



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

See Section 1.  
Voir Section 1.

**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

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

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/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 20240022	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin :  at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier
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Date of Solicitation – Date de la demande February 12th, 2024
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 : _____

This bid solicitation cancels and supersedes previous bid solicitation number 1000032961 dated January 16<sup>th</sup>, 2024 with a closing of February 2<sup>nd</sup>, 2024 at 2:00 P.M. at 1400hrs Eastern Standard Time (EST).

A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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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.

**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:	<a href="#">February 26<sup>th</sup>, 2024</a> <a href="#">2:00 p.m. Eastern Standard Time (EST)</a>
- To e-mail address:	<a href="mailto:BidReceiving-ReceptionSoumissions@ppsc-sppc.gc.ca">BidReceiving-ReceptionSoumissions@ppsc-sppc.gc.ca</a>
<b>RFB Enquiries:</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	5 business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	<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.	
2.	<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.		<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.		<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.		<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	<b>Name:</b>	Jessica Roy-Labelle
	<b>Title:</b>	Acquisitions Officer
	<b>Department/Agency/Crown Corporation:</b>	Public Prosecution Service of Canada
	<b>Address:</b>	160 Elgin st. 12 <sup>th</sup> floor Ottawa, Ontario K1A 0H8
	<b>Telephone No.:</b>	343-550-9703
	<b>E-mail address:</b>	Jessica.Roy-Labelle@ppsc-sppc.gc.ca
4.2	<b>Project Authority</b> <i>[To be completed at contract award]</i>	
	<i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	<b>Name:</b>	
	<b>Title:</b>	
	<b>Department/Agency/Crown Corporation:</b>	
	<b>Address:</b>	
	<b>Telephone No.:</b>	
	<b>E-mail address:</b>	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
5.	<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.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment

<b>6.</b>	<b>Invoicing</b> Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: Name of the organization and contact: Public Prosecution Service of Canada (PPSC) Address: <a href="mailto:PPSC.AdminInvoices-FacturesAdmin.SPPC@ppsc-sppc.gc.ca">PPSC.AdminInvoices-FacturesAdmin.SPPC@ppsc-sppc.gc.ca</a>
<b>7.</b>	<b>SACC Manual Clauses</b>
<b>Supplemental General Conditions:</b> <i>please refer to the WTCM for the full text.</i>	
<b>ID 4013</b> - Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.	
<b>ID 4014</b> - 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 category (ies) of work :

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

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

c.  Category 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA (table 1 Additional product details)

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Product(s) – Category(ies): 1b

## 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, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Categories: 1 and 2

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>	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.						\$
<b>Category 1B</b>							
2	1bFFHREC24L72WNOLNY	Free Standing systems	3	No		\$	\$
3	1bSPBMCAL1524XXYKXX	Filing and Storage Pedestals Box/File	3	No		\$	\$
4	1bFFHREG24L72WNOLNY	Free Standing Systems, Fixed Height Work Surfaces (Laminate)	3	No		\$	\$
5	1bHHCLS15L72XBPXXKX	Hutches and Overheads	3	No		\$	\$
6	1bSPSCLGL242466KXX	Filing and storage personal storage tower	3	No		\$	\$
7	1bSBCXLGL3615HIXXX	Filing and storage bookcases	2	No		\$	\$
<b>Category 2</b>							
8	2WSSREXXL30L48BELXX	Individual Height Adjustable Work Surfaces, Sit Stand	3	No		\$	\$
9	2WSSREXXL30L54BELXX	Individual Height Adjustable Work Surfaces, Sit Stand	3	No		\$	\$
<b>**Provide additional information:</b>							
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
<b>NSA products</b>							
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.							
Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
#	NSA Product(s) Description	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$	
10	Laminate Filing cabinet/ bookcase See Annex D for picture of the required product. This product is required for offices 108-4, 108-7 and 108-10 (see floor plan).	3	No		\$	\$	
Add more rows if necessary.					Product Total	\$	

