



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## 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/C.

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/C.

<b>Solicitation No. - N° de la demande</b>  100024704	<b>Amendment No. - N° de modification</b>  4
<b>Supplier SA No. - N° de l'AMA de fournisseur :</b> E60PQ-140003/C	

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

No of Page/

N° de page 22

#### Date of Solicitation – Date de la demande

November 16, 2023

#### 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)****Step 2.  Competitive or  Non-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.

Canada will assess bids and award contracts on a per category basis. For administrative purposes, in the event a same bidder wins more than one category, Canada may issue a single contract containing the categories won by the same bidder.

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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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/C. 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.

**Security Requirement:** There is no security requirement applicable to the Contract.

**Bid Evaluation:**

An evaluation team composed of representatives of 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 on the date and at the time indicated below.	
By no later than date and time:	<a href="#">[2023-12-8]</a> <a href="#">[14:00] [EST]</a>
<b>To e-mail address:</b>	<a href="mailto:NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca">NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca</a>
<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.	<u>  3  </u> 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.	<input type="checkbox"/>	<b>Contractor may be escorted; possession of security clearance not required.</b> 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.	<input type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> 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.</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>	
	<b>Name:</b>	Azlyn Roslan
	<b>Title:</b>	Procurement Specialist
	<b>Department/Agency/Crown Corporation:</b>	Employment and Social Development Canada
	<b>Address:</b>	140 Promenade du Portage, Gatineau, QC
	<b>Telephone No.:</b>	<i>[To be completed at contract award]</i>
	<b>E-mail address:</b>	NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca
4.2	<b>Project Authority</b> <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>  <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>	
	<b>Name:</b>	
	<b>Title:</b>	
	<b>Department/Agency/Crown Corporation:</b>	
	<b>Address:</b>	
	<b>Telephone No.:</b>	
	<b>E-mail address:</b>	
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.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
<b>6.</b>	<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:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	

## 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. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

**Category 1**

**Category 2**

**Category 5**

**\* 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 (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) – Categories: 1, 2, 3, 5 & 6

## 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 5 and 6. **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 Categories: 1, 2, 3, 5 & 6

Table 1a – 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] \$
<b>Category 1a</b>							
1	No GoCUID	Seated Privacy Height Add On  Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Lower Element 2: Fabric Width: 762mm (30in) Height: Between 50"-54" range	4	Yes		\$	\$
2	No GoCUID	Seated Privacy Height Add On  Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Lower Element 2: Fabric Width: 914mm (36in) Height: Between 50"-54" range	6	Yes		\$	\$
3	No GoCUID	Seated Privacy Height Add On  Power: Non-Powered Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Lower Element 2: Fabric Width: 1067mm (42in) Height: Between 50"-54" range	2	Yes		\$	\$
4	No GoCUID	Seated Privacy Height Add On Below Work Surface  Power: Powered Outlets Lower Element 1: Fabric Lower Element 2: Fabric Upper Element 1: Fabric Lower Element 2: Fabric Width: 914mm (36in) Height: Between 50"-54" range	4	Yes		\$	\$
<b>Category 2</b>							
5	2WSSREXXL24L42BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Lamine	1	Yes		\$	\$

		Dimensions: L42xW24xH23to 48.7 Controls: Electric Privacy Screen: NA					
6	2WSSREXXL24L72BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L72xW24xH23to 48.7 Controls: Electric Privacy Screen: NA	7	Yes		\$	\$
7	2WSSREXXL30L42BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L42xW30xH23to 48.7 Controls: Electric Privacy Screen: NA	6	Yes		\$	\$
8	2WSSREXXL30L48BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L48xW30xH23to 48.7 Controls: Electric Privacy Screen: NA	1	Yes		\$	\$
9	2WSSREXXL30L54BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L54xW30xH23to 48.7 Controls: Electric Privacy Screen: NA	5	Yes		\$	\$
10	2WSSREXXL30L72BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L72xW30xH23to 48.7 Controls: Electric Privacy Screen: NA	1	Yes		\$	\$
11	2WSSREXXL36L54BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA	3	Yes		\$	\$



