



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

See Section 2.3  
Voir Section 2.3

**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-120001/G.**

**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-120001/G.**

Solicitation No. - N° de la demande  9F030-21-0462	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin :  at – à 14h00 pm (HNE)  on – le 25 janvier 2022	File No. - N° de dossier  9F030-21-0462
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<b>Date of Solicitation – Date de la demande</b>  14 janvier 2022
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  See Section 2, 2.4 Voir Section 2, Article 2.4
<b>Destination</b>  See Annex B Voir Annexe B

**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.

<b>Supplier Name and Address – Nom et adresse du fournisseur</b>
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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Solicitation No. - N° de l'invitation

9F030-21-0462

Client Ref. No. - N° de réf. du client

20210462

Amd. No. - N° de la modif.

File No. - N° du dossier  
9F030-21-0462

Buyer ID - Id de l'acheteur

CSA

CCC No./N° CCC - FMS No./N° VME

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BASIS OF PAYMENT .....20

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security associated with this requirement.

### 1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this solicitation. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this solicitation.

The requirement is detailed under Annex A of the resulting contract clauses.

### 1.3 General or Procurement Strategy for Indigenous Business (PSIB)<sup>1</sup>

This requirement is a:

General Stream Procurement

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

**PSIB Stream Procurement**

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.

### 1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.5 Epost Connect service

This bid solicitation allows Bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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<sup>1</sup> Procurement Strategy for Indigenous Business (PSIB) replaces Procurement Strategy for Aboriginal Business (PSAB)

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

### 2.2 Clauses of the SACC

The [2003 \(2020-05-28\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

[Section 1.2003 - Standard Instructions - Goods or Services - Buyandsell.gc.ca](#)

### 2.3 Submission of Bids

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically.

#### Bids must be submitted ONLY:

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

**Epost connect service information: Section 08 (2019-03-04)** Transmission by facsimile or by epost Connect of document **2003 (2020-05-28)** – Standard Instructions - Goods or Services - Competitive Requirements

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

Or

- ❖ By fax at 819-997-9776

at the date, time and place indicated on the front page of this bid solicitation.

**DO NOT COPY THE CONTRACTING AUTHORITY**

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than 3 calendar days** before the bid closing date by email to [melanie.seguin@asc-csa.gc.ca](mailto:melanie.seguin@asc-csa.gc.ca). 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.

## 2.5 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.

## 2.6 Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately sections as follows:

**Section I:** Technical Bid

**Section II:** Financial Bid

**Section III:** Certifications

Prices must appear in the financial offer 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 their bid.

- a) use a numbering system that corresponds to that of the Request for proposal
- b) total number of pages for the Technical Bid should not exceed 50 pages, including cover pages and blank pages if applicable, but excluding resumes and letters of commitment (if applicable).

❖ **If Submitted by** epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 separate documents

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

## Section III: Certifications

Bidders must submit the certifications 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.

### **4.2 Financial Evaluation**

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

### **4.3 Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Additional Information**

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

#### **5.1.2 Product Conformance**

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

#### **5.1.3 Continuance of Certifications**

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

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

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

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

### **5.2.2 Additional Certifications Precedent to Contract Award**

#### **5.2.3. Price Certification**

This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2021-12-02) General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid* at the contract award)

### 6.2 Security Requirements

There is no security requirement applicable to the Contract.

#### 6.2.1 Requirement

The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a :

General Stream

PSIB<sup>2</sup> Stream

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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<sup>2</sup> Procurement Strategy for Indigenous Business (PSIB) replaces Procurement Strategy for Aboriginal Business (PSAB)

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### 6.3.1 General Conditions

2010A (2021-12-02) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."  
Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety  
Inserted: as follows:  
2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."  
All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card

### 6.4 Term of Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

#### 6.4.1 Delivery Date

All the deliverables must be received as indicated at Annex B, no later than March 31<sup>st</sup>, 2022, if possible.

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

#### 6.4.2 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

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### 6.4.3 Delivery and Installation Points Location(s)

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

#### **No Installation is required by the supplier.**

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mélanie Séguin

#### **Procurement and Contract Administration**

Canadian Space Agency

6767 route de l'Aéroport

Saint-Hubert, QC

Canada J3Y 8Y9

Telephone: 438-364-1399

E-Mail: [melanie.seguin@asc-csa.gc.ca](mailto:melanie.seguin@asc-csa.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(to be completed at contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: *(to be completed at contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Payment

#### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price, as specified in Annex B – Basis of Payment, for a cost of \$\_\_\_\_\_ *(to be filled in only at contract award)*. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.6.2 Method of Payment – Multiple Payments

Canada will pay the Contractor milestone payments for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) all work associated with the milestone and, as applicable, any deliverable required have been completed and accepted by Canada.

