



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION..... 3

1.1 SECURITY REQUIREMENTS..... 3

1.2 REQUIREMENT 3

1.3 GENERAL OR PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB)..... 3

1.4 DEBRIEFINGS 3

PART 2 - BIDDER INSTRUCTIONS 3

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 3

2.2 SUBMISSION OF BIDS 4

2.3 ENQUIRIES - BID SOLICITATION 4

2.4 BID CHALLENGE AND RECOURSE MECHANISMS..... 4

PART 3 - BID PREPARATION INSTRUCTIONS 4

3.1 BID PREPARATION INSTRUCTIONS 4

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 5

4.1 EVALUATION PROCEDURES 5

4.2 BASIS OF SELECTION..... 7

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 7

5.1 CERTIFICATIONS REQUIRED WITH THE BID 7

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 7

5.2.1 ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD 8

PART 6 - RESULTING CONTRACT CLAUSES..... 8

6.1 SECURITY REQUIREMENTS..... 8

6.2 REQUIREMENT 8

6.3 STANDARD CLAUSES AND CONDITIONS..... 9

6.3.1 GENERAL CONDITIONS..... 9

6.3.2 SUPPLEMENTAL GENERAL CONDITIONS..... 9

6.4 TERM OF CONTRACT 10

6.5 AUTHORITIES 10

6.6 PAYMENT..... 11

6.7 INVOICING INSTRUCTIONS 12

6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION 12

6.9 APPLICABLE LAWS..... 12

6.10 PRIORITY OF DOCUMENTS 12

6.11 ACCESS TO FACILITIES AND EQUIPMENT 13

6.12 CANADA’S FACILITIES TO ACCOMMODATE THE DELIVERY 13

6.13 STANDARD FINISHES..... 13

6.14 SACC MANUAL CLAUSES 13

ANNEX A 14

REQUIREMENT 14

ANNEX B 14

BASIS OF PAYMENT 16



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement.

1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001. 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)

This requirement is a:

General Stream Procurement

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

1.4 Debriefings

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

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.

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

Delete: 60 days
Insert: 120 days

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



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

2.2 Submission of Bids

Bids must be submitted to the Contracting Authority on the date and at the time indicated below:

By no later than date and time: **December 19, 2022 @ 14:00 Eastern Standard Time (EST)**

Via email to: shenny.dai@international.gc.ca

The required **samples** specified in Section I under 3.1 Bid Preparation Instructions must be received by GAC no later than the date and time: **December 23, 2022 @ 14:00 Eastern Standard Time (EST)**

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. 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

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

Section I: Technical Bid

In their Technical Bid, Bidders must provide **the details of the product being offered** that meet the requirements as described in Annex A of this solicitation. The details of the product being offered must include **detailed specifications, an electronic photo with representations of an overall style of the chair.**

Bidders must mail, at no upcharge to Canada, the physical samples of finishes in the required leather and in minimum **three (3) dark brown tones of leather**, which are **at least 2 (two) quality grades higher than the Suppliers' standard leather product offering**, as described in Annex A of this solicitation. **Such samples must be received at the below address:**

#125 Sussex Drive
Ottawa, ON, K1A 0G2
Global Affairs Canada
Attn: Ronald Savage

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 III: 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.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive



bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation Criteria

	Mandatory Technical Criteria (MTC)	Met / Not Met	Comments
MTC 1	<p>The Bidder must provide a physical sample both in the required leather and in minimum of 3 (three) dark brown tones of leather, as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 1, the sample material must be:</p> <ul style="list-style-type: none"> (1) in 100% real leather – top grain leather; (2) in minimum of 3 (three) dark brown tones of leather available, which are at least 2 (two) quality grades higher than the Suppliers' standard leather product offering; and (3) with labels that specify the type of material and brown tones. 		
MTC 2	<p>The Bidder must provide product information, which includes the details of the product being offered, as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 2, the Bidder must submit an electronic product information which includes:</p> <ul style="list-style-type: none"> - Three (3)-dimensional photo representations of overall style of chair - Chair specifications, which contain the aspects that are specified in Annex A 		



4.1.2 Financial Evaluation

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

4.2 Basis of Selection

SACC Manual clause [A0031T \(2010-08-16\)](#) Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Additional Information

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

5.1.2 Product Conformance

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

5.1.3 Continuance of Certifications

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

5.2 Certifications Precedent to Contract Award and Additional Information

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



provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Additional Certifications Precedent to Contract Award

5.2.1.1 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

There is no security requirement applicable to the Contract.