		Finishes: Laminate Dimensions: L54xW36xH23to 48.7 Controls: Electric Privacy Screen: NA					
12	2WSSREXXL36L60BELXX	Individual Height Adjustable Work Surfaces  Type of product: Sit Stand Shape: Rectangular Support: NA Finishes: Laminate Dimensions: L60xW36xH23to 48.7 Controls: Electric Privacy Screen: NA	1	Yes		\$	\$
<b>Category 5</b>							
13	5CPSUNWKSXXXXXXXXXX	Ancillary Products  Product: Computer processor unit support Options: Under worksurface mounted	10	Yes		\$	\$
14	5MOASGARMCLPMTXXXXX	Ancillary Products  Product: Monitor arms Options: Single arm / Clamp mount	24	Yes		\$	\$
15	5PMOWKSMTACUSBXXXXX	Ancillary Products  Powered outlet below work surface- under mounted on the front (client facing) of the desk  Product: Power module Options: Work surface mounted / AC and USB Power	9	Yes		\$	\$

**\*\*Provide additional information:**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

**NSA products**

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NSA Product(s) Description	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 1</b>						
16	Modesty Panel 60” wide Metal Finish Minimum 12" high	1	Yes		\$	\$
17	Modesty Panel 30” wide Metal Finish Minimum 12" high	1	Yes		\$	\$

18	Modesty Panel 54" wide Metal Finish Minimum 12" high	4	Yes		\$	\$
<b>Category 2</b>						
19	Fixed Height Table 24"x72" Post legs	1	Yes		\$	\$
20	Fixed Height Table 24" x 48" TBase Lockable Castors	4	Yes		\$	\$
21	Fixed Height Table 24" x 36" TBase Lockable Castors	1	Yes		\$	\$
22	Fixed Height Table 24"x48" Post Legs	1	Yes		\$	\$
<b>Category 5</b>						
23	Power Bars	9	Yes		\$	\$
					Product Total	\$

Table 1b – 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] \$
<b>Category 3</b>							
24	3FLT4DXXP36D18XXXK	Filing Cabinet Type of Product: Lateral Format: 4 drawers Finishes: Painted Metal Width: 36" Depth: 18" Height: NA Upholstered Cushion Seats: NA Locks: Keyed	1	Yes		\$	\$
25	3PMOBBXXPM15D24XXXK	Pedestals Type of Product: Mobile Format: Box/Box/File Finishes: Painted Metal Width: 15" Depth: 24" Height: NA Upholstered Cushion Seats: NA	5	Yes		\$	\$

		Locks: Keyed					
26	3S2RLHXXLM30D20LOXK	Storage Cabinets Type of Product: 2 doors Format: Low Height Finishes: Laminate Width: 30" Depth: 20" Height: 24 to 33 Upholstered Cushion Seats: NA Locks: Keyed	2	Yes		\$	\$
27	3S2RHXXPM36D18HIXK	Storage Cabinets Type of Product: 2 doors Format: High Height Finishes: Painted Metal Width: 36" Depth: 18" Height: 44 to 54 Upholstered Cushion Seats: NA Locks: Keyed	1	Yes		\$	\$
28	3LSL1HXXPM12D20XHXS	Storage Lockers Type of Product: Storage Locker Format: One High Finishes: Painted Metal Width: 12" Depth: 20" Height: 48 to 54 Upholstered Cushion Seats: NA Locks: Keyless	9	Yes		\$	\$

**\*\*Provide additional information:**

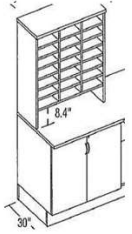
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

