

Annex E - Standard REQUEST FOR BID (RFB)



Canadian Grain Commission  
Commission canadienne  
des grains

No of Page/

N° de page 1 of 26**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.

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
<b>5K001-231331</b>	
<b>Supplier SA No. - N° de l'AMA de fournisseur :</b> E60PQ-140003/ __	

<b>Solicitation closes – La demande prend fin :</b>	<b>File No. - N° de dossier</b>
<b>at – à See Section 1</b> <b>                  Voir Section 1</b>	<b>20231331</b>
<b>on – le See Section 1</b> <b>                  Voir Section 1</b>	

**Date of Solicitation – Date de la demande****2023-10-03****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 : \_\_\_\_\_**

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Section 2 – Resulting Contract Clauses

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS****Step 1. For Tier 2 and Tier 3 only**

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.

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.  Procurement Strategy for Indigenous Business (PSIB)**

For PSIB procurement:

**Terms of the RFB:**

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

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

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

**Bid Evaluation:** An evaluation team composed of representatives for Canada will evaluate the bids.

<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.

<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	October 19, 2023 14:00 Central Daylight Time (CDT)
<b>To e-mail address</b>  <b>*NOTE: It is the Bidders responsibility to verify with the Contracting Authority that their electronic bid has been received with all attachments.</b>	1. <a href="mailto:bidreceiving-receptionsoumissions@grainscanada.gc.ca">bidreceiving-receptionsoumissions@grainscanada.gc.ca</a> 2. <a href="mailto:sheila.kvern@grainscanada.gc.ca">sheila.kvern@grainscanada.gc.ca</a>
<b>To physical location</b>	Bid Receiving Unit 100-303 Main Street Winnipeg MB R3C 3G8
<b>RFB Enquiries</b>	
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.	5 business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	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.	
<b>2.</b>	<b>Security Requirement</b> (the checked article applies)	
2.1	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.	
a.		Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/>	<b>There is no security requirement associated with this contract. The Contractor must be escorted on site.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Sheila Kvern
	Title:	Team Leader, Procurement, Contracting and Material Management
	Department/Agency/Crown Corporation:	Canadian Grain Commission
	Address:	303 Main Street Winnipeg MB R3C 3G8
	Telephone No.:	204-983-8302
	E-mail address:	sheila.kvern@grainscanada.gc.ca
4.2	<b>Project Authority [To be completed at contract award]</b>	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5.</b>	<b>Method of Payment</b>	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment

6.	<b>Invoicing</b> 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: <a href="mailto:procurement-approvisionnement@grainscanada.gc.ca">procurement-approvisionnement@grainscanada.gc.ca</a> Name of the organization and contact: <i>[To be completed at contract award]</i> Address: <i>[To be completed at contract award]</i>
<b>Supplemental General Conditions:</b>	
ID 4013 - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.	
ID 4014 - Suspension of the work apply to and form part of the Contract.	

**ANNEX A**  
**REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

**Design Upgrade Rule:**

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

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

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

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

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

RULE: High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

d.  Category 4 – Wood Veneer – Freestanding Products

e.  **Category 5 – Ancillary and Lighting Products**

f.  Category 6 - Support Space – Collaborative Furniture

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

**Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 5 - Ancillary and Lighting Products</b>						
1	SMOADUARMCLPMTXXXXX	Articulating Dual Monitor Stand, Clamp Mount	110		\$	\$
2	SMOADUARMGRMMTXXXXX	Articulating Dual Monitor Stand, Grommet Mount	90		\$	\$
**Must not exceed ceiling unit price in SA.				<b>Product Total</b>	\$	\$

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
All	Canadian Grain Commission 303 Main Street, Winnipeg, MB R3C 3G8	Best delivery AND installation date offered BEFORE December 21, 2023	Normal	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 16:00, 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. ***If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				<b>Delivery Total:</b>	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will install on the date and at the time below**	Firm Lot Price \$
All	Canadian Grain Commission 303 Main Street Winnipeg, MB R3C 3G8	Best delivery AND installation date offered BEFORE December 21, 2023	Normal	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 16:00, 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				<b>Installation Total:</b>	\$



the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.		
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**Table 4 – Optional Product**  **24 month Option** to order additional product per “Table 1 – Product Table” above Bidder will honour the Option to order up to an additional **200 Dual Monitor Stands**, at the same pricing, as and when required.

