



Canadian Food Inspection Agency  
Agence Canadienne d'inspection des aliments

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

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**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 <b>2024-00460</b>	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : <b>E60PQ-140003/</b>	

Solicitation closes – La demande prend fin : <b>November 17, 2023 at 2pm ET</b>	File No. - N° de dossier <b>2024-00460</b>
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Date of Solicitation – Date de la demande  
**November 7, 2023**

**Address inquiries to – Adresser toute demande de renseignement à :**

**Catherine Clairoux**  
Senior Procurement and Contracting Officer  
Contracting & Procurement Policy Division  
59 Camelot Dr. Nepean, ON K2G 5W6  
(343) 596-9265  
[catherine.clairoux@inspection.gc.ca](mailto:catherine.clairoux@inspection.gc.ca)

**Destination :**

**Canadian Food Inspection Agency (CFIA)**  
2954 Blvd. Laurier – Room 100  
Québec, QC G1V 5C7 Canada

**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

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**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

1. **For Tier 2 and 3** : Is this a Manufacturer Product Specific Procurement? **No.**
2.  **Competitive**

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**:

- a. a current published price list indicating the percentage discount available to Canada; or
  - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - c. 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
  - d. any other supporting documentation as requested by Canada.
3.  **PSIB Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB):**

“**Indigenous Business**” or “**Indigenous Businesses**” mean an entity or entities that have duly completed the Attachment 1 of Annex C and submitted it with their bid.

This is a competitive bid solicitation however, this solicitation will be reserved for Indigenous Businesses if both of the following conditions are met:

- a. bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements of the solicitation including any minimum points required for any point-rated criteria, and
- b. bids from two (2) or more Indigenous Businesses are, in the evaluation team’s opinion, not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34.

If the above conditions are not met, the procurement will remain open for competition among all selected suppliers.

#### 4. **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:

- a. The information requested by Canada in Annex A herein, and;
- b. Attachment 1 of Annex A – PSIB Certification (if applicable).

#### 5. **Security Requirement:**

There are no security requirements applicable to this requirement.

## 6. Bid Evaluation

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the 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 compliant bids with the PSIB Certifications at Attachment 1 to Annex C 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 compliant bids 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 compliant bids with valid PSIB Certifications, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Indigenous Business certifications at any time in the evaluation process including doing so concurrently with other steps.

<b>RFB Issued by:</b>	
Identified User's (IU) Canadian Food Inspection Agency (CFIA)'s Contact and Contracting Authority for this RFB:	<b>Catherine Clairoux</b> Senior Procurement and Contracting Officer Contracting & Procurement Policy Division 59 Camelot Dr. Nepean, ON K2G 5W6 (343) 596-9265 <a href="mailto:catherine.clairoux@inspection.gc.ca">catherine.clairoux@inspection.gc.ca</a>
<b>RFB Closing - Submit Bid:</b> Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	<b>November 17, 2023</b> <b>2PM Eastern Time</b>
<b>To the Bid Receiving e-mail address:</b>	<a href="mailto:cfia.bidreceipt-receptiondesoumission.acia@canada.ca">cfia.bidreceipt-receptiondesoumission.acia@canada.ca</a> The Bid Receiving Email Address is Solely for Delivery of Bids: for the sole purpose of bid submission. No other communications are to be forwarded to this email address.
<b>RFB Enquiries:</b>	
Bidders may submit enquires about the RFB to the Contracting Authority five (5) business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	<b>Five (5) business days</b>

## SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<p><b>Terms and Conditions of the Contract</b></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><b>Security Requirement:</b></p>
2.1	<p>The applicable security requirements and terms are set out below:</p> <p><b>c. <input checked="" type="checkbox"/> There is no security requirement associated with this contract.</b></p>
3.	<p><b>Requirement</b></p>
3.1	<p>The Contractor must perform the Work listed in Annex A herein.</p>
4.	<p><b>Authorities</b></p>
4.1	<p><b>Contracting Authority (IU)</b></p> <p><b>Catherine Clairoux</b>          Senior Procurement and Contracting Officer          Canadian Food Inspection Agency (CFIA)          Contracting &amp; Procurement Policy Division          59 Camelot Dr. Nepean, ON K2G 5W6          (343) 596-9265  <a href="mailto:catherine.clairoux@inspection.gc.ca">catherine.clairoux@inspection.gc.ca</a></p>
4.2	<p><b>Project Authority [To be completed at contract award]</b></p> <p><b>Name</b>          Title          Department          Address          Telephone Number          Email Address</p> <p>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.</p> <p>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).</p>
4.3	<p><b>Contractor's Representative</b></p> <p>As set out in Table 9 below.</p>
5.	<p><b>Method of Payment</b></p> <p>The checked box applies.</p> <p><b><input checked="" type="checkbox"/> Single Payment</b></p>
6.	<p><b>Invoicing</b></p> <p>Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:          Name of the organization, contact and address: <a href="#">[To be completed at Contract award]</a></p>
7.	<p><b>SACC Manual Clauses</b></p> <p><a href="#">2020 (2022-12-01)</a> General Conditions</p>

## ANNEX A – REQUIREMENT and BASIS OF PAYMENT

### 1. Category Selection

**Combined Categories Rule:** for reasons of compatibility, the following categories will be combined for evaluation and contract award purposes. The rule only applies to the categories below that are checked.

**Category 2**

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

**Design Upgrade Rule:** the IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award. The Design Upgrade amount is used at the discretion of the Project Authority (PA) prior to the manufacturing/ordering of the products, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8.

The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing. The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement. **Design Upgrade:** is the process of replacing a product with a more innovative or enhanced version of the same product.

