

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

[cfia.bidreceipt-
receptiondesoumission.acia@canada.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@canada.ca)

**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 2024-00220	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin : January 11, 2024	File No. - N° de dossier 2024-00220
--	--

Date of Solicitation – Date de la demande

December 22, 2023**Address inquiries to – Adresser toute demande de renseignement à :**

Sarah Gervais
Procurement and Contracting Officer
Contracting & Procurement Policy Division
59 Camelot Dr. Nepean, ON K2G 5W6
(343) 549-3749
sarah.gervais@inspection.gc.ca

Destination:

Canadian Food Inspection Agency (CFIA)
1050 Courtneypark Dr E
Mississauga, ON L5T 2R4

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

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

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. For Competitive Requirements when only one bid is received:

The Bidder must provide the following information **AFTER** bid closing, if requested to do so by Canada. One or more of the following **price justifications**:

- a. a current published price list indicating the percentage discount available to Canada; or
 - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 - c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 - d. any other supporting documentation as requested by Canada.
3. **PSIB Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB):**

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

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

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

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

4. **Terms of the RFB:**

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

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

The Bidder must provide the following information WITH the bid:

- a. The information requested by Canada in Annex A herein.
- b. Attachment 1 of Annex C – PSIB Certifications, if applicable.

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

5. Security Requirement:

There are no security requirements applicable to this requirement.

6. Bid Evaluation

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.
- c. The evaluation team will determine if there are two (2) or more compliant bids with the PSIB Certifications at Attachment 1 to Annex C with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those compliant bids will be eligible to be awarded a contract; otherwise, all bids will be eligible.

If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more compliant bids with valid PSIB Certifications, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Indigenous Business certifications at any time in the evaluation process including doing so concurrently with other steps.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Sarah Gervais Procurement and Contracting Officer Contracting & Procurement Policy Division 59 Camelot Dr. Nepean, ON K2G 5W6 (343) 549-3749 sarah.gervais@inspection.gc.ca
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	January 11, 2024 2PM Eastern Time
To the Bid Receiving e-mail address:	cfia.bidreceipt-receptiondesoumission.acia@canada.ca The Bid Receiving Email Address is Solely for Delivery of Bids: for the sole purpose of bid submission. No other communications are to be forwarded to this email address.
RFB Enquiries:	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority five business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Five (5) business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	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.	
2.	Security Requirement	
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.	
	c.	<input checked="" type="checkbox"/> There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Sarah Gervais
	Title:	Procurement and Contracting Officer
	Department/Agency/Crown Corporation:	Canadian Food Inspection Agency (CFIA) Contracting & Procurement Policy Division
	Address:	59 Camelot Dr. Nepean, ON K2G 5W6
	Telephone No.:	(343) 549-3749
	E-mail address:	sarah.gervais@inspection.gc.ca
4.2	Project Authority [To be completed at contract award]	
	<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>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
6.	Invoicing	
	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: <i>[To be completed at contract award]</i>	
7.	SACC Manual Clauses	
	2020 (2022-12-01) General Conditions	

ANNEX A– REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

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

- Category 2
- Category 5
- Category 6
- NSA Products – Category 6

* **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 2 – Freestanding Height Adjustable Desk / Table Products
- b. Category 5 – Ancillary and Lighting Products
- c. 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.

- d. NSA Product(s) – 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. **Bidders must provide a complete product offering for each category in order to be compliant.** Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Table 1 – Product Table

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	QT Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Category 2							
1	2WSSREXXL30L60 BELXX	30" x 60" Height Adjustable Table T-Leg Counterbalance	4	Yes		\$	\$
2	2WSSREXXL30L72 BELXX	30" x 72" Height Adjustable Table T-Leg Complete Table Centre Grommet	2	Yes		\$	\$
Category 5							
3	5PMOWKSMTACUS BXXXXX	Power Cube 3 Power/ 2 USB/ 0 Data Desk Edge Clam - Plug-In	4	Yes		\$	\$
4	5MOASGARMCLPM TXXXXX	Single Monitor Arm Clamp	4	Yes		\$	\$
Category 6							
5	6MTRFTRECL30L6 0WYYY	30" x 60" Laminate Flip Top Table with Daisy Chain Power Data Centre Connection Box	19	Yes		\$	\$
6	6MMTMDREOL42L7 8WYXX	42" X 78" Laminate Meeting Table with Linear Power Module	3	Yes		\$	\$
7	6ZFHLLXX24L66HSD SDKX	64" x 29" Laminate Credenza w Solid Door	1	Yes		\$	\$
**Provide additional information: Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.					Product Total		\$
Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
#	NSA Product(s) Description		QT Y	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
8	Laminate AV Cart with Solid Door W32" x H36" AV Cart Top with LCD Arm W32", No Lock		1	Yes		\$	\$
NSA products (must not exceed 30% of the firm quantity by category) 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.					Product Total		\$

