 306 and 329)	2	Yes, cut sheets/line drawing	Series: Model: Part#:	\$	\$
				Product Total	\$	\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
all	CFIA, Megasys Bldg., 115-57 Avenue NE, Calgary AB, T2E 9B2, Canada	asap	[Normal]	_____ : 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>				Delivery Total:	\$

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	CFIA, Megasys Bldg., 115-57 Avenue NE, Calgary AB, T2E 9B2, Canada	asap	[Normal]	_____ : 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	Installation Total:	\$
**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 4 – Optional Product Not Applicable
If applicable, copy/paste/modify from table 1.

Table 5 – Optional Delivery Not Applicable
If applicable, copy/paste/modify from table 2.

Table 6 – Optional Installation Not Applicable
If applicable, copy/paste/modify from table 3.

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

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	1111 – 57th Ave, NE Calgary, AB T2E 9B2
B	Dock	No dock, a loading door at ground level at the back of the building will accommodate delivery
C	Lift	n/a
D	Door	89" x 81"
E	Freight Elevator	front door
F	Other (specify, if any)	Can accommodate a 53ft trailer
3.	Continuance of Certifications	
	<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	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
	Total Evaluated (Bid) Price* (1 + 2 + 3)	\$
	Contract Price(1+2+3): <i>[applicable at contract award only]</i>	\$
	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
	Total Estimated Cost : <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:
		PBN:
	Ariba #:	

**ANNEX B
SECURITY REQUIREMENTS**

There is no security requirement associated with this contract.

**ANNEX C
FLOOR PLAN(S)**

Not used

**ANNEX D
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

This Annex includes the additional Specifications, Certifications associated with NSA product forming part of the requirement.

1. Specifications

Table 1

2. Certifications

.1 NSA Product Conformance

2.1 NSA Product Conformance *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

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 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.