**NSA products**

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID			
#	NON-SA Product(s)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 3</b>						
29	Static Shelves 18" X36" 6 Shelves High-Metal -height between shelves should fit a bankers box	5	Yes		\$	\$
				Product Total		\$

Table 1c – 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] \$
<b>Category 6</b>							
30	6MMTSMSQPL30L30WNNX	Meeting and Training Room Table Product: Meeting Size: Small Shape: Square Support: Pedestal Material: Laminate Dimensions: L30xW30XH29 Power: No Modesty Panel: No Locking Casters: NA	2	Yes		\$	\$
31	6KKCSAxxLY16XXXMONX	Product: Kitchenette Seating Type: Kitchenette Chairs Style: Standard Height Support: 4 Legs Material: Polymer Seat Depth: >16 Seat Height: 17 to 20 Armrest: Without Armrest Seat Cushions: No	33	Yes		\$	\$
<b>**Provide additional information:</b> Canada is requesting bidders to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products</b> The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.							
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
#	NON-SA Product(s)		QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 6</b>							
32	Boot Trays Max. 12"x20"		9	Yes		\$	\$
33	Mail Sorting Station Top & Bottom Units 36" wide	 <p><b>Mail Sorting Unit</b></p> <p>2 Door lockable base cabinet: 36"W x 30"D x 36"H (to come with one set of two keys)</p> <p>Mail Sorter Standard Height: (36" B26) 36"W x 13"D x 36"H (similar to image)</p>	1	Yes			

		Product Total	\$
--	--	---------------	----

**Table 2a - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1a	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 \$
CAT 1, 2 & 5 Items No. 1 to 23	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact delivery date is subject to later change and will be communicated by the project authority.</b>	Normal 8:00 am to 4:30 pm preferred	____ : 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 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.</p>				Delivery Total:	\$

**Table 2b - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1b	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 \$
CAT 3 Items No. 24 to 29	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact delivery date is subject to later change and will be communicated by the project authority.</b>	Normal 8:00 am to 4:30 pm preferred	____ : 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 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.</p>				Delivery Total:	\$

**Table 2c - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1c	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 \$
CAT 6 Item No. 30 to 33	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact delivery date is subject to later change and will be communicated by the project authority.</b>	Normal  8:00 am to 4:30 pm preferred	____ : 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 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.</p>				Delivery Total:	\$

**Table 3a – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1a	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 \$
CAT 1, 2 & 5 Items No. 1 to 23	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact installation date is subject to later change and will be communicated by the project authority.</b>	Normal  8:00 am to 4:30 pm preferred	____ : 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 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.</p>				Delivery Total:	\$

**Table 3b - Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1b	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 \$

CAT 3 Items No. 24 to 29	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact installation date is subject to later change and will be communicated by the project authority.</b>	Normal  8:00 am to 4:30 pm preferred	_____ : 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 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.</p>				Delivery Total:	\$