Table 2 - Delivery (Standard Lead Time is between 6 to 10 weeks for delivery and installation)

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-8	Canadian Food Inspection Agency 1050 Courtneypark Dr. E Mississauga, ON L5T 1L7	2024-03-29	Normal Business Hours	_____ : weeks	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

Table 3 – Installation (Standard Lead Time is between 6 to 10 weeks for delivery and installation)

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date** (YYYY-MM-DD)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-8	Canadian Food Inspection Agency 1050 Courtneypark Dr. E Mississauga, ON L5T 1L7	2024-03-29	Normal Business Hours	_____ : weeks from date of supply and delivery	\$
*Normal Business Hours 8:00 – 17:00, 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.				Installation Total:	\$

- 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

1.	Standard Finishes	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. Within ten (10) 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. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada’s Facilities to Accommodate the Delivery <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> <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>	
2.1	Loading Dock/Location	
A	Location	Canadian Food Inspection Agency 1050 Courtneypark Dr. E Mississauga, ON L5T 2R4
B	Dock	No dock, trucks can back up to the doors, bottom of door in receiving area is at ground level.
C	Lift	No lift gate
D	Door	8’8”w X 9’8”h (overhead garage door)
E	Freight Elevator	None
F	Other (specify, if any)	The office can only receive a maximum 48’ size tractor trailer
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
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	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1 + 2 + 3 + 7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9 + 10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

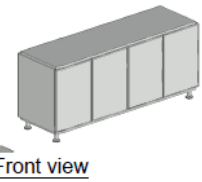
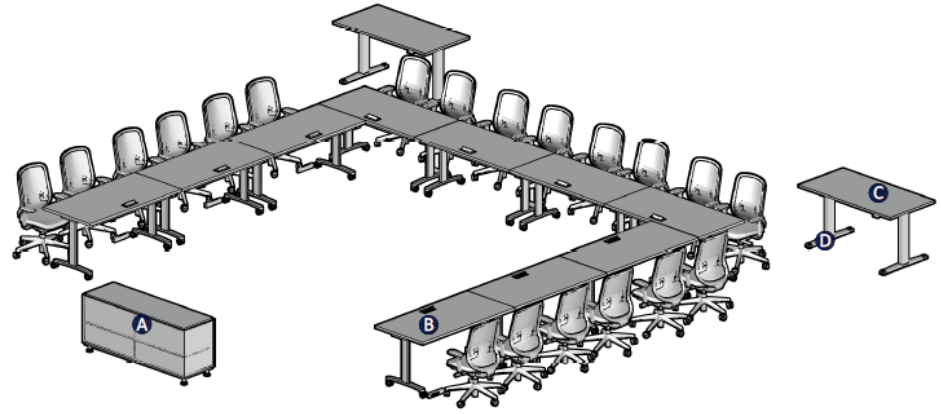
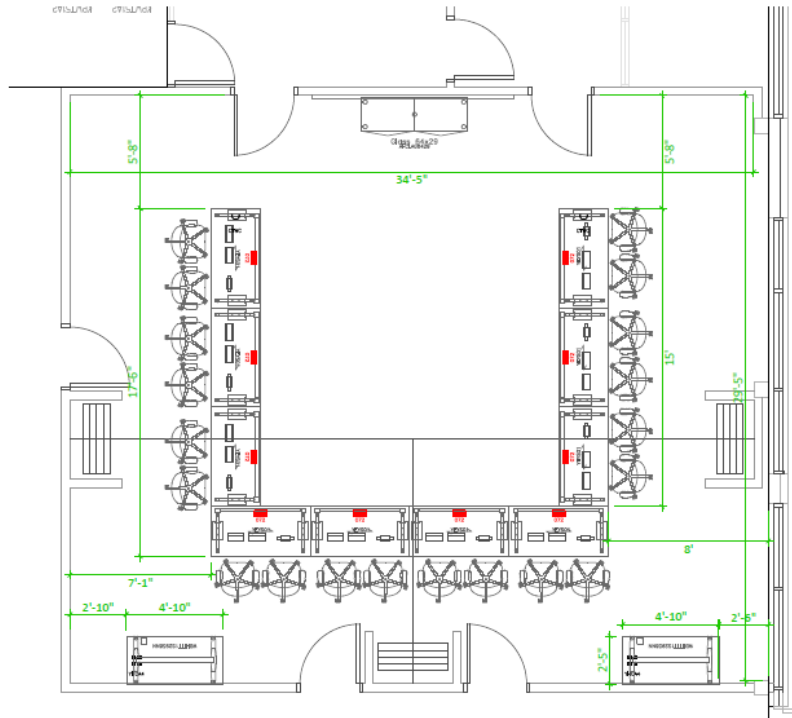
Table 9 – Bidder’s Authorized Representative