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

The requirement includes the following category of Work :

**Category 2** – Freestanding Height Adjustable Desk / Table Products

### 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 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".

Table 1 – Product Table						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID and Description of Product (Additional product details may be inserted, if required as per 6B.4.1 of SA)	QTY	Provide additional Info. Y / N	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 2</b>						
1	<b>2WSSREXXL30L66BELXX</b> Product : Sit Stand Individual Height Adjustable Work Surface Rectangular Shape, Laminate Finish with Electric Controls D 30" x L 66" x H 23" to 48.7"	6	Yes		\$	\$
2	<b>2WSSREXXL30L72BELXX</b> Product : Sit Stand Individual Height Adjustable Work Surface Rectangular Shape, Laminate Finish with Electric Controls D 30" x L 72" x H 23" to 48.7"	10	Yes		\$	\$
<b>Provide additional information:</b> Canada is requesting that Bidders provide drawings and pictures including descriptive literature for these products included with your bid submission.				<b>Product Total :</b>		\$

Table 2 – Delivery (Standard Lead Time is between 6 to 10 weeks for 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:	Supplier will supply and deliver as per below	Firm Lot Price \$
1 to 2	Canadian Food Inspection Agency 2954 Blvd. Laurier, Quebec, QC	2024-02-09	Normal Business Hours.	: weeks	\$
<b>Normal Business Hours 8h00 to 17h00</b> (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.				<b>Delivery Total :</b>	\$

Table 3 – Installation (Standard Lead Time is between 6 to 10 weeks for 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:	Supplier will install as per below	Firm Lot Price \$
1 to 2	Canadian Food Inspection Agency 2954 Blvd. Laurier, Quebec, QC	2024-02-09	Normal Business Hours.	_____ : weeks from date of supply and delivery	\$
<b>Normal Business Hours 8h00 to 17h00</b> (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.				<b>Installation Total:</b>	\$

Table 4 – Product Related Services (Prior to delivery and installation)					
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
#	Service Description	Desired Time :		Supplier will complete as per below DD-MM-YYYY	Firm Price \$
1	<b>Assessment of existing finishes and colours and providing report.</b> The Contractor will be required to match the existing furniture's finishes and colours as this reconfiguration is for only part of the office.	Normal Business Hours.			\$
<b>Normal Business Hours 8h00 to 17h00</b> (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.				<b>Product Related Services Total :</b>	\$

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		
<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. <b>Within ten (10) business days of the contract award</b> , 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.	
2.	<b>Canada's Facilities to Accommodate the Delivery:</b> 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.	
2.1	<b>Loading Dock/Location</b>	
A	Location	CFIA 2954 Blvd. Laurier Québec, QC G1V 5C7 – Room 100
B	Dock	Concrete, to the left of the building – near the daycare play area. ~ D 4' x W 8'
C	Door	Standard double glass door.
D	Freight Elevator	Two passenger elevators available to bring up the goods.

<b>E</b>	Other	Contact <a href="#">(to be inserted at Contract Award)</a> to schedule delivery. The furniture can be delivered upon appointment confirmation, during Normal Business Hours, Monday to Friday 8h00 to 17h00.
<b>3.</b>	<b>Continuance of Certifications</b>	
	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. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
<b>3.1</b>	Integrity Provisions	
<b>3.2</b>	Federal Contractor's Program for Employment Equity	
<b>3.4</b>	Product Conformance	
<b>3.5</b>	Price Certification (In accordance with the SA, Part 6B)	

<b>Table 8 – Bid Evaluation and Contract Total</b>		
<b>1</b>	<b>Firm (Bid) Product Total (Table 1)</b>	<b>\$</b>
<b>2</b>	<b>Firm (Bid) Delivery Total (Table 2)</b>	<b>\$</b>
<b>3</b>	<b>Firm (Bid) Installation Total (Table 3)</b>	<b>\$</b>
<b>4</b>	<b>Firm (Bid) Product Related Services Total (Table 4)</b>	<b>\$</b>
<b>5</b>	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable*)	<b>\$</b>
<b>6</b>	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5*)</b>	<b>\$</b>
<b>7</b>	<b>Applicable (Bid) Tax(es):</b>	<b>\$</b>
<b>8</b>	<b>Total Estimated (Bid) Cost (6 + 7):</b>	<b>\$</b>
<b>9</b>	<b>Contract Price <a href="#">[applicable at contract award only]</a> :</b>	<b>\$</b>

<b>Table 9 – Bidder's Authorized Representative</b>	
<b>Bidder's Authorized Representative for the Bid and the Contract</b>	
<b>Name:</b>	<b>Telephone:</b>
	<b>E-Mail:</b>
	<b>PBN:</b>
	<b>Ariba #:</b>

**ELECTRONIC PAYMENT INSTRUMENT :**

The Bidder accepts the following Electronic Payment Instrument : **Direct deposit**

## ATTACHMENT 1 TO ANNEX A - ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID

### Federal Government's Procurement Strategy for Indigenous Business

#### PSIB Certifications

For additional information, visit:

- a. Annex 9.4 and section 9.40 of the Supply Manual (<https://buyandsell.gc.ca/policyandguidelines/supply-manual/section/9>),
- b. Policy Notice 1996-2 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13706>), and
- c. Policy Notice 1997-6 ([https://www.tbs-sct.gc.ca/Pubs\\_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi](https://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi))

#### Indigenous Business

1. By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
2. The Bidder:
  - a. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
  - b. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
  - c. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
3. The Bidder must check the applicable box below:  
 The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co operative, partnership or not-for-profit organization.  
**OR**  
 The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

#### Owner Certification – Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification completed for each owner who is Indigenous:

I am an owner of \_\_\_\_\_ (insert name of business), and an Indigenous person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Indigenous Business".

I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
**Printed Name of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**