



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Name: Sonia Gauthier
Title: Procurement and Contracting Officer
Department: Innovation, Science and Economic
Development Canada
Telephone: 819-664-7267
E-mail address: sonia.gauthier@ised-isde.gc.ca

**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 ISED201782	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à 2pm - 14h on – le: <i>February 23rd , 2022 -23 février, 2022</i> See Section 2.3 - Voir Section 2.3	File No. - N° de dossier
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Date of Solicitation – Date de la demande February 14th, 2022 Le 14 février 2022
Address inquiries to – Adresser toute demande de renseignement à : See Section 6, Article 6.5.1. Voir Section 6, Article 6.5.1
Destination 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.

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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement.

Contractor may be escorted; possession of a security clearance not required.

1.2 Requirement

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

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

1.3 General or Procurement Strategy for Indigenous Business (PSIB)¹

This requirement is a:

General Stream Procurement

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

1.4 Debriefings

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

1.5 COVID-19 vaccination requirement (A3080T *NEW*)

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

2.2 Submission of Bids

Bid Receiving Unit/date

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated in the bid solicitation.”

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PARTIE 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications and Additional Information

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

Section III: Certifications and Additional Information

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

3.1.1 Exchange Rate Fluctuation

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory Technical Criteria (MTC)		
Criteria #		MET/ NOT MET & COMMENTS
MTC 1	<p>The Bidder must provide all chairs in black and/or black textile pattern.</p> <p>To demonstrate compliance with MTC 1, the Bidder must submit a drawing or picture of the color and/or textile pattern.</p> <p>Support must be submitted in PDF, word or excel and must be readable by Canada as part of technical bid.</p>	

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

4.2 Basis of Selection

SACC Manual clause [A0031T \(2010-08-16\)](#) Mandatory Technical Criteria
 SACC Manual clause [A0069T \(2007-05-25\)](#) Basis of Selection

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 COVID-19 vaccination requirement certification (A3081T (2021-11-29*NEW*))

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

6.2 Requirement

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

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

6.2.2 This requirement is a

General Stream

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

Section 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

6.3.2 Supplemental General Conditions

ID 4013 (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

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

ID 4014 (2021-11-29) Suspension of the work apply to and form part of the Contract.

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) *[insert section entitled "Default by the Contractor"]* _____ or *[insert section entitled "Termination for convenience"]* _____ of general conditions _____.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

SACC Manual clause [A9022C](#) (2007-05-25)

The period of the Contract is from date of Contract award to April 30, 2022 inclusive

6.4.3 Delivery Date

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

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

6.4.4 Shipping Instructions

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

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

6.4.5 Delivery and Installation Points Location(s)

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sonia Gauthier
Title: Procurement and Contracting Officer
Department: Innovation, Science and Economic Development Canada
Address: 50 Victoria, Gatineau, QC, K1A 0C9
Telephone: 819-664-7267
E-mail address: sonia.gauthier@ised-isde.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 Contractors 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 a *firm price*, as specified in Annex B – Basis of Payment, for a cost of \$_____ *(to be filled in only at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple payments

6.7 Invoicing Instructions *(to be completed at contract award)*

SACC Manual clause H5001C (2008-12-12) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. The original copy must be forwarded to the following address for certification and payment.

_____ *(Insert the name of the organization)*

_____ *(Insert the address of the organization)*

_____ *(Insert the email address)*

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2021-12-02)– General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex D, COVID-19 Vaccination Requirement Certification and ;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on _____ *" or "*, as amended on _____ *" and insert date(s) of clarification(s) or amendment(s)*).

6.11 Access to Facilities and Equipment

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

6.12 Canada's Facilities to Accommodate the Delivery

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

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

6.13 Standard finishes

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

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

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

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

6.14 SACC Manual Clauses

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

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

SACC Manual clause [B6802C](#) (2007-11-30), Government Property

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

ANNEX A REQUIREMENT

Table A1: Rotary Chair Type 1 – Regular



<p>CHAIR TYPE Type 1</p> <p>Office Chair - Regular</p>	<p>QTY: 39</p> 
<p><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</p>	

IMPORTANT:

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

Criteria	Instructions	Requirement Choices	
A	Headrest choose only 1	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No	
B	Backrest Height choose only 1	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)	
	Backrest Profile choose only 1	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = all profiles except Round or Oval	
C	Lumbar Support choose ALL that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____	
		<input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat	
D	Armrests choose ALL that are acceptable	<u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input 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	
E	Seat Depth choose ALL that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)	
		<input type="checkbox"/> Fixed <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)
<input type="checkbox"/> 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.)			

