



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

Via email to / par courrier électronique à:
Jacques.Cyr@international.gc.ca

STANDARD REQUEST FOR BID

INVITATION A SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande :	Amendment No. - N° de modification
23-222202	N/A

Solicitation closes – La demande prend fin :	File No. - N° de dossier
At – à 14 :00 (EDT)	23-222202
On – le 27th, July 2022	

Date of Solicitation – Date de la demande
July 15th, 2022
Address inquiries to – Adresser toute demande de renseignement à :
Jacques Cyr (613)791-6618 Jacques.Cyr@international.gc.ca
Destination :
See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

Supplier Name and Address – Nom et adresse du fournisseur

All Conforming Suppliers under Supply Arrangement / Fournisseurs conformes en vertu de l'arrangement en matière d'approvisionnement : E60PQ-140003/.../PQ.
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 : _____



TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. Competitive or Non-Competitive

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

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

Step 2. General or PSIB

Terms of the RFB:

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.



Security Requirement:

Contractor may be escorted by authorized government employees to perform the work on the site.
Possession of a security clearance is not required.

Bid Evaluation

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

RFB Issued to:	
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: E60PQ-140003/.../PQ
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Global Affairs Canada Jacques Cyr
RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. July 27, 2022 b. 14:00 (eastern daylight time)
To e-mail address:	Jacques.Cyr@international.gc.ca
RFB Enquiries:	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days prior to the RFB closing date.

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
	a.	<input checked="" type="checkbox"/> Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	<input type="checkbox"/> Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input type="checkbox"/> There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	



4.1	Contracting Authority (IU)	
	Name:	Shenny Dai
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	Global Affairs Canada
	Address:	200 Promenade du Portage, Gatineau, QC K1A 0G4
	Telephone No.:	613-791-6782
	E-mail address:	Shenny.Dai@international.gc.ca
4.2	Project Authority [To be completed at contract award]	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	
7.	SACC Manual Clauses	
Supplemental General Conditions:		
*New	ID 4013 - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.	
*New	ID 4014 - Suspension of the work apply to and form part of the Contract.	



**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

Combined Categories Rule:

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

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

Category 1

Category 2

Category 5

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

Design Upgrade Rule:

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

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

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

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

NSA:

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

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

a. Category 1 – Interconnecting Panels and Freestanding Systems

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

Category 1b – Supporting components and freestanding furniture



RULE: Metal Storage

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

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products
- c. Category 3 – Metal Filing and Storage Cabinets

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

- d. Category 4 – Wood Veneer – Freestanding Products
- e. Category 5 – Ancillary and Lighting Products
- f. Category 6 - Support Space – Collaborative Furniture

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

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

- g. NSA Product(s) – Category(ies): ____1b_____

2. Product and Pricing Tables

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

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

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

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



Product Category(ies):

Table 1.1 – Product of Category 1, 2 and 5

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 1A							
Refer to Annex C and Floor Plans.							\$
Category 1B							
1	1bFFHREG24L42WNOLNY	<u>Freestanding System, Fixed Height Work Surfaces</u> (Laminate), Rectangular, C Legs, No Privacy Screen and Material, Laminate Modesty Panels, With Grommets, max 1067mm (42”) length X 610mm (24”) depth	15			\$	\$
2	1bFFHREG24L48WNOLNY	<u>Freestanding System, Fixed Height Work Surfaces</u> (Laminate), Rectangular, C Legs, No Privacy Screen and Material, Laminate Modesty Panels, With Grommets, max 1219mm (48”) length X 610mm (24”) depth	6			\$	\$
3	1bFFHREG24L60WNOLNY	<u>Freestanding System, Fixed Height Work Surfaces</u> (Laminate), Rectangular, C Legs, No Privacy Screen and Material, Laminate Modesty Panels, With Grommets, max 1524mm (60”) length X 610mm (24”) depth	2			\$	\$
4	1bHHOLS15L42XXXXXX	<u>Hutches and Overheads, Hutch Open, Laminate, Surface Mount with Gables, 381mm (15”) depth X 1067mm (42”) length X N/A Height</u>	4			\$	\$
5	1bHHOLS15L60XXXXXX	<u>Hutches and Overheads, Hutch Open, Laminate, Surface Mount with Gables, 381mm (15”) depth X 1524mm (60”) length X N/A Height</u>	2			\$	\$



Category 2							
6	2WSSREXXL30L60BELXX	Individual Height Adjustable Work Surface, Sit Stand, Rectangular, Laminate, Electric Controls, 762mm (30") depth X 1524mm (60") length X 584mm (23") to 1236mm (48.7") height	6			\$	\$
Category 5 (Support surface for keyboard and mouse – only)							
7	5TLTDSKBAACPWRXXXXX	Ancillary Product, Task light, Desk base, AC Power	29			\$	\$
8	5PMOWKSMTACUSBXXXXX	Ancillary Product, Power module, Work surface mounted, AC and USB power	29			\$	\$
**Provide additional information:							
Canada may request bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							

Table 1.2 – Delivery of Category 1, 2 and 5

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 - 10	Storage site (to be confirmed and arranged with the winning supplier)	Before 2022-10-17 No later than 2022-11-07	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	Storage will not to be included in this solicitation, and will be confirmed at the time of delivery.
	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Date to be confirmed in October 2022	Normal		
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.					