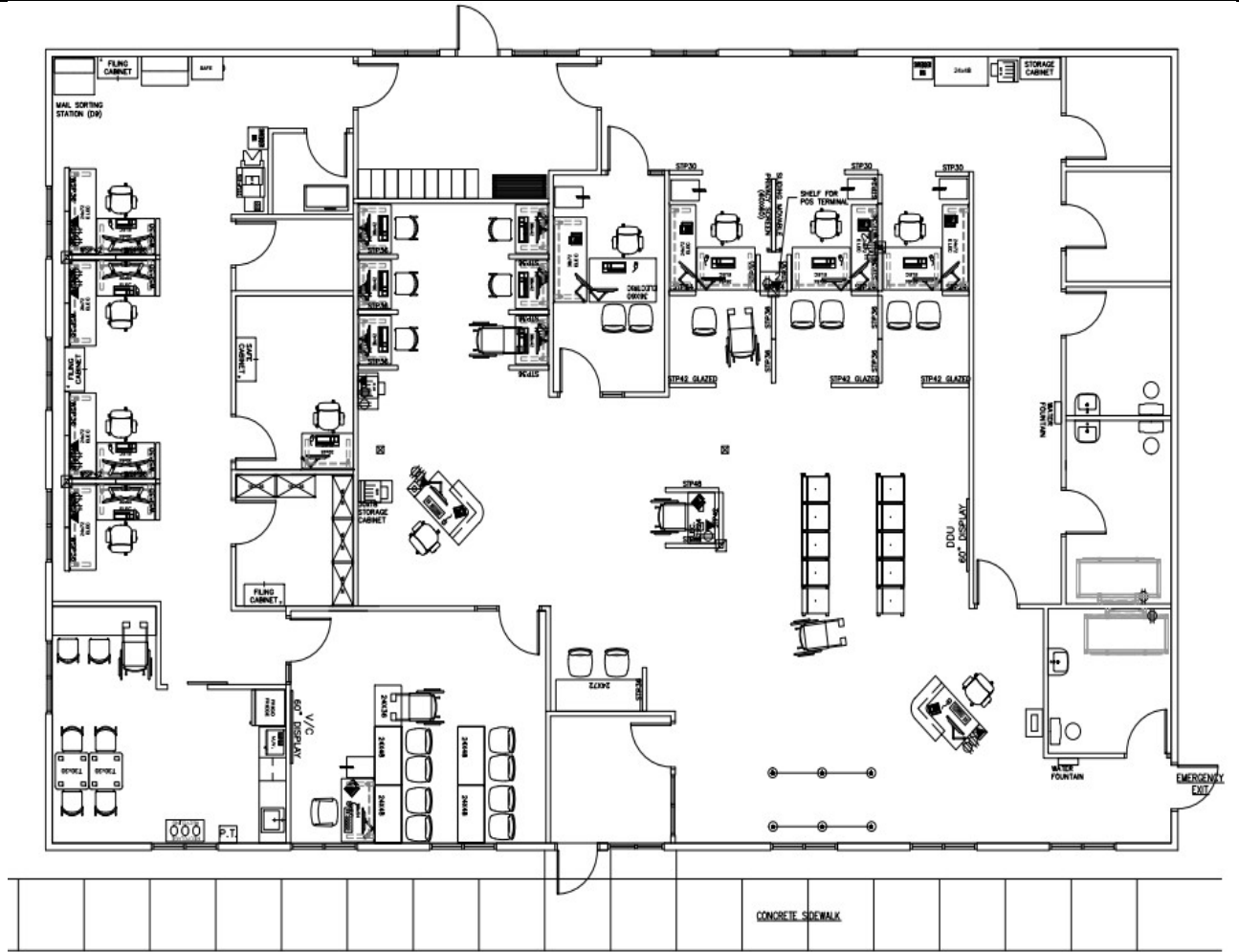
**Table 3c – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1c	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 \$
CAT 6 Item No. 30 to 33	59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2	2024-06-17 <b>*The exact installation date is subject to later change and will be communicated by the project authority.</b>	Normal  8:00 am to 4:30 pm preferred	_____ : 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 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.</p>				Delivery Total:	\$

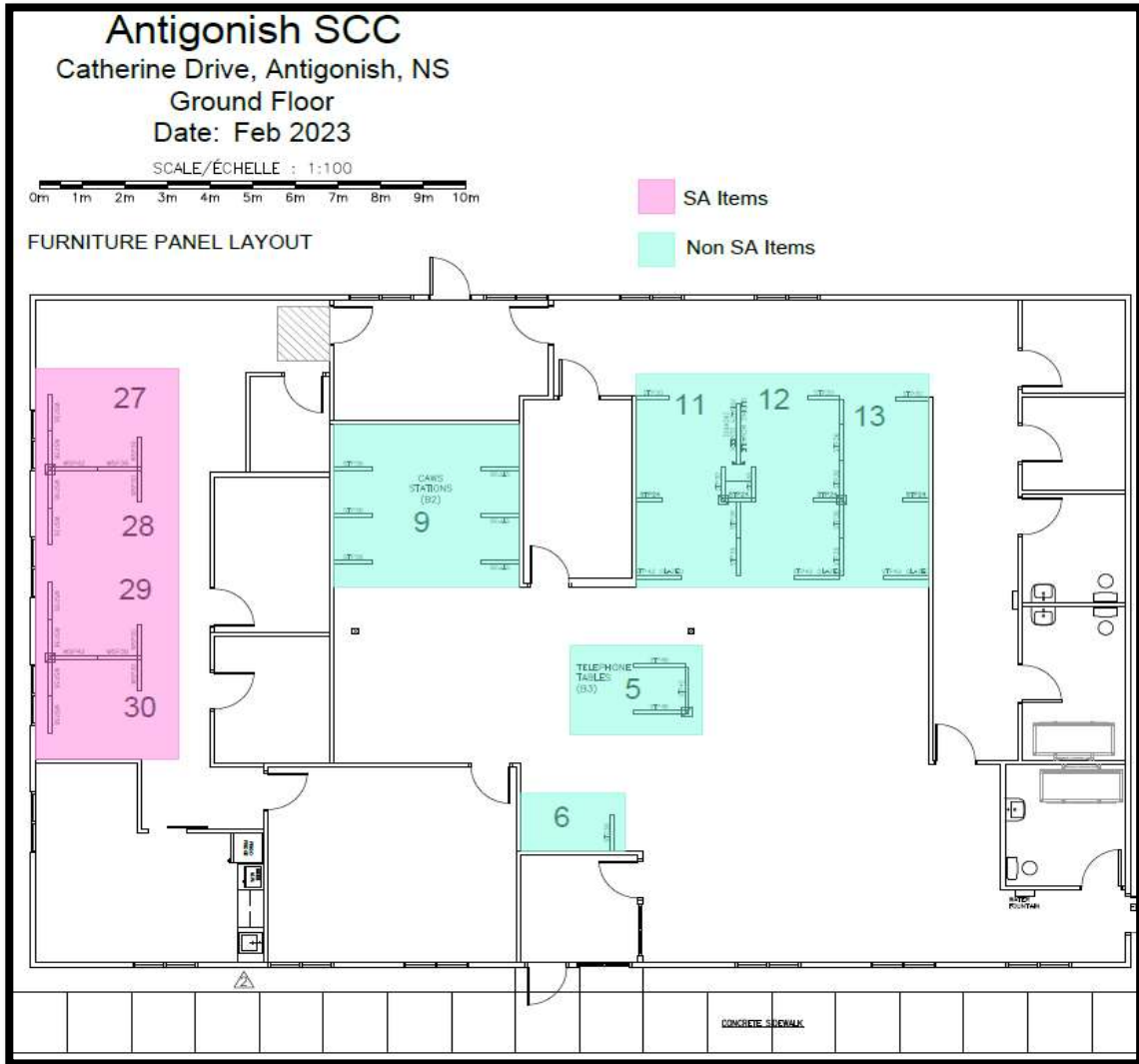
**Table 4 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<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.</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	<b>59 CATHERINE DRIVE, ANTIGONISH, NS, B2G 0H2</b>
B	Dock	<b>No</b>
C	Lift	<b>Does not exist</b>
D	Door	<b>All doors being installed are 36” wide doors. No loading dock, deliveries are to be brought in from the front or back door of the building and through the vestibules.</b>
E	Freight Elevator	<b>No Elevator or freight elevator – Building is ground level</b>
F	Other (specify, if any)	<p><b>All communication to be through real property. Building contact may be given at time of delivery and/or installation. This site is a stand alone building with a parking lot that will accommodate a vehicle up to 27'.</b></p> <p><b>Delivery will require ramp and dolly into the building.</b></p> <p><b>The building is main floor, no steps/stairs and has 36' single door entry.</b></p> <p><b>Floor Plan</b></p>





Panel Break down Plan



<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 5 - Bid Evaluation and Contract Total**

*(Canada may complete if not completed by the Bidder)*

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

\* Applicable taxes extra.