F	Seat Width	<i>Refer to chair type above</i> <i>Rotary chairs and stools = min. width of 450 mm (17.7in.)</i> <i>Rotary Large Occupant models = min. width of 560 mm (22.0 in.)</i>	
G	Seat Height <i>choose ALL that are acceptable</i>	Rotary Chair	<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.)
		Rotary Stool with backrest	<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)
H	Tilt Mechanism <i>choose only 1</i>	<input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
I	Seat and Backrest Locks <i>choose ALL that are acceptable</i>	<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)	
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
L	Foot Ring	<i>Standard with stool models only</i>	
Finishes (Upholstery / Non-Upholstery) <i>choose ALL that are acceptable</i>		Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

Table A2: Rotary Chair Type 2 – Large



CHAIR TYPE Type 2 Office Chair – Large	QTY: 5 
<input type="checkbox"/> Rotary Chair (up to 275 lbs) <input checked="" type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

IMPORTANT:

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

Criteria <i>Instructions</i>	Requirement Choices			
A Headrest <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No			
B Backrest Height <i>choose only 1</i>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
B Backrest Profile <i>choose only 1</i>	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = all profiles except Round or Oval			
C Lumbar Support <i>choose ALL that are acceptable</i>	Adjustable <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests <i>choose ALL that are acceptable</i>	Adjustable <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			
E Seat Depth <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr> <td style="padding: 2px;"><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
F Seat Width	<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.)			

G	Seat Height choose ALL that are acceptable	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <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.)
		Rotary Stool with backrest	<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)
H	Tilt Mechanism choose only 1	<input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
I	Seat and Backrest Locks choose ALL 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)	
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
L	Foot Ring	Standard with stool models only	
	Finishes (Upholstery / Non-Upholstery) choose ALL that are acceptable	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

Table A3: Rotary Chair Type 3 – Touchdown



CHAIR TYPE Type 3 Touchdown	QTY: 10 
<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:

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Criteria <i>Instructions</i>	Requirement Choices			
A Headrest <i>choose only 1</i>	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No			
B Backrest Height <i>choose only 1</i>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
B Backrest Profile <i>choose only 1</i>	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = all profiles except Round or Oval			
C Lumbar Support <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input checked="" type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input checked="" type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input 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			
E Seat Depth <i>choose ALL that are acceptable</i>	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
F Seat Width	<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.)			

G	Seat Height choose ALL that are acceptable	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <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.)
		Rotary Stool with backrest	<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)
H	Tilt Mechanism choose only 1	<input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
I	Seat and Backrest Locks choose ALL 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)	
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
L	Foot Ring	Standard with stool models only	
	Finishes (Upholstery / Non-Upholstery) choose ALL that are acceptable	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

Table A4: Rotary Chair Type 4 – Stool Touchdown



CHAIR TYPE Type 4 Stool Touchdown	QTY: 4
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

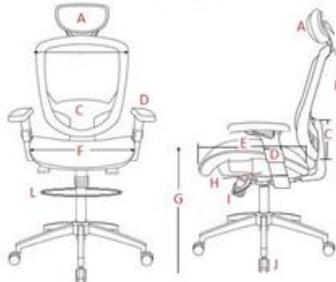
IMPORTANT:

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

Criteria Instructions	Requirement Choices			
A Headrest choose only 1	<input type="checkbox"/> Yes – Adjustable and Removable (if applicable, indicate type of adjustment in additional criteria below) Recommended with Standard Back Height <input checked="" type="checkbox"/> No			
B Backrest Height choose only 1	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
B Backrest Profile choose only 1	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = all profiles except Round or Oval			
C Lumbar Support choose ALL that are acceptable	Adjustable <input checked="" type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests choose ALL that are acceptable	Adjustable <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			
E Seat Depth choose ALL that are acceptable	<input checked="" type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input type="checkbox"/> Fixed <table border="1" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
F Seat Width	<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.)			

G	Seat Height <i>choose ALL that are acceptable</i>	Rotary Chair <input type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	<input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = <u>Must offer range of counter height</u>
		Rotary Stool with backrest <input checked="" type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)	
H	Tilt Mechanism <i>choose only 1</i>	<input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
I	Seat and Backrest Locks <i>choose ALL that are acceptable</i>	<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)	
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
L	Foot Ring	Standard with stool models only	
	Finishes (Upholstery / Non-Upholstery) <i>choose ALL that are acceptable</i>	Backrest	<input type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

Table A5: Rotary Chair Type 5 – Boardroom Chair



CHAIR TYPE Type 5 Boardroom chair	QTY: 12 
<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:

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Criteria <i>Instructions</i>	Requirement Choices			
A Headrest <i>choose only 1</i>	<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 Backrest Height <i>choose only 1</i>	<input checked="" type="checkbox"/> Standard = height between 450 mm (17.7 in.) to 660 mm (26.0 in.) <input type="checkbox"/> High = height greater than 660 mm (26.0 in.) <input type="checkbox"/> No preference = minimum height of 450mm (17.0 in.)			
B Backrest Profile <i>choose only 1</i>	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = all profiles except Round or Oval			
C Lumbar Support <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat			
D Armrests <i>choose ALL that are acceptable</i>	<u>Adjustable</u> <input type="checkbox"/> Height adjustable = min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.) <input type="checkbox"/> Width adjustable = within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.) <input type="checkbox"/> Pivot adjustable = min. 20 degrees inward and min. 10 degrees outward <input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None			
E Seat Depth <i>choose ALL that are acceptable</i>	<input type="checkbox"/> Adjustable = min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.) <input checked="" type="checkbox"/> Fixed <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</td> </tr> <tr> <td><input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)</td> </tr> </table>	<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)	<input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)	<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)
<input type="checkbox"/> Shallow = 380 mm (15.0 in.) to 420 mm (16.5 in.)				
<input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)				
<input type="checkbox"/> Deep = greater than 460 mm (18.1 in.)				
F Seat Width	<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.)			