#### 6.6.3 SACC Manual Clauses

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

#### 6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

## **6.7 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
- (b) a copy of the monthly progress report.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY  
**9F030 – FINANCIAL SERVICES**  
Security and Facilities

**BY E-MAIL :** [asc.facturation-invoicing.csa@canada.ca](mailto:asc.facturation-invoicing.csa@canada.ca)

One (1) copy must be forwarded to the Project Authority

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



## 6.9 Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

## 6.10 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

## 6.11 Canada's Facilities to Accommodate the Delivery

The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.

During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule

## 6.12 Standard finishes

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

## 6.13 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods  
SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations  
SACC Manual clause [B4003T](#) (2011-05-16) Canadian General Standards Board – Standards  
SACC Manual clause [B6802C](#) (2007-11-30), Government Property  
SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

**ANNEX A  
 REQUIREMENT**



<b>CHAIR TYPE</b>	<b>QTY:</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) <i>Recommended with Standard Back Height</i> <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>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	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.) <input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)	
<b>F</b>	<b>Seat Width</b>	<u>Refer to chair type above</u> Rotary chairs and stools = min. width of 450 mm (17.7in.) Rotary Large Occupant models = min. width of 560 mm (22.0 in.)		
<b>G</b>	<b>Seat Height</b> choose <b>ALL</b> that are acceptable	<b>Rotary Chair</b>	<input checked="" type="checkbox"/> Adjustable	<input 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 = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	

		<i>Rotary Stool with backrest</i>	<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>	<i>Tilt Mechanism</i> choose <b>only 1</b>	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
<b>I</b>	<i>Seat and Backrest Locks</i> choose <b>ALL</b> that are acceptable	<input type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight <input checked="" type="checkbox"/> Multiple Positions = chair locks or stops at multiple positions (including setup position)	
<b>J</b>	<i>Casters</i>	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
<b>L</b>	<i>Foot Ring</i>	Standard with stool models only	
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose <b>ALL</b> that are acceptable	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
	<b>Additional Criteria:</b>	<p><i>If applicable, can be added providing it does not contradict the RFSA Technical Specifications</i></p> <ul style="list-style-type: none"> <li>➤ <i>IUs must define any additional criteria that are justifiable for the specific needs of their requirement.</i></li> <li>➤ <i>refer to Solicitation Example on furniture website for example wording for commonly requested additional criteria</i></li> <li>➤ <i>Additional Criteria must be generic and not Supplier specific</i></li> </ul>	

**ANNEX B  
 BASIS OF PAYMENT**

**1. Procurement Strategy**

Subcategory Procurement

All-inclusive Procurement

**2. Product and Pricing**

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 1, 2 and 6. **Bidders must provide a complete product offering for each Subcategory or All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**BIDDER TO COMPLETE SECTION B – SUPPLIER’S BID IN ITS ENTIRETY.**

**SUBCATEGORY**

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

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Chair (See Annex A)	175		\$	\$
				Subtotal:	\$

**Table 2 – 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	6767 Route de l'Aéroport, Saint-Hubert, Québec, J3Y 8Y9	(2022-03-31)	<i>Normal Business Hours</i>	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours are 8:00 – 17:00 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.			Subtotal for Deliveries:		\$

**Table 3 - Canada's Facilities to Accommodate the Delivery**

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	6767 Route de l'Aéroport, Saint-Hubert, Québec, J3Y 8Y9 **Delivery to the loading dock which is located at the back of the building on the first floor. ** We have all the handling equipment for unloading at our warehouse**. No installation is required by the supplier
Dock	Yes
Lift	Yes
Door	Yes
Freight Elevator	Yes
Other (specify, if any)	

**Table 4 – Installation** (Standard Lead time is between 6-10 weeks for furniture delivery and installation)

**NO INSTALLATION IS REQUIRED BY THE SUPPLIER**

**Table 5 - 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 3)	\$
4	<b>Total Evaluated (Bid) Price*</b> (1 + 2 + 3 + 4 + 5 + 6) <i>[to be removed at contract award]</i>	\$
5	<b>Contract Price(1+2+3):</b> <i>[applicable at contract award only]</i>	\$

Solicitation No. - N° de l'invitation

9F030-21-0462

Client Ref. No. - N° de réf. du client

20210462

Amd. No. - N° de la modif.

File No. - N° du dossier

9F030-21-0462

Buyer ID - Id de l'acheteur

CSA

CCC No./N° CCC - FMS No./N° VME

6	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>	\$
7	<b>Total Estimated Cost (8+9):</b> <i>[applicable at contract award only]</i>	\$

\*Applicable taxes extra.

**Table 6 – Bidder's Authorized Representative**

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