



**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>Date of Solicitation – Date de la demande</b> <b>December 14, 2023</b>
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  <b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
<b>Destination</b>  <b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**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.**

<b>Solicitation No. - N° de la demande</b>  <b>1000252893</b>  <b>Supplier SA No. - N° de l'AMA de fournisseur :</b> E60PQ-140003/___	<b>Amendment No. - N° de modification</b>  <b>Amendment No. 001</b> <b>December 20, 2023</b>
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<b>Supplier Name and Address – Nom et adresse du fournisseur</b>   <b>Telephone No. - N° de téléphone</b>  <b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>   <b>Signature : _____ Date : _____</b>

<b>Solicitation closes – La demande prend fin :</b> <b>at – à See Section 1</b> <b>Voir Section 1</b> <b>on – le See Section 1</b> <b>Voir Section 1</b>	<b>File No. - N° de dossier</b>  <b>1000252893</b>
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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****Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? No

**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**

For PSIB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation. (*Refer to WTCM for further information*)

**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.

**Security Requirement:**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder:
 

Before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder’s valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

**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:	<b>January 12, 2024</b> <b>2:00 p.m. EST</b>
<b>To e-mail address:</b>	<a href="mailto:soumissionbid@sac-isc.gc.ca">soumissionbid@sac-isc.gc.ca</a>
<b>To avoid problems in the transmission, the total size of the email, including all attachments must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit. ZIP files are not accepted.</b>	

<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.	Two (2) 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>	Christine Madore
	<b>Title:</b>	Senior Procurement Expert
	<b>Department/Agency/Crown Corporation:</b>	Indigenous Services Canada
	<b>Telephone No.:</b>	873-354-1376
	<b>E-mail address:</b>	<a href="mailto:Christine.Madore@sac-isc.gc.ca">Christine.Madore@sac-isc.gc.ca</a>
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 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. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.				
	<table border="1"> <tr> <td data-bbox="151 260 196 291"></td> <td data-bbox="196 260 1464 291">Single Payment</td> </tr> <tr> <td data-bbox="151 291 196 323"><b>X</b></td> <td data-bbox="196 291 1464 323">Multiple Payment</td> </tr> </table>		Single Payment	<b>X</b>	Multiple Payment
	Single Payment				
<b>X</b>	Multiple Payment				
<b>6.</b>	<p><b>Invoicing [To be completed at contract award]</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:</p> <p>Name of the organization and contact: <i>[To be completed at contract award]</i></p> <p>Address:</p>				
<b>7.</b>	<p><b>SACC Manual Clauses</b></p> <p><a href="#">2003</a> (2023-06-08), Standard Instructions - Goods and Services - Competitive Requirements, document forms part of the bid solicitation.</p> <p>Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:</p> <p>Delete: 60 days Insert: 180 days</p> <p>Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:</p> <p>At the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.</p> <p><b>Technical Difficulties of Bid Transmission</b></p> <p><i>Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:</i></p> <p><i>(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR</i></p> <p><i>(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.</i></p> <p><b>Completeness of the Bid</b></p> <p><i>After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.</i></p> <p><i>Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:</i></p> <ol style="list-style-type: none"> <li><i>1. That certifications and securities required at bid closing are included.</i></li> <li><i>2. That bids are properly signed, that the bidder is properly identified.</i></li> <li><i>3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.</i></li> </ol>				

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>4. <i>That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.</i></li><li>5. <i>All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.</i></li></ol> |
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**Supplemental General Conditions:**

**ID [4013](#)** (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

**ID [4014](#)** (2022-06-20), Suspension of the work apply to and form part of the Contract.

**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 categories 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) – Category(ies): \_\_\_\_\_

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”.



## Product Categories: 1a, 1b, 2 and 5

Table 1 – Product Table

#	Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
	GoCUID	Description of Product	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
<b>Category 1A</b>							
1	Refer to Annex C and Floor Plans. **Canada is requesting to choose material colours for Cat 1A.						\$
<b>Category 1B</b>							
2	1bFFHREN24L72WNOLNY	Free Standing Systems, Fixed Height Work Surfaces (Refer to Annex C)	17	Yes		\$	\$
<b>Category 2</b>							
3	2WSSREXXL30L48BELXX	Individual Height Adjustable Work Surfaces, Sit Stand (Refer to Annex C)	17	Yes		\$	\$
4	2WSSDEXXL30L60BELXX	Individual Height Adjustable Work Surfaces, Sit Stand (Refer to Annex C)	4	Yes		\$	\$
5	2B4LREXXL30L48BELFR	Modular Height Adjustable Benching, 4 Work Surface Long (Refer to Annex C)	1	Yes		\$	\$
<b>Category 5</b>							
6	5MOASGARMCLPMTXXXXX	Monitor Arms, Single Arm Clamp Mount  (Refer to Annex C, Category 5 - Monitor Arms Specifications)	8	Yes		\$	\$
7	5MOADUARMCLPMTXXXXX	Monitor Arms, Dual Arm Clamp Mount  (Refer to Annex C, Category 5 - Monitor Arms Specifications)	21	Yes		\$	\$
8	5PMOWKSMTACUSBXXXXX	Power Module, Work Surface Mounted, AC and USB Power  (Refer to Annex C, Category 5 – Power Module Specifications)	29	Yes		\$	\$

<p><b>**Provide additional information:</b></p> <p>Canada is requesting bidders to provide drawings and/or pictures including descriptive literature for these products with your bid submission.</p> <p>Canada is requesting bidders to allow the choice of material colors for Categories 1a, 1b, 2 and 5.</p> <p><b>NSA products (must not exceed 30% of the firm quantity by category)</b></p> <p>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.</p>
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**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 8	9 Montclair Street, 2 <sup>nd</sup> Floor Gatineau, Quebec J8Y 2E2	<b>On or before 2024-03-31</b>	Normal Business Hours	_____ : 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 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 8	9 Montclair Street, 2 <sup>nd</sup> Floor Gatineau, Quebec J8Y 2E2	<b>By 2024-03-31 OR after</b>	Normal Business Hours	_____ : weeks from date of supply and delivery  <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 installation date taking into consideration the installation time provided by</p>				Installation Total:	\$

the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.		
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**Table 4 – Optional Product**       Not Applicable

**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	<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>	<p><b>Canada’s Facilities to Accommodate the Delivery</b>  <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>	
<b>2.1</b>	<b>Loading Dock/Location</b>	
A	Location	9 Montclair Street, 2 <sup>nd</sup> Floor, Gatineau, Quebec, J8Y 2E2
B	Dock	None
C	Lift	None
D	Door	Entrance Door size: 36"
E	Freight Elevator	None
F	Other (specify, if any)	Elevator weight capacity 1130Kg - 15 people Elevator door size: 48" x 84" Elevator interior size: 80" x 88"
<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**

*(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>	N/A
5	<b>Optional Delivery Total (Table 5)</b> <i>(Applicable if Option is exercised)</i>	N/A
6	<b>Optional Installation Total (Table 6)</b> <i>(Applicable if Option is exercised)</i>	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7)</b> <i>[to be removed at contract award]</i>	\$
9	<b>Contract Price (1 + 2 + 3 + 7):</b> <i>[applicable at contract award only]</i>	\$
10	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>	\$
11	<b>Total Estimated Cost (9 + 10):</b> <i>[applicable at contract award only]</i>	\$

\* Applicable taxes extra.

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

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

**ANNEX B  
SECURITY REQUIREMENTS**

There is no security requirement associated with this contract. All resource(s) will be escorted at all times while on Government of Canada premises.

**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.

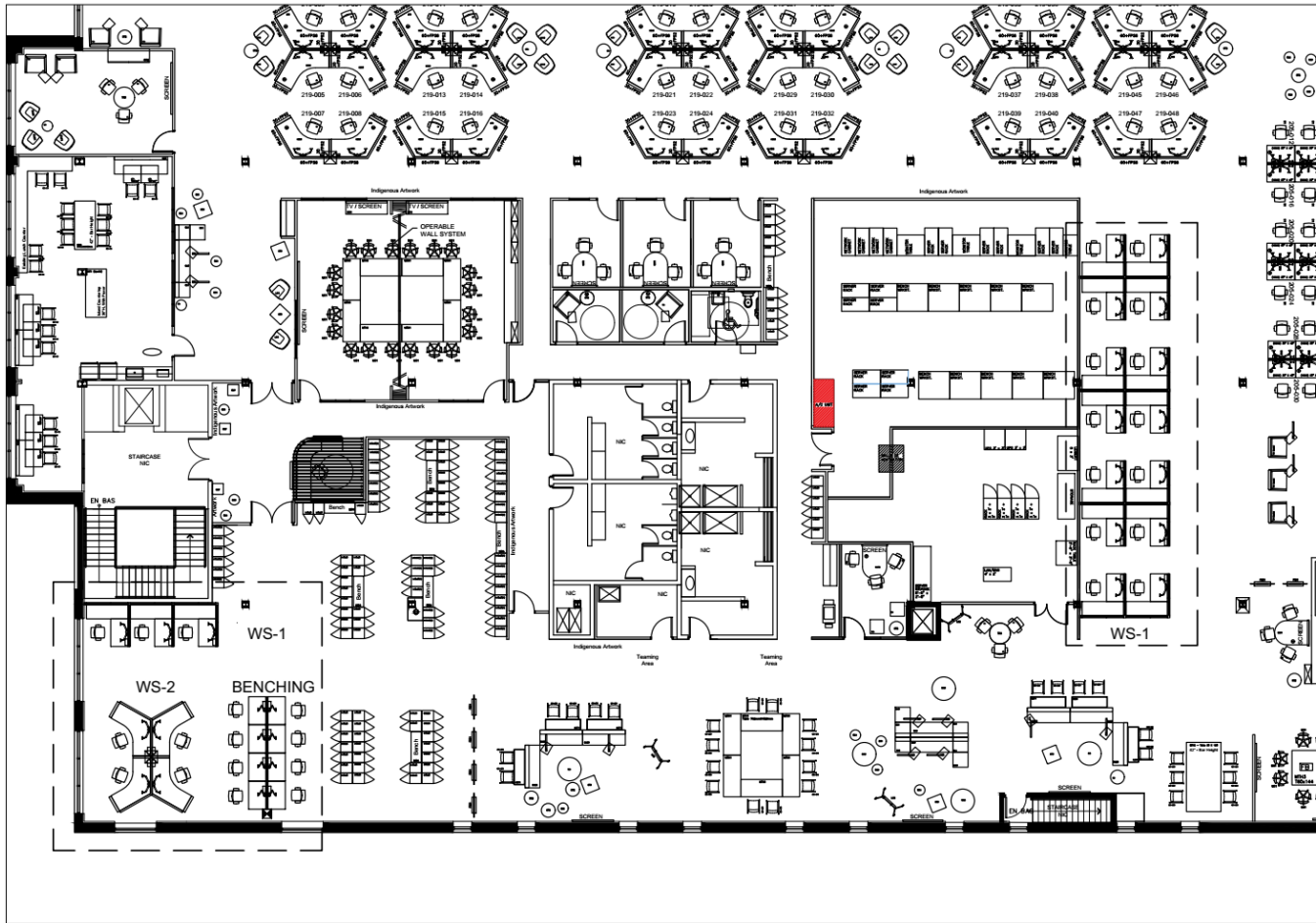
**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

**Category 1a Requirement:**

**1) Floor Plan(s)**

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

9 Montclair Street, 2<sup>nd</sup> Floor, Gatineau, Quebec




**2) Panel Details**

- a. All required panel heights: Refer to Panel Matrix below (3a).
- b. When power is required, the power is located below work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed : Power Poles as indicated in the Workstation Layouts below (3b).

**3) Panel Matrix and Workstation Layouts**

\*\*\*See attached Panel Matrix and Workstation Layouts\*\*\*

**a. Panel Matrix**


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## PANEL MATRIX

WIDTH: 42"  
SEATED PRIVACY HEIGHT

ELEMENT 1 – ADD-ON FROSTED GLASS	ELEMENT 1 – ADD-ON FROSTED GLASS
PAN42P ELEMENT 2 LAMINATE	PAN42P ELEMENT 2 LAMINATE
CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE	CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE
☐	☐
SIDE 1	SIDE 2

WIDTH: 48"  
SEATED PRIVACY HEIGHT

ELEMENT 1 – ADD-ON FROSTED GLASS	ELEMENT 1 – ADD-ON FROSTED GLASS
PAN48P ELEMENT 2 LAMINATE	PAN48P ELEMENT 2 LAMINATE
CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE	CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE
☐☐	☐☐
SIDE 1	SIDE 2

WIDTH: 60"  
SEATED PRIVACY HEIGHT

ELEMENT 1 – ADD-ON FROSTED GLASS	ELEMENT 1 – ADD-ON FROSTED GLASS
PAN60P ELEMENT 2 LAMINATE	PAN60P ELEMENT 2 LAMINATE
CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE	CUT OUTS FOR POWER IN PANEL BASE BELOW WORK SURFACE
☐☐	☐☐
SIDE 1	SIDE 2

WIDTH: 30"  
SEATED PRIVACY HEIGHT

ELEMENT 1 – ADD-ON FROSTED GLASS	ELEMENT 1 – ADD-ON FROSTED GLASS
PAN30 ELEMENT 2 LAMINATE	PAN30 ELEMENT 2 LAMINATE
SIDE 1	SIDE 2

WIDTH: 24"  
SEATED PRIVACY HEIGHT


ELEMENT 1 – ADD-ON FROSTED GLASS	ELEMENT 1 – ADD-ON FROSTED GLASS
PAN24 ELEMENT 2 LAMINATE	PAN24 ELEMENT 2 LAMINATE
SIDE 1	SIDE 2

			Location <b>PANEL MATRIX</b>	Approval:	Date:
1	Modification	2023-11-20	Project Name <b>SPECIFICATIONS - PANEL MATRIX</b>	Drawn by:	Scale:
No.	Description	Date			Page: 1

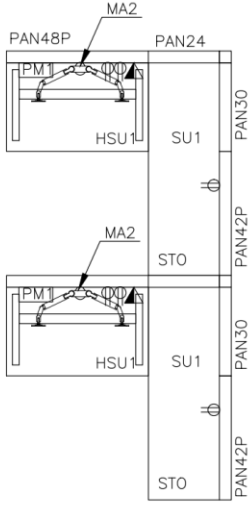


**b. Workstation Layouts**

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED.** **Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.


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WS-1 TYPICAL WORKSTATION



CATEGORY 1A  
REFER TO PANEL MATRIX

CATEGORY 1B  
SU1  
1829MM (72") X 610MM (24") WORK SURFACE, PANEL MOUNTED, HIGH PRESSURE LAMINATE, RECTANGULAR

CATEGORY 2  
HSU1  
1219MM (48") X 762MM (30") HEIGHT ADJUSTABLE WORK SURFACE, HIGH PRESSURE LAMINATE, ELECTRICALLY ASSISTED

CATEGORY 5  
MA2  
MONITOR ARM, DUAL MONITOR, CLAMP MOUNT

PM1  
DESK TOP POWER MODULE

STO  
CABLE MANAGEMENT – TO BE PROVIDED BY FURNITURE SUPPLIER

POWER POLE  
HARDWIRED SYSTEMS FURNITURE POWER POLE IS TO BE PROVIDED BY FURNITURE SUPPLIER.

NOTE:  
IT IS NOT AN OPEN CEILING.

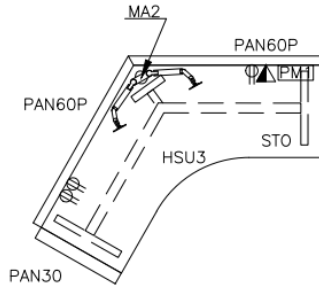
SYSTEMS FURNITURE POWER POLE HEIGHT RANGE MUST BE 2438MM (96") FROM THE FINISHED FLOOR TO THE TOP OF THE POLE.

FURNITURE SUPPLIER IS NOT RESPONSIBLE FOR SECURING THE POWER POLE TO THE SLAB.

FURNITURE PLAN FOR INFORMATION ONLY

			Location <b>W-1 TYPICAL STATION</b>	Approval:	Date:
			Project Name <b>SPECIFICATIONS - TYPICAL STATION</b>	Drawn by:	Scale:
No.	Description	Date			Page: 1

WS-2 TYPICAL WORKSTATION



CATEGORY 1A  
REFER TO PANEL MATRIX

CATEGORY 2  
HSU3  
1524MM (60") X 762MM (30") HEIGHT ADJUSTABLE WORK SURFACE,  
HIGH PRESSURE LAMINATE, ELECTRICALLY ASSISTED, 3 LEG BASE

CATEGORY 5  
MA  
MONITOR ARM, DUAL MONITOR, GROMMET MOUNT

PM1  
DESK TOP POWER MODULE

STO  
CABLE MANAGEMENT - TO BE PROVIDED BY FURNITURE SUPPLIER

POWER POLE  
HARDWIRED SYSTEMS FURNITURE POWER POLE  
IS TO BE PROVIDED BY FURNITURE SUPPLIER.

NOTE:  
IT IS NOT AN OPEN CEILING.

SYSTEMS FURNITURE POWER POLE HEIGHT  
RANGE MUST BE 2438MM (96") FROM THE  
FINISHED FLOOR TO THE TOP OF THE POLE.

