



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

No of Page/

N° de page _____

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1.
Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À SOUMISSIONNER - STANDARD

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

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

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

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

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

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

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

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

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

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. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement? No.

Step 2. Competitive or Non-Competitive

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

Step 3. General or PSIB

Terms of the RFB:

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

Bid Evaluation

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

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	November 15, 2022 2:00PM Atlantic Standard Time (AST)
To e-mail address:	Lynn.Paulin@veterans.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.	2 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<p>Terms and Conditions of the Contract</p> <p>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.</p>													
2.	<p>Security Requirement (the checked article applies)</p>													
2.1	<p>The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.</p>													
a.	<input checked="" type="checkbox"/>	<p>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.</p>												
b.		<p>Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.</p>												
c.		<p>There is no security requirement associated with this contract.</p>												
3.	<p>Requirement</p>													
3.1	<p>The Contractor must perform the Work listed in Annex A herein.</p>													
4.	<p>Authorities</p>													
4.1	<p>Contracting Authority (IU)</p> <table border="1" data-bbox="151 856 1481 1094"> <tr> <td data-bbox="151 856 618 888">Name:</td> <td data-bbox="618 856 1481 888">Lynn Paulin</td> </tr> <tr> <td data-bbox="151 888 618 919">Title:</td> <td data-bbox="618 888 1481 919">A/ Procurement Contracting Officer</td> </tr> <tr> <td data-bbox="151 919 618 989">Department/Agency/Crown Corporation:</td> <td data-bbox="618 919 1481 989">Veterans Affairs Canada</td> </tr> <tr> <td data-bbox="151 989 618 1020">Address:</td> <td data-bbox="618 989 1481 1020">191 Great George Steet, Charlottetown PE, C1A 4L2</td> </tr> <tr> <td data-bbox="151 1020 618 1052">Telephone No.:</td> <td data-bbox="618 1020 1481 1052">(782) 377-4105</td> </tr> <tr> <td data-bbox="151 1052 618 1094">E-mail address:</td> <td data-bbox="618 1052 1481 1094">Lynn.Paulin@veterans.gc.ca</td> </tr> </table>		Name:	Lynn Paulin	Title:	A/ Procurement Contracting Officer	Department/Agency/Crown Corporation:	Veterans Affairs Canada	Address:	191 Great George Steet, Charlottetown PE, C1A 4L2	Telephone No.:	(782) 377-4105	E-mail address:	Lynn.Paulin@veterans.gc.ca
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Telephone No.:	(782) 377-4105													
E-mail address:	Lynn.Paulin@veterans.gc.ca													
4.2	<p>Project Authority <i>[To be completed at contract award]</i> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i></p> <p><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></p> <table border="1" data-bbox="151 1371 1481 1602"> <tr> <td data-bbox="151 1371 618 1402">Name:</td> <td data-bbox="618 1371 1481 1402"></td> </tr> <tr> <td data-bbox="151 1402 618 1434">Title:</td> <td data-bbox="618 1402 1481 1434"></td> </tr> <tr> <td data-bbox="151 1434 618 1503">Department/Agency/Crown Corporation:</td> <td data-bbox="618 1434 1481 1503"></td> </tr> <tr> <td data-bbox="151 1503 618 1535">Address:</td> <td data-bbox="618 1503 1481 1535"></td> </tr> <tr> <td data-bbox="151 1535 618 1566">Telephone No.:</td> <td data-bbox="618 1535 1481 1566"></td> </tr> <tr> <td data-bbox="151 1566 618 1602">E-mail address:</td> <td data-bbox="618 1566 1481 1602"></td> </tr> </table>		Name:		Title:		Department/Agency/Crown Corporation:		Address:		Telephone No.:		E-mail address:	
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Address:														
Telephone No.:														
E-mail address:														
4.3	<p>Contractor’s Representative</p> <p>As set out in Annex A, Table 9 below.</p>													
5.	<p>Method of Payment</p> <p>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.</p> <table border="1" data-bbox="151 1770 1481 1925"> <tr> <td data-bbox="151 1770 207 1850" style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td data-bbox="207 1770 1481 1850">Single Payment</td> </tr> <tr> <td data-bbox="151 1850 207 1925" style="text-align: center;"> <input type="checkbox"/> </td> <td data-bbox="207 1850 1481 1925">Multiple Payment</td> </tr> </table>		<input checked="" type="checkbox"/>	Single Payment	<input type="checkbox"/>	Multiple Payment								
<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: <i>[To be completed at contract award]</i>
	Name of the organization and contact:
	Address:
7.	SACC Manual Clauses
	SACC Manual clause B7500C (2006-06-16), Excess Goods
	SACC Manual clause A9068C (2010-01-11), Government Site Regulations
	SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement
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