**Table 5 – Optional Delivery**  **24 month Option** for additional product delivery

**Table 6 – Optional Installation**  **24 month Option** for additional product installation

#### Table 4 – OPTIONAL PRODUCT

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 5 - Ancillary and Lighting Products</b>						
1	5MOADUARMCLPMTXXXXX	Articulating Dual Monitor Stand, Clamp Mount	100		\$	\$
2	5MOADUARMCLPMTXXXXX	Articulating Dual Monitor Stand, Grommet Mount	100		\$	\$
**Must not exceed ceiling unit price in SA.				<b>Product Total</b>	\$	\$

#### Table 5 – OPTIONAL DELIVERY

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date and at the time below**	ESTIMATED Lot Price / ESTIMATED Unit (Each) Price \$
All	Canadian Grain Commission (Canada)	As and when required	Normal	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 16:00, 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. ***If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				<b>ESTIMATED Delivery (will be determined at each amendment):</b>	\$

#### Table 6 – OPTIONAL INSTALLATION

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will install on the date and at the time below**	ESTIMATED Lot Price / ESTIMATED Unit (Each) Price \$
All	Canadian Grain Commission (Canada)	As and when required	Normal	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 16:00, 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				<b>ESTIMATED Installation (will be</b>	\$

the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. ***If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.	<b>determined at each amendment):</b>	
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**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. *Unless Supplier provides a direct link or sample finishes card (real or virtual).</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>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<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	Canadian Grain Commission Main Street, Winnipeg, MB R3C 3G8 The loading zone is located at the back of the building. 303
B	Dock	Loading dock at back of building
C	Lift	North side of dock with lift – enter from Pioneer Avenue E
D	Door	
E	Freight Elevator	Yes there is a freight elevator
F	Other (specify, if any)	Temporary use of parking at loading dock when unloading otherwise paid parking is available on street or surrounding parking lots. A 53ft trailer may protrude into one lane of traffic (one-way on Pioneer).
<b>3.</b>	<b>Continuance of Certifications</b>	
	<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 8 - Bid Evaluation and Contract Total for CATEGORY 5 (Canada may complete if not completed by the Bidder)**

1	<b>Firm</b> Product Total (Table 1)	\$
2	<b>Firm</b> Delivery Total (Table 2)	\$
3	<b>Firm</b> Installation Total (Table 3)	\$
4	<b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	<b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised) *NOT EVALUATED</i>	N/A
6	<b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised) *NOT EVALUATED</i>	N/A
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 +4) [to be removed at contract award]</b>	\$
8	<b>Contract Price(1+2+3): [applicable at contract award only]</b>	\$

9	<b>Applicable Tax(es): provincial sales tax exempt in Manitoba #390-516-0</b> <i>[applicable at contract award only]</i>	\$
10	<b>Total Estimated Cost (8+9):</b> <i>[applicable at contract award only]</i>	\$

\* Applicable tax(es) extra

**Table 9 – Bidder’s Authorized Representative**

1.	Bidder’s Authorized Representative for the Bid and the Contract		
	Name:	Telephone:	
		E-Mail:	
		SA #	
		Procurement Business Number (PBN):	

**ANNEX B  
SECURITY REQUIREMENTS**

*There is no security requirement associated with this contract.*

**ANNEX C  
ADDITIONAL SPECIFICATIONS**

**1. Specifications – Articulating Monitor Arms – Category 5**

**5MOADUARMCLPMTXXXXX Monitor Arms - Dual Arm - Clamp Mount - Articulating**

**5MOADUARMGRMMTXXXXX Monitor Arms - Dual Arm - Grommet Mount - Articulating**

***Articulating Dual monitor arm, with Post***

- Supports the widest range of monitors available, minimum 24”
- Must include post for modular design features with interchangeable links to accommodate any application for a minimum of two monitors.
- Monitor arms must have a minimum of 406 mm (16 in.) horizontal depth (measured from the base of the swivel rotation center when the arm is fully extended towards the user). Points may be allocated for product that exceeds the minimum standard.
- Height Adjustment Range: The monitor arm must have a minimum of 241mm (9.5 in.) total vertical adjustment. Points may be allocated for product that exceeds the minimum standard.
- High-capacity monitor arm system compatible with all industry standard monitors (minimum 24”), with ability to support two arms with one base. Each arm must support a minimum of 15.5 pounds each.
- Brackets: Integrated bracket design allows monitors to be added without disrupting existing configurations.
- Reconfiguration: Design allows for tool less reconfigurations.
- Cable Management: Rubberized cable management channel to run cords through monitor arm
- Smooth Adjustment: Weight-compensating spring technology for smooth adjustment.
- Built-in Counterbalance Indicator allows installer to counterbalance the monitor weight without a monitor. Monitor arms can be pretensioned to expedite installation.
- Rotation: Device or ability within each link that will allow the user to customize the rotation of the monitor arm, preventing from overhang and protecting adjacent FF&E and building surfaces.
- Ability to position monitors independently in portrait and/or landscape configuration at incremental heights / positions

- Assembly: Quick Release Joints; joints snap together without tools for a secure fit
- Two Sliders
- Versatile System with modular configuration options available to add as required: multiple arm styles, multiple mounts, multiple options for surface finish and colors