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

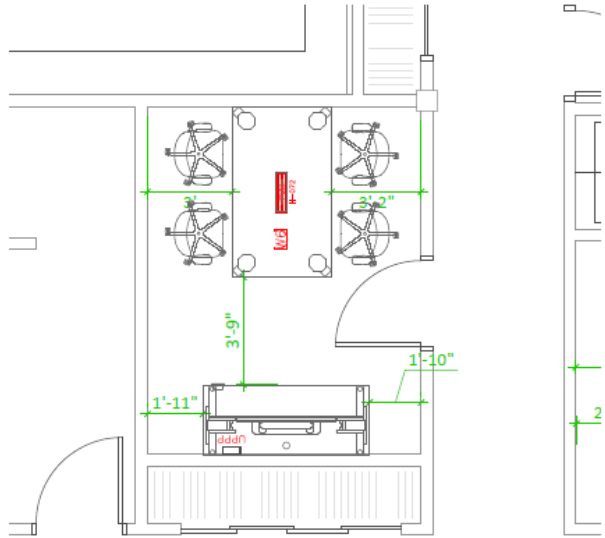
ELECTRONIC PAYMENT INSTRUMENT :

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

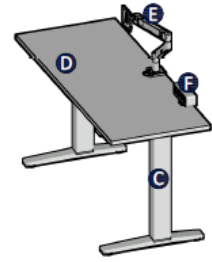
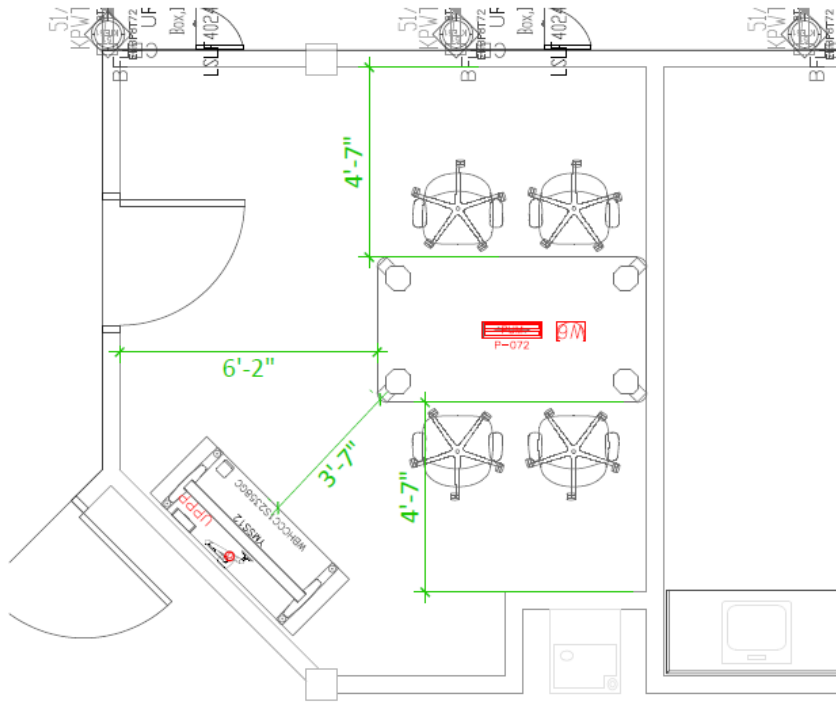
ANNEX B – FLOOR PLAN(S)