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

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

6.2 Requirement

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

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



6.2.2 This requirement is a

General Stream

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A \(2022-01-28\)](#), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

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

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

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

All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

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

6.3.2. Supplemental General Conditions

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

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

ID 4014 Suspension of the work apply to and form part of the Contract.

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must



immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) *Termination for convenience* of general conditions 2010A.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2. Delivery Date

As indicated at Annex B of the Contract

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

6.4.3 Shipping Instructions

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

6.4.4 Delivery and Installation Points Location(s)

Delivery 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: Shenny Dai
Title: Supply Officer
Department: Global Affairs Canada
Address: 200 Promenade du Portage, Gatineau, QC K1A 0G2
Telephone: 613-791-6782
E-mail address: Shenny.Dai@international.gc.ca



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

6.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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

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

6.5.3 Contractor's Representative

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

Name: _____
Title: _____

Telephone: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

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



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

6.6.2 Method of Payment

SACC Manual clause [H1000C \(2008-05-12\)](#) Single Payment

6.6.3 SACC Manual Clauses

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

6.6.4 Electronic Payment of Invoices – Contract

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

6.7 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

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;
- (f) the Contractor's bid dated _____.

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.

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

6.14 SACC Manual Clauses

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



**ANNEX A
REQUIREMENT**



CHAIR TYPE	QTY: 52
<input checked="" type="checkbox"/> Rotary Chair (up to 275 lbs) <input type="checkbox"/> Rotary Chair large occupant (up to 400 lbs) <input type="checkbox"/> Rotary Stool with backrest	

IMPORTANT:

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

	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 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 checked="" type="checkbox"/> No preference = minimum height of 508mm (20.0 in.)
	Profile choose only 1	<input type="checkbox"/> No preference (It is recommended to select "no preference" as profiles do not affect functionality of chair). <input checked="" type="checkbox"/> Other = Executive conference style with the backrest to be rectangle in shape with the width at the top the same as the bottom. Photo is just a representation of similar style and shape: 
C	Lumbar Support choose ALL that are acceptable	<u>Adjustable</u> <input type="checkbox"/> Up/Down = min. 50 mm (2.0 in.) height adjustment between 150mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> Other = _____ <input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) above seat