Table 1.3 – Installation of Category 1, 2 and 5

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$



1 - 10	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Before 2022-11-18	Normal	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

Table 2.1 – Product of Category 3

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID			
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
11	3LSL1HXXPM12D20XHXX	<u>Storage Locker</u> One high, Painted Metal, Keyed 305mm(12”) x 508mm(20”) <i>*please include rod</i>	6			\$	\$
**Provide additional information: Canada may request bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							

Table 2.2 – Delivery of Category 3

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 2.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
11	Storage site (to be confirmed and arranged with the winning supplier)	Before 2022-10-17 No later than 2022-11-07	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	Storage will not to be included in this solicitation, and will be confirmed at the time of delivery.



12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Date to be confirmed in October 2022	Normal		
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>			Delivery Total:	\$

Table 2.3 – Installation of Category 3

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 2.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
11	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Before 2022-11-18	Normal	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

Table 3.1 – Product of Category 6

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
12	6MMTSMROPL36XXXWNNX	<u>Meeting and Training Room Tables</u> Meeting, Small, Round, Laminate, Pedestal, No power 914mm (36") dia. X 737mm (29")H	2			\$	\$
13	6MMTSMROPL48XXXWNNX	<u>Meeting and Training Room Tables</u> Meeting, Small, Round, Laminate, Pedestal, No power	1				



		1219mm (48") dia. X 737mm (29")H					
14	6MMTSMSQL30L30WNNX	<u>Meeting and Training Room Tables</u> Meeting, Small, Square, Laminate, Pedestal, No power 762mm (30") width X 762mm (30") length X 737mm (29")H	6				
15	6CLTVAREXLW7<36ONXX	<u>Collaborative Tables</u> Lap Top Table, Rectangular, Laminate, max 457mm (18") depth X max 914mm (36") length X max 660mm (26") height	3				
16	6SBBINXXLUW1G19LMNY	<u>Soft Seating</u> Banquette with backrest bolster, Individual, Upholstered, Legs, Mid Back, Privacy Screens: NO, Armrest: YES 610mm – 787mm (24"-31")W x min 482mm (19")D x 406mm-508mm (16"-20")H	1				
17	6SBBINXXLUW1G19LMNN	<u>Soft Seating</u> Banquette with backrest bolster, Individual, Upholstered, Legs, Mid Back, Privacy Screens: NO, Armrest: NO 610mm – 787mm (24"-31")W x min 482mm (19")D x 406mm-508mm (16"-20")H	3				
18	6SBBTWXXLUW3G19LMNY	<u>Soft Seating</u> Banquette with backrest bolster, Two Seater, Upholstered, Legs, Mid Back, Privacy Screens: NO, Armrest: YES 1219mm – 1575mm (48"-62")W x min 482mm (19")D x 406mm-508mm (16"-20")H	1				
19	6STCWRXXLUXXXXXXNNX	<u>Soft Seating</u> Tablet Chairs, With Armrest – Right, Upholstered, legs	3				
20	6KKCSAxxLP16XXMOYX	<u>Kitchenette Seating</u> Kitchenette Chairs, Standard Height, 4 legs, Bent Plywood, Without Armrest, seat cushion: YES Min 406mm (16") seat depth X 432mm-508mm (17"-20") Height	12				

****Provide additional information:**

Canada may request bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

Table 3.2 – Delivery of Category 6

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 3.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$



12-20	Storage site (to be confirmed and arranged with the winning supplier)	Before 2022-10-17 No later than 2022-11-07	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	Storage will not to be included in this solicitation, and will be confirmed at the time of delivery.
	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Date to be confirmed in October 2022	Normal		
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized 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.				Delivery Total:	\$

Table 3.3 – Installation of Category 6

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 3.1	Location	Desired Date of Completion** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
12-20	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6	Before 2022-11-18	Normal	_____ : weeks from date of supply and delivery <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