G	Seat Height <i>choose ALL that are acceptable</i>	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____ <input type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)
		Rotary Stool with backrest	<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)
H	Tilt Mechanism <i>choose only 1</i>	<input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference	
I	Seat and Backrest Locks <i>choose ALL that are acceptable</i>	<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)	
J	Casters	<input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface	
L	Foot Ring	Standard with stool models only	
	Finishes (Upholstery / Non-Upholstery) <i>choose ALL that are acceptable</i>	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)
		Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Other = _____ <input type="checkbox"/> Breathable material (Mesh)

**ANNEX B
 BASIS OF PAYMENT**

1. Procurement Strategy

Subcategory Procurement

2. Product and Pricing

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

SUBCATEGORY

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 – Type 1 Office Chair – Regular	39		\$	\$
A2	Rotary Chair – Type 2 Office Chair – Large	5			
A3	Rotary Chair – Type 3 Touchdown	10			
A4	Rotary Chair – Type 4 Touchdown Stool	4			
A5	Rotary Chair – Type 5 Boardroom Chair	12			
				Subtotal	\$
Non Supply Arrangement (NSA) products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an All Inclusive Procurement). The Supply Arrangement Holder signs and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.					

Table 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	165 Hotel de Ville street (building Portage II), Floor 23, Gatineau, Québec J8X 0A3	2022-03-31 <i>If possible</i>	<i>Normal Business Hours</i>	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
A2	165 Hotel de Ville street (building Portage II), Floor 23, Gatineau, Québec J8X 0A3	2022-03-31 <i>If possible</i>	<i>Normal Business Hours</i>	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	
A3	165 Hotel de Ville street (building Portage II), Floor 23, Gatineau, Québec J8X 0A3	2022-03-31 <i>If possible</i>	<i>Normal Business Hours</i>	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	
A4	165 Hotel de Ville street (building Portage II), Floor 23, Gatineau, Québec J8X 0A3	2022-03-31 <i>If possible</i>	<i>Normal Business Hours</i>	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	
A5	165 Hotel de Ville street (building Portage II), Floor 23, Gatineau, Québec J8X 0A3	2022-03-31 <i>If possible</i>	<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. <i>(Instruction to IUs: Add/remove rows as needed)</i>				Subtotal for Deliveries:	\$

Table 3 - Canada's Facilities to Accommodate the Delivery

Canada's Facilities to Accommodate the Delivery	
Garage door #1	
Loading Dock/Location	<i>165 Hotel de Ville street</i>
Dock	<i>Yes, 165 Hotel de Ville</i>
Lift	<i>Yes (at the dock) 6' wide</i>
Door	<i>[Size – 11' x 21']</i>
Freight Elevator	<i>Yes [165 Hotel de Ville street] (Size - 8'-0" x 9'-0" x 7'-0")</i>
Other (specify, if any)	<i>Hours of operation are from 8 a.m. to 14:30 p.m. This loading dock can accommodate a 53' delivery van.</i>

Canada's Facilities to Accommodate the Delivery	
Garage door #2	
Loading Dock/Location	<i>165 Hotel de Ville street</i>
Dock	<i>Yes, 165 Hotel de Ville</i>
Lift	<i>Yes (at the dock) 6' wide</i>
Door	<i>[Size – 11' X 12.5']</i>
Freight Elevator	<i>Yes [165 Hotel de Ville street] (Size - 8'-0" x 9'-0" x 7'-0")</i>
Other (specify, if any)	<i>Hours of operation are from 8 a.m. to 14:30 p.m. This loading dock can't accommodate a delivery truck more than 5 tons.</i>

Table 4 - Bid Evaluation and Contract Total for _____
(Canada may complete if not completed by the Bidder)

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

*Applicable taxes extra.

Table 5 – Bidder's Authorized Representative

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

Solicitation No. - N° de l'invitation
XXXXXX-XXXXXX/X
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

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

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

ANNEX C
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS FOR NSA PRODUCT(S)

This Annex includes the additional Specifications, Certifications associated with NSA product. *(if applicable)* forming part of the requirement.

1. Specifications

IU to include, if applicable, additional information above the generic specifications at Annex A of the RFP such as testing and performance requirements, finishes, etc.

2. Certifications

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 of the RFP, and meet the testing and performance requirements found at ANNEX A 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. 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 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.