**Table 6 – Bidder’s Authorized Representative**

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

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).  
As a minimum the product listing must include the following information:
  - Supplier part numbers including NSA products forming part of this category;
  - brief product descriptions;
  - quantities;
  - firm unit prices
- c) Bidders must provide a stackable panel system that consists of a Base panel with the required add-on module(s) as defined in the panel matrix of this requirement.

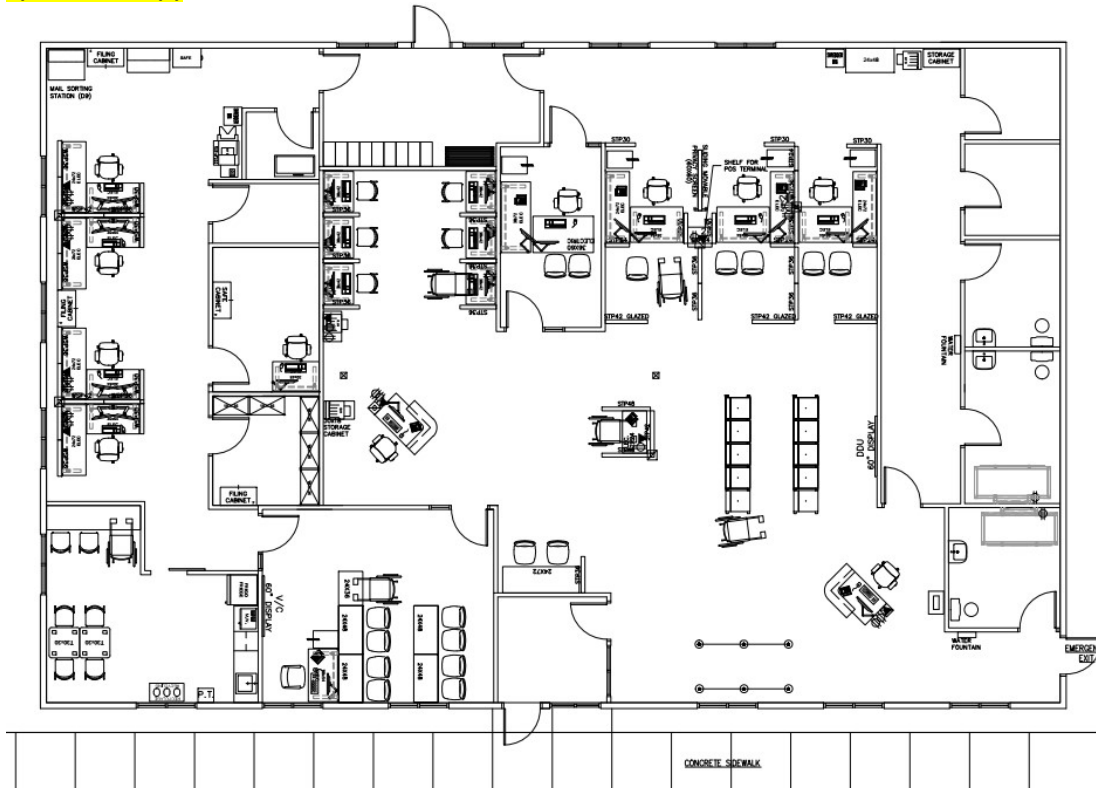
\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