D	<p>Armrests</p> <p>choose only the minimum mandatory adjustments that are required.</p>	<p>Adjustable:</p> <p><input type="checkbox"/> Height adjustable = <i>min. 63 mm (2.5 in.) adjustment between 176 mm (6.9 in.) to 289 mm (11.4 in.)</i></p> <p><input type="checkbox"/> Width adjustable = <i>within the range of 443 mm (17.0 in.) to 493 mm (19.4 in.)</i></p> <p><input type="checkbox"/> Pivot adjustable = <i>min. 20 degrees inward and min. 10 degrees outward</i></p> <p><input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)</p> <p>See Additional Criteria indicated below</p> <p><input type="checkbox"/> None</p>	
E	<p>Seat Depth</p> <p>choose ALL that are acceptable</p>	<p><input type="checkbox"/> Adjustable = <i>min. 50 mm (2.0 in.) adjustment within the range 420 mm (16.5 in.) to 460 mm (18.1 in.)</i></p> <p><input checked="" type="checkbox"/> Fixed</p> <p><input type="checkbox"/> Shallow = <i>380 mm (15.0 in.) to 420 mm (16.5 in.)</i></p> <p><input checked="" type="checkbox"/> Medium = greater than 420 mm (16.5 in.) to 460 mm (18.1 in.)</p> <p><input type="checkbox"/> Deep = <i>greater than 460 mm (18.1 in.)</i></p>	
F	<p>Seat Width</p>	<p><u>Refer to chair type above</u></p> <p><input checked="" type="checkbox"/> Rotary chairs and stools = min. width of 450 mm (17.7in.)</p> <p><input type="checkbox"/> Rotary Large Occupant models = <i>min. width of 560 mm (22.0 in.)</i></p>	
G	<p>Seat Height</p> <p>choose ALL that are acceptable</p>	<p>Rotary Chair</p>	<p><input checked="" type="checkbox"/> Adjustable</p> <p><input checked="" type="checkbox"/> Standard = includes 417 mm (16.4 in.) or less to 512 mm (20.2in.) or more</p> <p><input type="checkbox"/> Low = <i>includes 376 mm (14.8 in.) to 439 mm (17.3 in.)</i></p> <p><input type="checkbox"/> Other = _____</p> <p><input type="checkbox"/> Fixed = <i>between 417 mm (16.4 in.) to 512 mm (20.2 in.)</i></p>
		<p>Rotary Stool with backrest</p>	<p><input type="checkbox"/> Adjustable = <i>includes range from 580 mm (23 in.) to 840 mm (33 in.)</i></p> <p><input type="checkbox"/> Fixed = <i>equal or greater than 670 mm (27.5 in)</i></p>
H	<p>Tilt Mechanism</p> <p>choose only 1</p>	<p><input checked="" type="checkbox"/> Tilt Mechanism seat and backrest adjust together in a ratio of 1:1 (includes both Synchro-Tilt and Unison Tilt)</p> <p><input type="checkbox"/> Tilt Independently <i>seat and backrest adjust independently of each other</i></p> <p><input type="checkbox"/> No preference</p>	
I	<p>Seat and Backrest Locks</p> <p>choose ALL that are acceptable</p>	<p><input checked="" type="checkbox"/> Setup Position = chair locks or stops at one position with seat flat and backrest straight</p> <p><input type="checkbox"/> Multiple Positions = <i>chair locks or stops at multiple positions (including setup position)</i></p>	
J	<p>Casters</p>	<p><input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surface</p>	
L	<p>Foot Ring</p>	<p><i>Standard with stool models only</i></p>	
	<p>Finishes (Upholstery / Non-Upholstery)</p> <p>choose ALL that are acceptable</p>	<p>Backrest</p>	<p><input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other = 100% real leather – dark brown tone – top grain leather</p> <p><input type="checkbox"/> Breathable material (Mesh)</p>
		<p>Seat</p>	<p><input type="checkbox"/> Upholstery <input checked="" type="checkbox"/> Other = 100% real leather – dark brown tone - top grain leather</p> <p><input type="checkbox"/> Breathable material (Mesh)</p>
	<p>Additional Criteria:</p>	<ul style="list-style-type: none"> The top grain leather must be semi-aniline and can be coated with a protective topcoat. Armrest style must to be a "loop" shape or T-shape. The armrest must be covered in the same type and colour of leather as the seat and backrest. Chairs must be covered in the same colour of leather for seat, backrest and arms. Leather fabric – must be of a dark brown tone of leather that best matches the photo representation shown under "Profile" above, from the Supplier's product offering. Base must be in chrome 	



**ANNEX B
BASIS OF PAYMENT**

1. Procurement Strategy

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 2, 4 and 5. **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 (Bidders to complete pricing)

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
A1	Rotary Chair	52		\$	\$
Product Total					\$

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 \$
A1	125 Sussex Drive LBP Building, Ottawa, Ontario K1A 0G2	2023-02-28	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.					

**** No installation is required****



Table 3 – 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	125 Sussex Drive LBP Building, Ottawa, Ontario K1A 0G2
B	Dock	Can accommodate 40’ long truck, and Standard dock height
C	Lift	Not Applicable
D	Door	dock regular door, about the same size as a trailer
E	Freight Elevator	Not Applicable
F	Other (specify, if any)	<p>Contractor is to verify delivery timelines with GAC contact (outside of emergency response calls) at least 24 hours prior to arriving onsite & confirming to client on the response time.</p> <p>No more than a 40-foot long trailer can access the loading dock where product is to be delivered.</p> <p>Contractor is to unload the chairs at GAC loading dock.</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	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 4 - 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	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
4	Total Evaluated (Bid) Price* (1 + 2 + 3) [to be removed at contract award]	\$
5	Contract Price(1 + 2 + 3): [applicable at contract award only]	\$
6	Applicable Tax(es): [applicable at contract award only]	\$
7	Total Estimated Cost (5 + 6): [applicable at contract award only]	\$

Table 5 – Bidder’s Authorized Representative

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