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): _____

2. Product and Pricing Tables

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

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

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

In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor"

Product Category 6 - Support Space – Collaborative Furniture

Table 1 – Product Table

	Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 6 - Support Space – Collaborative Furniture							
1	6OIWWSFSLXC1H47XYXX	Individual Work pods <ul style="list-style-type: none"> • With work surface • Free Standing • Legs • Diameter: 72 • Privacy Screen Height: 47 to 61 • Power & Data: Yes 	2	No		\$	\$
2	6SMPCBXXLU37G19LYNN	Modular Benching with Power/Data Side Table <ul style="list-style-type: none"> • Curvilinear Bench • Material: Upholstered • Legs • Width: 37 to 55 • Depth: <19 • Height: 16 to 19 • Back Height: Yes 	1	No			
3	6SMOCBXXLU37G19LYNN	Modular Benching <ul style="list-style-type: none"> • Curvilinear Bench • Material: Upholstered • Legs • Width: 37 to 55 • Depth: >19 • Height: 16 to 19 • Back Height: Yes 	1	No			
4	6SMORBXXLU25G19LNNN	Modular Benching <ul style="list-style-type: none"> • Rectilinear Bench • Legs • Width: 25 to 39 • Depth: >19 • Height: 16 to 19 	20	No			
5	6STCWRXXLUXXXXXXNNX	Tablet Chairs <ul style="list-style-type: none"> • With Armrest – Right • Material: Upholstered • Legs 	10	No			
6	6STCWLXXLUXXXXXXNNX	Tablet Chairs <ul style="list-style-type: none"> • With Armrest – Left • Material: Upholstered • Legs 	10	No			

7	6SBAINXXBUW1G19LLYN	Banquette without backrest bolster <ul style="list-style-type: none"> • Individual • Material: Upholstered • Base • Width: 24 to 31 • Depth: >19 • Height: 16 to 20 • Back Height: Low Back • Privacy Screen: Yes 	3	No			
8	6CLTVAREXLW7<36ONXX	Lap Top Table <ul style="list-style-type: none"> • Size: Variable • Shape: Rectangular • Material: Laminate • Width-Depth: <18 • Length: <36 • Height: 24 to 26 	20	No			

Table 2 - Delivery

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 \$
4,5,6 & 8	191 Great George St Charlottetown, PE C1A 4L2	No later than 2023-03-31.	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1,2,3 & 7	65 Water St Charlottetown, PE C1A 1A3	No later than 2023-03-31.	Normal Business Hours	_____ : weeks <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				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 3 – 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 \$
4,5,6 & 8	191 Great George St Charlottetown, PE C1A 4L2	No later than 2023-03-31.	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
1,2,3 & 7	65 Water St Charlottetown, PE C1A 1A3	No later than 2023-03-31.	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized 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> <p><i>Add more rows if necessary.</i></p>				Installation Total:	\$

Table 4 – Optional Product Not Applicable
If applicable, copy/paste/modify from table 1.

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

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

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

1.	Standard Finishes		
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>		
2.	Canada’s Facilities to Accommodate the Delivery		
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>		
2.1	Loading Dock/Location		Loading Dock/Location
A	Location	191 Great George St, Charlottetown, PE C1A 4L2	65 Water Street, Charlottetown, PE C1A 1A3
B	Dock	Yes	N/A
C	Lift	Yes	N/A
D	Door	Yes. 18’ overhead door.	Street Parking, front door
E	Freight Elevator	Yes	N/A
F	Other (specify, if any)	N/A	N/A
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		
3.3	Product Conformance		
3.4	Price Certification (In accordance with the SA, Part 6B)		

Table 8 - Bid Evaluation and Contract Total

(Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Total Evaluated (Bid) Price* (1 + 2 + 3) <i>[to be removed at contract award]</i>	\$
5	Contract Price(1 + 2 + 3 + 7): <i>[applicable at contract award only]</i>	\$
6	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
7	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: