

## Annex E - Standard REQUEST FOR BID (RFB)



Canadian Grain  
Commission

Commission canadienne  
des grains

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

See Section 1.

Voir Section 1.

## STANDARD REQUEST FOR BID

### INVITATION À SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande	Amendment No. - N° de modification
<b>5K001-20231666</b>	
Supplier SA No. - N° de l'AMA de fournisseur :	
E60PQ-140003/___	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1	
Voir Section 1	
on – le See Section 1	
Voir Section 1	<b>20231666</b>



No of Page/

N° de page 1 of 12

Date of Solicitation – Date de la demande

**2023-12-05**

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.

RFB Issued by:	
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:	December 19, 2023 15:00 Central Standard Time (CST)	
<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>	<a href="mailto:bidreceiving-receptionsoumissions@grainscanada.gc.ca">bidreceiving-receptionsoumissions@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 <b>two business days</b> prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.		<b>two business days</b>

**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/C 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.	<b>x</b>	<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.	
	<b>x</b>	Single Payment
	<b>x</b>	Multiple Payment

6.	<b>Invoicing</b>
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original 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.

**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

b. ☐ Category 2 – Freestanding Height Adjustable Desk / Table Products

c. ☐ Category 3 – Metal Filing and Storage Cabinets

d. ☐ Category 4 – Wood Veneer – Freestanding Products

e. ☐ Category 5 – Ancillary and Lighting Products

**f. ☒ Category 6 - Support Space – Collaborative Furniture**

**g. ☒ NSA Product(s) – Category(ies): 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 <i>(Must provide image(s) of proposed products, per requested specifications. All laminates, edging, paint/ powder coating and upholstery options must be identified by name and colour and/or Grade and product line included in Bid Price)</i>	Qty	Supplier Part Number, Manufacturer and product line	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 6 – Support Space – Collaborative Furniture</b>						
1	6MMTSMSQPL30L30WNNX	30"x30" square tables, pedestal bases (SA line 20)	7		\$	\$
2	6SBATWXXLUW3G19LMNN	Banquettes, 48" 2 seater, mid/high back, post legs, w/o bolster (SA line 67)	2		\$	\$
3	6SBATHXXLUW5G19LMNN	Banquettes, 62" 3 seater, mid/high back, post legs, w/o Bolster (SA line 99)	2		\$	\$
4	6MMTMDREOL30L72WYNX	30" x 72" Mobile Meeting Table with power (SA line 48)	6		\$	\$
5	6CMUSHDSRL42L66WYXX	42" x 66" Mobile Meeting Table with power (SA line 689)	1		\$	\$
6	6KBSCHxxSY15XXXPONX	Counter height chair, post legs, vinyl upholstery, sled base (SA line 85)	4			
7	6KKCSAxxLY16XXXMINX	Lounge chair with arms, wipeable upholstery (SA line 95)	4			
8	6KKCSAxxSY16XXXMONX	Stackable chair, no arms, sled base, wipeable upholstery (SA line 109)	6		\$	\$
				<b>Product Total</b>		\$
<b>Category 6 – *NON SA PRODUCTS</b> <i>(must not exceed 30% of the firm quantity by category)</i>						
A	-	24"x30" rectangle table, pedestal bases NON-SA	3		\$	\$
B	-	18" x 66" Counter height training table NON-SA	2			
<b>*Must have same laminate and upholstery options as proposed SA product(s)</b> ***If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				<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 Manitoba R3C 3G8	Best delivery AND installation date offered by March 1, 2024	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				<b>Delivery Total:</b>	\$



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.		
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**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 Manitoba R3C 3G8	Best delivery AND installation date offered by March 1, 2024	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 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.				Installation Total:	\$

**Table 4 OPTIONAL Product (VALID UNTIL MARCH 31, 2025)**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NON-SA Product(s)	Description of Product	Qty	Supplier Part Number, Manufacturer and product line	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 6 – Support Space – Collaborative Furniture</b>						
1	6MMTSMSQPL30L30WNNX	30"x30" square tables, pedestal bases (SA line 20)	4		\$	\$
2	6MMTMDREOL30L72WYNX	30" x 72" Mobile Meeting Table with power (SA line 48)	4		\$	\$
3	6KBSCHxxSY15XXXPONX	Counter height chair, post legs, vinyl upholstery, sled base	4		\$	\$
4	6KKCSAxxLY16XXXMINX	Lounge chair with arms, wipeable upholstery	4		\$	\$
5	6KKCSAxxSY16XXXMONX	Stackable chair, no arms, sled base, wipeable	12		\$	\$
				Product Total		\$
<b>Category 6 – NON SA PRODUCTS</b> (must not exceed 30% of the firm quantity by category)						
A	-	24"x30" rectangle table, pedestal base NON-SA	2		\$	\$
				Product Total		\$

**Table 5 – OPTIONAL DELIVERY (VALID UNTIL MARCH 31, 2025)**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 4	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will deliver on the date and at the time below**	Firm Lot Price \$

	Canadian Grain Commission 303 Main Street Winnipeg, Manitoba R3C 3G8	N/A	Normal		to be determined
<p>*Normal Business Hours 8:00 – 16:00, 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:	to be determined

Table 6 – OPTIONAL INSTALLATION (VALID UNTIL MARCH 31, 2025)

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 4	Location	Desired Date (Y/M/D)	Desired Time:	Supplier will install on the date and at the time below**	Firm Lot Price \$
	Canadian Grain Commission 303 Main Street Winnipeg, Manitoba R3C 3G8	N/A	Normal		to be determined
<p>*Normal Business Hours 8:00 – 16:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	to be determined

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

1.	<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. <b>(Supplier to provide a direct link to specified finishes or provide a sample finishes card - real or virtual).</b></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.	<p><b>Canada's Facilities to Accommodate the Delivery</b></p> <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	<b>Loading Dock/Location</b>	
A	Location	Canadian Grain Commission 303 Main Street Winnipeg Manitoba R3C 3G8
B	Dock	The loading dock is located at the back of the building.
C	Lift	Yes, the North side of the dock has a height adjustable dock lift
D	Door	Interior Door maximum dimensions: 83" H x 41.5" W
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
3.	<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 6** *(Canada may complete if not completed by the Bidder)*

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	<b>Optional Product Total (Table 4)</b> <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	To be determined
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	To be determined
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4)</b> <i>[to be removed at contract award]</i>	\$
8	<b>Contract Price(1+2+3):</b> <i>[applicable at contract award only]</i>	\$
9	<b>Applicable Tax for Manitoba (PST Exempt 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.	<b>Bidder's Authorized Representative for the Bid and the Contract</b>	
	Company Name:	Telephone:
	Bid Representative:	E-Mail:
	Address:	SA #
		Procurement Business Number (PBN):

## ANNEX B SECURITY REQUIREMENTS

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

**CONTRACT FIRST PAGE**

*IU may use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.*



Canadian Grain  
Commission      Commission canadienne  
des grains

**PURCHASING OFFICE - BUREAU DES ACHATS****CONTRACT – CONTRAT**

Use “Canada accepts your bid” when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

**Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.**

**Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.**

Use “You are Requested” when you conducted a verbal solicitation, did not sent a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

**You are requested to sell to the Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.**

**Nous vous demandons de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).**

The vendor hereby accepts this contract  
Le fournisseur accepte le présent contrat

Name, title of person authorized to sign (type or print)  
Nom et titre du signataire autorisé (caractère d'impression)

Signature

Date

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inklus <input type="checkbox"/> Excluded En sus
FOB – FAB	
DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original must be completed and sent to: Factures – L’original doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division April 2019

**Canada**