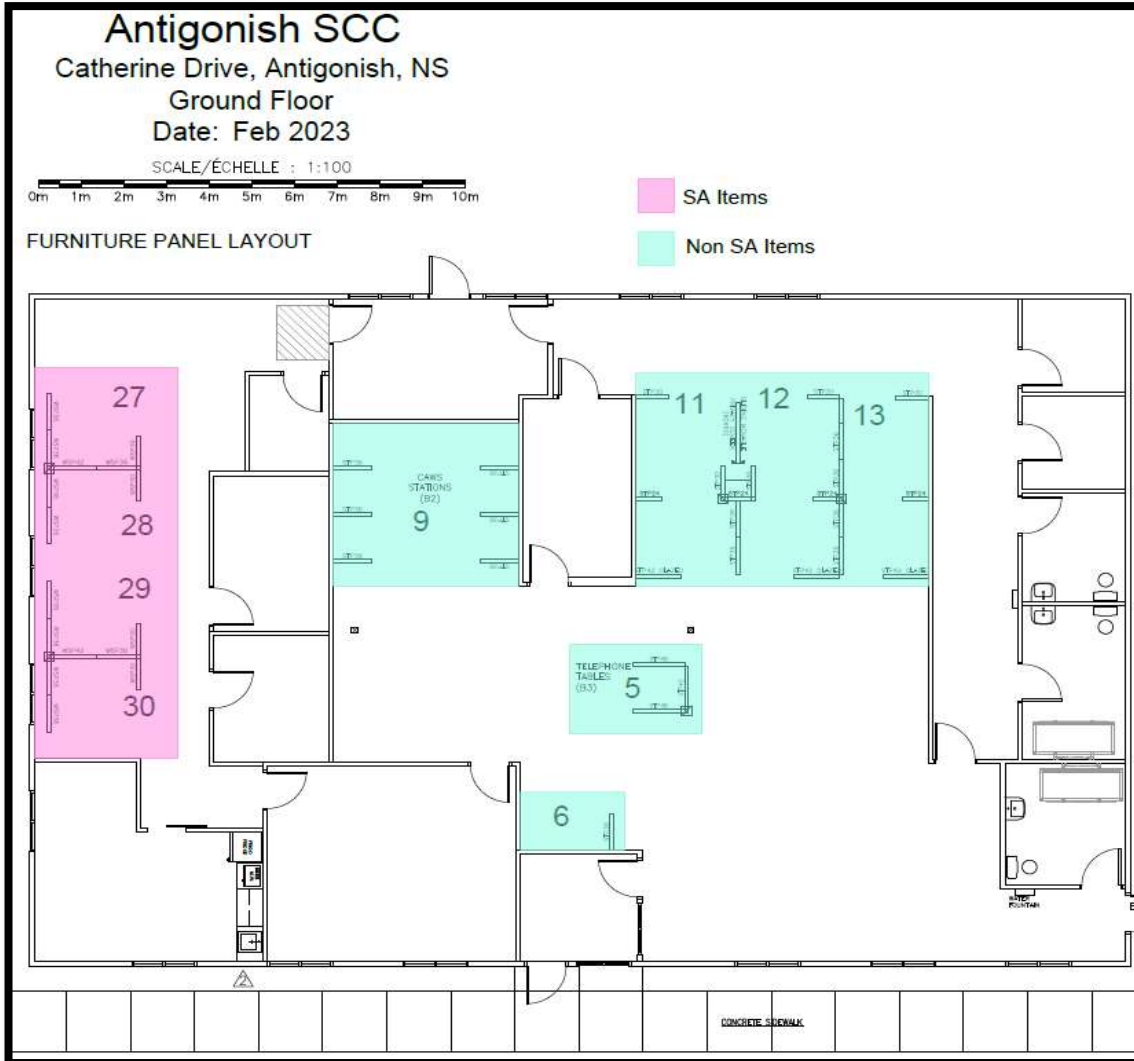
**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

**Category 1a Requirement:**

**1) Floor Plan(s)**



2) Panel Details



**ANNEX D  
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

This Annex includes the additional Specifications, Certifications associated with NSA product forming part of the requirement.

**1. Certifications**

**1.1 NSA Product Conformance** *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**NSA Product Conformance Certification** *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.