



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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Office of the Auditor General of Canada Bureau du vérificateur général du Canada E-mail/Courriel: suppliers@oag-bvg.gc.ca
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Date of Solicitation – Date de la demande
Address inquiries to – Adresser toute demande de renseignement à : Name/Nom: Marie-Claude Savard Email/Courriel : suppliers@oag-bvg.gc.ca
Destination See Annex B : Goods must be delivered and installed at the employee’s home. The first three characters of the employee’s postal code is provided in the RFP. Full addresses will be provided by the OAG at contract award. Voir Annexe B Les produits doivent être livrés et installés au domicile de l’employé. Les trois premiers caractères du code postal de l’employé sont fournis dans l’IAS. Les adresses au complet seront fournies par le BVG à l’attribution du contrat.

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.

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.

Solicitation No. - N° de la demande RFP 375	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à 2:00pm (EST) 14:00 (HNE) on – le 23 August 2022 23 août 2022	File No. - N° de dossier
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Supplier Name and Address – Nom et adresse du fournisseur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
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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/G. 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).

PSIB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

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 Procurement Strategy for Indigenous Business (PSIB) replaces Procurement Strategy for Aboriginal Business (PSAB)

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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 01, Integrity provisions—arrangement, is deleted in its entirety.
- b) Section 02, Procurement Business Number, is deleted in its entirety.
- c) Section 03, Standard instructions, clauses and conditions, is amended as follows:

Delete: “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c. 16), the instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.”

Insert: “The instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.”

- d) Section 05, Submission of bids – Subsection 2(d) is amended as follows:

Delete: “send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;”

Insert: “send its bid only to the organization receiving the bids as specified on page 1 of the bid solicitation;”

- e) Section 06, Late arrangements, is deleted in its entirety and replaced by the following:

“OAG will return or delete bids delivered after the stipulated solicitation closing date and time.”

- f) Section 07, Delayed arrangements, is deleted in its entirety and replaced by the following:

“It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless Canada confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and

date to submit their bid and for OAG to confirm receipt. Bid documents received after the closing time and date will not be accepted. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.”

- g) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- h) Section 20, Further Information – Subsection 2 is deleted in its entirety.
- i) Section 21, Code of Conduct for Procurement – bid, is modified to extend the application of the Code to contracts awarded by the OAG.

2.2 Submission of Bids

Bids must be submitted only to the Office of the Auditor General of Canada (OAG) by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable email address for responses to bid solicitations is **suppliers@oag-bvg.gc.ca**

Due to the nature of the bid solicitation, bids transmitted 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation 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 CPC 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.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications and Additional Information

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

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

4.2 Basis of Selection

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 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/G.

5.1.2 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/G.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Price Certification

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

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

The Bidder certifies that the price proposed

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

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

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

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.

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/G. 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

PSIB² 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](#) (2022-01-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a) Section 01, Interpretation, is amended as follows:

Delete: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

Insert: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Auditor General of Canada and any other person duly authorized to act on behalf of the Auditor General.

b) Section 02, Standard clauses and conditions, is amended as follows:

² Procurement Strategy for Indigenous Business (PSIB) replaces Procurement Strategy for Aboriginal Business (PSAB)

Delete: Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c. 16, the clauses and conditions identified by number, date and title in the Contract are incorporated by reference and form part of the Contract as though expressly set out in the Contract.

Insert: The clauses and conditions identified by number, date and title in the Contract are incorporated by reference and form part of the Contract as though expressly set out in the Contract.

c) 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."

d) Section 29 Integrity provisions – contract, is deleted in its entirety.

e) Section 31 Code of Conduct for Procurement – contract, is modified to extend the application of the Code to contracts awarded by the OAG.

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 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.

6.4.3 Shipping Instructions

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.

6.4.4 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: Marie-Claude Savard
Title: Advisor, Contracting and Procurement
Department: Office of the Auditor General of Canada
Address: 240 Sparks Street, Ottawa, ON, K1A 0G6

Telephone: 613-952-0213 (5242)
E-mail address: Marie-Claude.Savard@oag-bvg.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 firm unit prices, 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 Payment

6.6.3 SACC Manual Clauses

SACC Manual clause [C0100C](#) (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

6.7 Invoicing Instructions

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 must be forwarded to the OAG's Finance Department, at finance@oag-bvg.gc.ca after inspection and acceptance of the Work takes place.

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 (2022-01-28) – General Conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment; and
- (f) 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.

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.

Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

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

RFP 375

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

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

**ANNEX A
 REQUIREMENT**



CHAIR TYPE	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	

(A1: Standard Seat Height, Fabric & Mesh)					
IMPORTANT: Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU).					
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 checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____				
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 only the minimum mandatory adjustments that are required.	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="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	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Rotary Chair</td> <td> <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.) </td> </tr> <tr> <td></td> <td> <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 = _____ </td> </tr> </table>	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.)		<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 = _____
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.)				
	<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 = _____				

		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)						
H	<i>Tilt Mechanism</i> choose only 1	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference							
I	<i>Seat and Backrest Locks</i> 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	<i>Casters</i>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface							
L	<i>Foot Ring</i>	Standard with stool models only							
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose ALL that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh) </td> <td> <input type="checkbox"/> Other = _____ </td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td> <input type="checkbox"/> Other = _____ </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	
Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
	Additional Criteria:	<p><u>If applicable, can be added providing it does not contradict the RFSA Technical Specifications</u></p> <ul style="list-style-type: none"> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ Additional Criteria must be generic and not Supplier specific 							



CHAIR TYPE	QTY: <u>8</u>
<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	

(A2: Standard Seat Height, Fabric & Fabric)

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU).

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.)
C	Backrest Profile choose only 1			<input checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____
		D	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				
E	Armrests choose only the minimum mandatory adjustments that are required.	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		
F	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	<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.)	
G	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 checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more <input type="checkbox"/> Low = includes 376 mm (14.8 in.) to 439 mm (17.3 in.) <input type="checkbox"/> Other = _____
			<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)	

		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)						
H	<i>Tilt Mechanism</i> choose only 1	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference							
I	<i>Seat and Backrest Locks</i> 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	<i>Casters</i>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface							
L	<i>Foot Ring</i>	Standard with stool models only							
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose ALL that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td><input type="checkbox"/> Other = _____</td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td><input type="checkbox"/> Other = _____</td> </tr> </table>	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	
Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
	Additional Criteria:	<p><u>If applicable, can be added providing it does not contradict the RFSA Technical Specifications</u></p> <ul style="list-style-type: none"> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ Additional Criteria must be generic and not Supplier specific 							



CHAIR TYPE	QTY: <u> 1 </u>
<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	

(A3: High Seat Height, Fabric & Mesh)

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU).

Criteria <i>Instructions</i>		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 checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____
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 only the minimum mandatory adjustments that are required.	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 <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"/> 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 checked="" type="checkbox"/> Other = <u> 21.1 in </u>
		<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)

		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)						
H	<i>Tilt Mechanism</i> choose only 1	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference							
I	<i>Seat and Backrest Locks</i> 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	<i>Casters</i>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface							
L	<i>Foot Ring</i>	Standard with stool models only							
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose ALL that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh) </td> <td> <input type="checkbox"/> Other = _____ </td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td> <input type="checkbox"/> Other = _____ </td> </tr> </table>	Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	
Backrest	<input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
	Additional Criteria:	<p><u>If applicable, can be added providing it does not contradict the RFSA Technical Specifications</u></p> <ul style="list-style-type: none"> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ Additional Criteria must be generic and not Supplier specific 							



CHAIR TYPE	QTY: <u> 1 </u>
<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	

(A4: High Seat Height, Fabric & Fabric)

IMPORTANT:

Canada may request additional information to confirm criteria prior to contract award within a time period specified by the Identified User (IU).

Criteria <i>Instructions</i>		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 checked="" type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input type="checkbox"/> Other = _____
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 only the minimum mandatory adjustments that are required.	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 <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"/> 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 checked="" type="checkbox"/> Other = <u> 21.1 in </u>
		<input type="checkbox"/> Fixed = between 417 mm (16.4 in.) to 512 mm (20.2 in.)

		<i>Rotary Stool with backrest</i>	<input type="checkbox"/> Adjustable = includes range from 580 mm (23 in.) to 840 mm (33 in.) <input type="checkbox"/> Fixed = equal or greater than 670 mm (27.5 in)						
H	<i>Tilt Mechanism</i> choose only 1	<input type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio that falls within $\geq 1:1$ (includes both Synchro-Tilt and Unison Tilt) <input checked="" type="checkbox"/> Tilt Independently seat and backrest adjust independently of each other <input type="checkbox"/> No preference							
I	<i>Seat and Backrest Locks</i> 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	<i>Casters</i>	<input type="checkbox"/> carpet <input checked="" type="checkbox"/> hard surface							
L	<i>Foot Ring</i>	Standard with stool models only							
	<i>Finishes (Upholstery / Non-Upholstery)</i> choose ALL that are acceptable	<table border="1"> <tr> <td>Backrest</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td><input type="checkbox"/> Other = _____</td> </tr> <tr> <td>Seat</td> <td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh) </td> <td><input type="checkbox"/> Other = _____</td> </tr> </table>	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____	
Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Breathable material (Mesh)	<input type="checkbox"/> Other = _____							
	Additional Criteria:	<p><u>If applicable, can be added providing it does not contradict the RFSA Technical Specifications</u></p> <ul style="list-style-type: none"> ➤ IUs must define any additional criteria that are justifiable for the specific needs of their requirement. ➤ Additional Criteria must be generic and not Supplier specific 							

ANNEX B BASIS OF PAYMENT

All Inclusive Procurement: When the IU chooses to issue a single solicitation and award a contract/standing offer that could include all subcategories to meet the full requirement.

1. Procurement Strategy

- Subcategory Procurement
- All-inclusive Procurement

2. Product and Pricing

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 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".

ALL-INCLUSIVE PROCUREMENT

Table 1: Summary of Chairs for All-inclusive procurement
(insert description if applicable).

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1 (K4P xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
2 (K2H xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
3 (H4K xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
4 (J8Y xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
5 (J9J xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
6 (K1R xxx)***	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
7 (K2C xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
8 (K1K xxx)***	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
9 (J9A xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
10 (K1S xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
11 (J8L xxx)	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
12 (J5A xxx)***	A1: Rotary Office Chair Standard Seat Height, Fabric & Mesh	1		\$	\$
13 (K0A xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
14 (K4K xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
15 (K1C xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
16 (J8V xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
17 (K0A xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
18 (H8T xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
19 (T6R xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
20 (R5K xxx)	A2: Rotary Office Chair Standard Seat Height, Fabric & Fabric	1		\$	\$
21 (K2P xxx)***	A3: Rotary Office Chair High Seat Height, Fabric & Mesh	1		\$	\$
22 (M4H xxx)	A4: Rotary Office Chair High Seat Height, Fabric & Fabric	1		\$	\$

Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

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

RFP 375

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

	Product Sub-total:	\$
	***Note: Employee in an apartment building.	