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



A	Location	12 York Street, Suite 200 Second Floor Ottawa, ON, Canada K1N 5S6
B	Dock	No Loading Dock
C	Lift	Exists Weight capacity: 2500lbs WxDxH: 75" x 47" x 90"
D	Door	Elevator Door: WxH: 42" x 84" Front door is 32"
E	Freight Elevator	None, use regular elevator mentioned above
F	Other (specify, if any)	If the front door and elevator are not large enough, your furniture may have to be brought in through the second story window at the side of the building (18 York). Please advise if this will be necessary as we need to receive approval from the property manager.
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	



Table 5 - Bid Evaluation and Contract Total

(Canada may complete if not completed by the Bidder)

1	Firm Total (Product, Delivery & Installation) for Category 1, 2 & 5 (Table 1.1 + 1.2 + 1.3)	\$
2	Hardware Total for Category 1, 2 & 5, as per article 1.5 of Annex A-1 of SA	\$
3	Total Evaluated Bid Price for Category 1, 2 & 5	\$
4	Firm Total (Product, Delivery & Installation) for Category 3 (Table 2.1 + 2.2 + 2.3)	\$
5	Hardware Total for Category 3 as per article 1.5 of Annex A-1 of SA	\$
6	Total Evaluated Bid Price for Category 3	\$
7	Firm Total (Product, Delivery & Installation) for Category 6 (Table 3.1 + 3.2 + 3.3)	
8	Hardware Total for Category 6 as per article 1.5 of Annex A-1 of SA	
9	Total Evaluated Bid Price for Category 6	\$
10	Total Evaluated (Bid) Price* (3 + 6 + 9)	\$
9	Contract Price: <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Contract Value (9 + 10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

**Storage of product items will be required and will be coordinated between Project Authority and Contractor before delivery and installation.

***Upon contract award, service of storage of the products will be arranged between GAC and Contractor.

****All the produced furniture items must be inspected by the Project Authority at the storage site. The date of such inspection will be coordinated between the supplier / contractor and the Project Authority.

3. Basis of Payment

The contractor will be paid by two individual payments in 30 days after receipt of the goods / services and the invoice on the specified conditions:

- a). The 1st payment is based on the delivery of the products and will be made conditional that all the ordered and produced furniture items have been inspected and accepted by the Project Authority in according with the requirements in the contract.
- b). The 2nd payment – remaining payment will be made on the condition that the delivery and installation of all the ordered furniture items have been completed and accepted by the Project Authority in accordance with the requirements in the contract.

Table 6 – Bidder’s Authorized Representative

1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		PBN:
	Ariba #:	



ANNEX C FLOOR PLAN(S)

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

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

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

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

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

Categories other than Category 1a shown on the floor plan will be for information purposes only. Optional quantities may be shown on floor plans or in the optional tables in Annex A.

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf and/or AutoCAD floor plan

As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:

- a) All and only the required furniture (sizes and dimensions must be accurate in the plan);
- b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) Workstations and room numbers;
- d) Indications of Panel Matrices (which panels are powered, non-powered, panels with glazed elements, etc) or include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) for every station variances.
- e) Indications of power feed locations;
- f) Electrical outlet locations within workstations;
- g) Telecommunications/data symbols;
- h) Lighting components requirements;
- i) Clearly indicate which work surfaces are freestanding height adjustable and which surfaces are panel hung, if applicable and only for information purposes.



2) Panel Details

As a minimum, the IU must identify the following product information below for requirements containing panel matrices or on the Workstation Layouts: a paper sorter, a tray, a bin, a telephone holder (etc.) (refer to full SA specifications for the information).

- a. All required panel heights: [Seated Privacy Add-on Height](#);
- b. When power is required, the power is located [below](#) work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed : [Power Pole](#).
- d. Component System Accessories:
 1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan Accessories attached to the panel separately must be specified. (No accessory rails)
 2. When Accessory rails are required, the accessories must be specified: [N/A](#)

3) Panel Matrix or Workstation Layout

****See attached Panel Matrix or Workstation Layout****

**** IU MUST INCLUDE PANEL MATRICES OR WORKSTATION LAYOUTS AS AN ATTACHMENT****

a. Panel Matrix

As a minimum, the IU must identify each panel matrix within the requirement. Each panel matrix must identify the element types required. Each panel matrix must use the terminology from the Category 1 CST to identify the required element types (for example: air flow, fabric, plastic laminate, etc.)

Each panel matrix must be identified on the floor plan so that Bidders may accurately prepare bids in response to this RFB.

Panel Matrix – refer to the floor plan / AutoCAD

b. Workstation Layout(s)

Workstation Layouts include the following information listed in item #1- Floor Plan(s), instructions a, e, f, g, h, and i.

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.



**ANNEX D
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

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

1. Specifications

Please refer to the NSA product requirement specified in Annex A.

2. Certifications

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

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

Supplier's Signature

Date

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

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

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