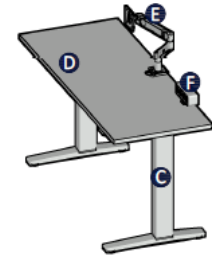
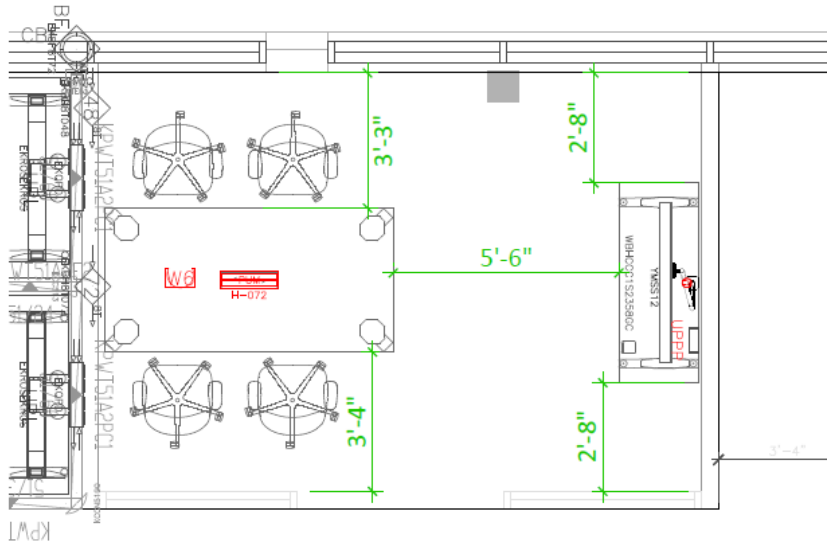
Main Boardroom



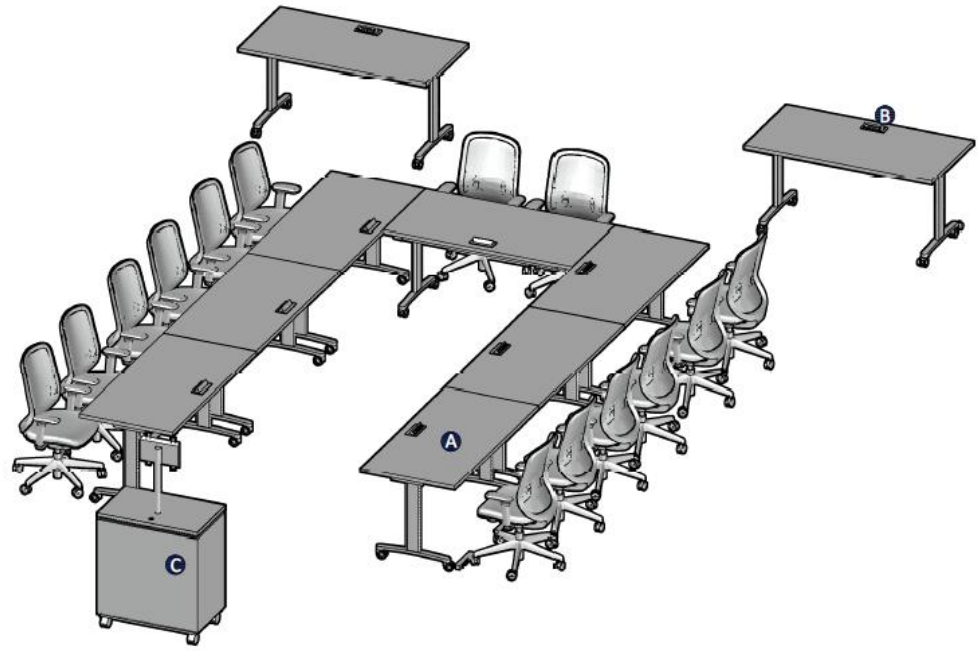
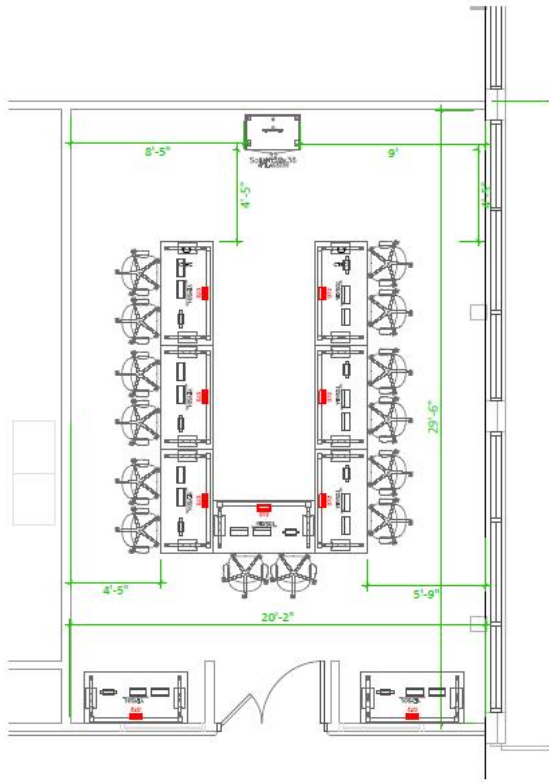
Study Room