FURNITURE SUPPLIER IS NOT RESPONSIBLE FOR  
SECURING THE POWER POLE TO THE SLAB.

FURNITURE PLAN FOR INFORMATION ONLY

			Location	W-2 TYPICAL STATION		Approval:	Date:	
			Project Name	SPECIFICATIONS - TYPICAL STATION		Drawn by:	Scale:	Page:
No.	Description	Date						1

**NOTE:** In case of manufacturing constraints, Canada will accept two (2) 30" wide panels instead of one (1) 60" wide panel.

B-1 TYPICAL BENCHING

CATEGORY 2  
 HSU1B  
 1219MM (48") X 762MM (30") (X4)  
 MODULAR HEIGHT ADJUSTABLE BENCHING, 4  
 SURFACES LONG, RECTANGULAR, LAMINATE,  
 ELECTRIC

CATEGORY 5  
 MA2  
 MONITOR ARM, DUAL MONITOR,  
 CLAMP MOUNT

PM1  
 DESK TOP POWER MODULE

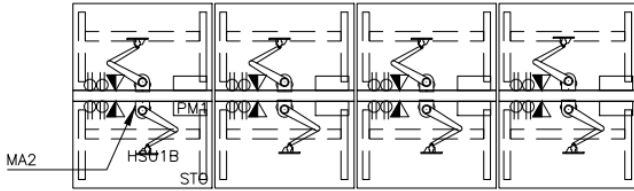
STO  
 UNDER SURFACE WIRE MANAGER

POWER POLE  
 HARDWIRED SYSTEMS FURNITURE POWER POLE  
 IS TO BE PROVIDED BY FURNITURE SUPPLIER.

NOTE:  
 IT IS NOT AN OPEN CEILING.

SYSTEMS FURNITURE POWER POLE HEIGHT  
 RANGE MUST BE 2438MM (96") FROM THE  
 FINISHED FLOOR TO THE TOP OF THE POLE.

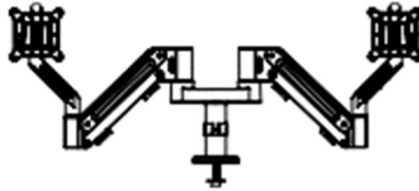
FURNITURE SUPPLIER IS NOT RESPONSIBLE FOR  
 SECURING THE POWER POLE TO THE SLAB.



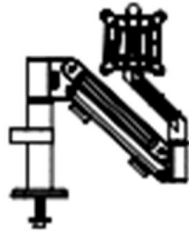
FURNITURE PLAN FOR INFORMATION ONLY

			Location	B-1 TYPICAL BENCHING		Approval:	Date:	
			Project Name	SPECIFICATIONS - BENCHING		Drawn by:	Scale:	Page:
No.	Description	Date						1

### Category 5 – Monitor Arms Specifications



- Dual Monitor Arm
- C-clamp mount, expandable from 10mm to 50mm
- Arm extension
- Monitor on each arm from 24" to 34"
- Tilt
- Screen swivel
- Screen rotation
- Bras pour double écran
- Support à pince en C, extensible de 10 mm à 50 mm
- Extension du bras
- Moniteur sur chaque bras de 24" à 34"
- Inclinaison
- Écran pivotant
- Rotation de l'écran



- Single Monitor Arm
- C-clamp mount, expandable from 10mm to 50mm
- Arm extension
- Monitor on each arm from 24" to 34"
- Tilt
- Screen swivel
- Screen rotation
- Bras pour écran unique
- Support à pince en C, extensible de 10 mm à 50 mm
- Extension du bras
- Moniteur sur chaque bras de 24" à 34"
- Inclinaison
- Écran pivotant
- Rotation de l'écran

### Category 5 – Power Module Specifications



- 3 power / 1 USB / 1 Type C
- Mounting Option: desk edge clamp
- Cord and outlet type: USA/Canada Plug-in
- 3 alimentations / 1 USB / 1 Type C
- Option de montage : pince de bureau
- Type de cordon et de prise : Prise Américaine / Canadienne

**ANNEX D  
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

This Annex includes the additional Specifications, Certifications associated with NSA product. *(if applicable)* forming part of the requirement.

**1. Specifications**

*IU to include, if applicable, additional information above the generic specifications at Annex A such as testing and performance requirements, finishes...*

**2. Certifications**

**2.1 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.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## 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 his 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).**

Supplier to sign for a "You are Requested" contract only.

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

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

Modified by Furniture Division April 2022

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 Inclus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB – FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies 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	