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	
Product Item # from Table 1	Location	Desired Date** (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	Employee 1: K4P xxx	2022-09-30	Normal	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2	Employee 2: K2H xxx	2022-09-30	Normal	_____ : weeks	\$
3	Employee 3: H4K xxx	2022-09-30	Normal	_____ : weeks	\$
4	Employee 4: J8Y xxx	2022-09-30	Normal	_____ : weeks	\$
5	Employee 5: J9J xxx	2022-09-30	Normal	_____ : weeks	\$
6	Employee 6: K1R xxx***	2022-09-30	Normal	_____ : weeks	\$
7	Employee 7: K2C xxx	2022-09-30	Normal	_____ : weeks	\$
8	Employee 8: K1K xxx***	2022-09-30	Normal	_____ : weeks	\$
9	Employee 9: J9A xxx	2022-09-30	Normal	_____ : weeks	\$
10	Employee 10: K1S xxx	2022-09-30	Normal	_____ : weeks	\$
11	Employee 11: J8L xxx	2022-09-30	Normal	_____ : weeks	\$
12	Employee 12: J5A xxx***	2022-09-30	Normal	_____ : weeks	\$
13	Employee 13: K0A xxx	2022-09-30	Normal	_____ : weeks	\$
14	Employee 14: K4K xxx	2022-09-30	Normal	_____ : weeks	\$
15	Employee 15: K1C xxx	2022-09-30	Normal	_____ : weeks	\$
16	Employee 16: J8V xxx	2022-09-30	Normal	_____ : weeks	\$
17	Employee 17: K0A xxx	2022-09-30	Normal	_____ : weeks	\$
18	Employee 18: H8T xxx	2022-09-30	Normal	_____ : weeks	\$
19	Employee 19: T6R xxx	2022-09-30	Normal	_____ : weeks	\$
20	Employee 20: R5K xxx	2022-09-30	Normal	_____ : weeks	\$
21	Employee 21: K2P xxx***	2022-09-30	Normal	_____ : weeks	\$
22	Employee 22: M4H xxx	2022-09-30	Normal	_____ : weeks	\$
*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. ***Note: Employee in an apartment building.				Delivery Total:	\$

Table 3 – Installation

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

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1	Employee 1: K4P xxx	2022-09-30	Normal	____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
2	Employee 2: K2H xxx	2022-09-30	Normal	____ : weeks	\$
3	Employee 3: H4K xxx	2022-09-30	Normal	____ : weeks	\$
4	Employee 4: J8Y xxx	2022-09-30	Normal	____ : weeks	\$
5	Employee 5: J9J xxx	2022-09-30	Normal	____ : weeks	\$
6	Employee 6: K1R xxx***	2022-09-30	Normal	____ : weeks	\$
7	Employee 7: K2C xxx	2022-09-30	Normal	____ : weeks	\$
8	Employee 8: K1K xxx***	2022-09-30	Normal	____ : weeks	\$
9	Employee 9: J9A xxx	2022-09-30	Normal	____ : weeks	\$
10	Employee 10: K1S xxx	2022-09-30	Normal	____ : weeks	\$
11	Employee 11: J8L xxx	2022-09-30	Normal	____ : weeks	\$
12	Employee 12: J5A xxx***	2022-09-30	Normal	____ : weeks	\$
13	Employee 13: K0A xxx	2022-09-30	Normal	____ : weeks	\$
14	Employee 14: K4K xxx	2022-09-30	Normal	____ : weeks	\$
15	Employee 15: K1C xxx	2022-09-30	Normal	____ : weeks	\$
16	Employee 16: J8V xxx	2022-09-30	Normal	____ : weeks	\$
17	Employee 17: K0A xxx	2022-09-30	Normal	____ : weeks	\$
18	Employee 18: H8T xxx	2022-09-30	Normal	____ : weeks	\$
19	Employee 19: T6R xxx	2022-09-30	Normal	____ : weeks	\$
20	Employee 20: R5K xxx	2022-09-30	Normal	____ : weeks	\$
21	Employee 21: K2P xxx***	2022-09-30	Normal	____ : weeks	\$
22	Employee 22: M4H xxx	2022-09-30	Normal	____ : weeks	\$
*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. ***Note: Employee in an apartment building.				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

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

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.	<p>Canada’s Facilities to Accommodate the Delivery</p> <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> <p>NOTE: Goods must be delivered and installed at the employee’s home. The first three characters of the employee's postal code is provided in the RFP. Full addresses will be provided by the OAG at contract award.</p>
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	Federal Contractor’s Program for Employment Equity
3.2	Product Conformance
3.3	Price Certification (In accordance with the SA, Part 6B)

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 RFP 375

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

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

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1 + 2 + 3 + 7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9 + 10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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