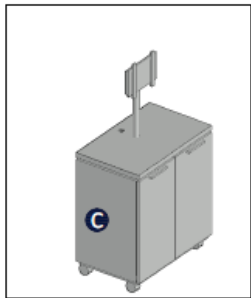
Quiet Room



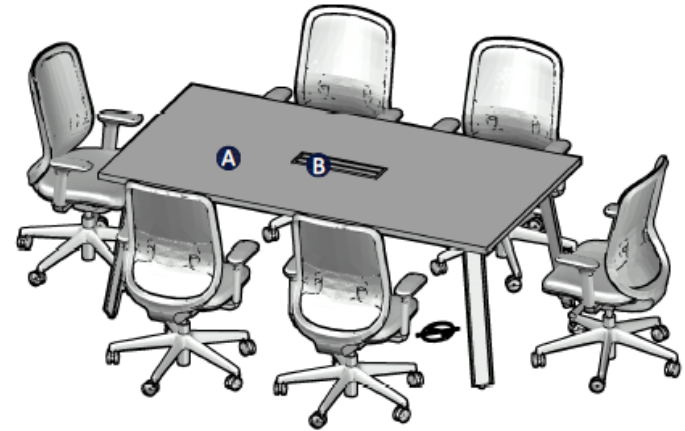
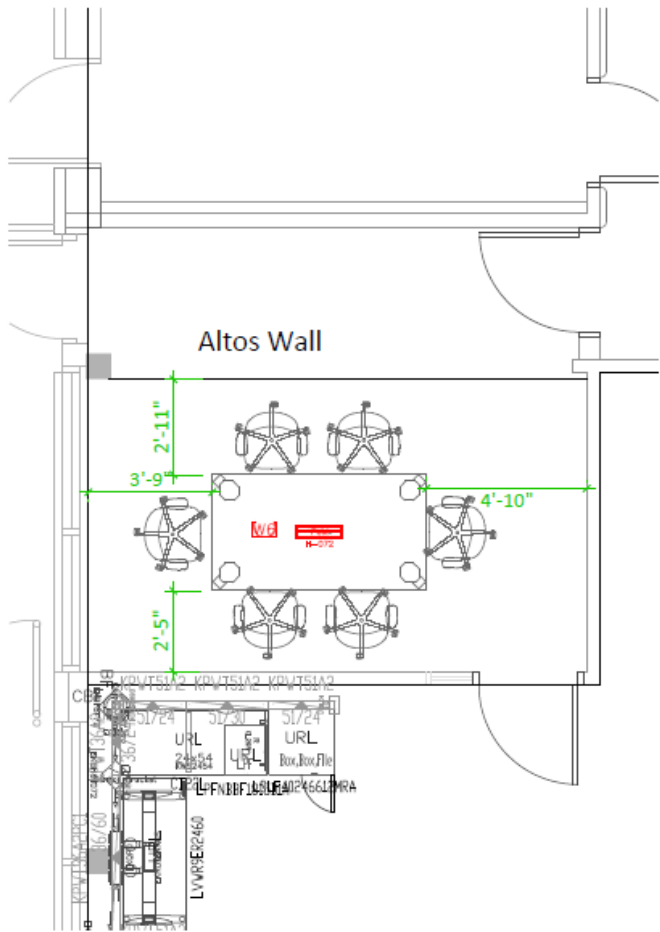
Library



Small Boardroom



Front view



Meeting Room

**ANNEX C
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

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

1. Specifications

#	NSA Product(s) Description	QTY
10	Laminate AV Cart with Solid Door W32" x H36" AV Cart Top with LCD Arm W32", No Lock	1

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.

ATTACHMENT 1 TO ANNEX C - ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID

Federal Government's Procurement Strategy for Indigenous Business

PSIB Certifications

For additional information, visit:

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

Indigenous Business

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

Owner Certification – Indigenous Business

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

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

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

Printed Name of Owner

Signature of Owner

Date