**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 10	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	_____ : 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 10	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	_____ : 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 the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

- Table 4 – Optional Product
- Table 5 – Optional Delivery
- Table 6 – Optional Installation

- Not Applicable
- Not Applicable
- 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>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	<b>Loading Dock/Location</b>	
A	Location	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3
B	Dock	At the back of the building. The loading dock can only be used during business hours. The maximum truck size that can access the loading dock is 5 ton.
C	Lift	Does not exist
D	Door	Size - 7 X 6 ft
E	Freight Elevator	Yes, [Size - 8 x 8]
F	Other (specify, if any)	If the use of the loading dock is needed, a notice ahead of time, to the Project Authority, will be require. After the delivery, there will be no room for parking on the lot, but street parking might be available.
<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) <i>(Applicable if Option is exercised)</i></b>	\$
5	<b>Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i></b>	\$
6	<b>Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i></b>	\$
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) <i>[to be removed at contract award]</i></b>	\$
9	<b>Contract Price(1 + 2 + 3 + 7): <i>[applicable at contract award only]</i></b>	\$
10	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
11	<b>Total Estimated Cost (9 + 10): <i>[applicable at contract award only]</i></b>	\$

\* 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 #:	

**Product Category: 3**

**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>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	3FLT3DXXP36D18XXXK	Filing Cabinet Lateral	4	No		\$	\$
<b>**Provide additional information:</b>							
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
					Product Total		\$

**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	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total: \$	
**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.					

**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	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	_____ : 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 the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				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**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	<b>Loading Dock/Location</b>	
A	Location	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3
B	Dock	At the back of the building. The loading dock can only be used during business hours. The maximum truck size that can access the loading dock is 5 ton.
C	Lift	Does not exist
D	Door	Size - 7 X 6 ft
E	Freight Elevator	Yes, [Size - 8 x 8]
F	Other (specify, if any)	If the use of the loading dock is needed, a notice ahead of time, to the Project Authority, will be require. After the delivery, there will be no room for parking on the lot, but street parking might be available.
<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</b> (Table 1)	\$
2	<b>Firm Delivery Total</b> (Table 2)	\$
3	<b>Firm Installation Total</b> (Table 3)	\$
4	<b>Optional Product Total</b> (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	<b>Optional Delivery Total</b> (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	<b>Optional Installation Total</b> (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	<b>Total Evaluated (Bid) Price*</b> (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i>	\$
9	<b>Contract Price</b> (1 + 2 + 3 + 7): <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</b> (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 #:	

Product Category: 6

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>	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	6CCMVAROPL36XXXTNXX	Collaborative Meeting Table	1	No		\$	\$
<b>**Provide additional information:</b>							
Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.							
					Product Total		\$

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	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Delivery Total:	\$
**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.					

**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	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3	Before May 13 <sup>th</sup> , 2024	Normal	_____ : 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 the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				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**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
	<p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	<b>Loading Dock/Location</b>	
A	Location	221 Archibald St N. Ground floor, unit 108 Thunder Bay, ON P7C 3Y3
B	Dock	At the back of the building. The loading dock can only be used during business hours. The maximum truck size that can access the loading dock is 5 ton.
C	Lift	Does not exist
D	Door	Size - 7 X 6 ft
E	Freight Elevator	Yes, [Size - 8 x 8]
F	Other (specify, if any)	If the use of the loading dock is needed, a notice ahead of time, to the Project Authority, will be require. After the delivery, there will be no room for parking on the lot, but street parking might be available.
<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) <i>(Applicable if Option is exercised)</i></b>	\$
5	<b>Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i></b>	\$
6	<b>Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i></b>	\$
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) <i>[to be removed at contract award]</i></b>	\$
9	<b>Contract Price(1 + 2 + 3 + 7): <i>[applicable at contract award only]</i></b>	\$
10	<b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>	\$
11	<b>Total Estimated Cost (9 + 10): <i>[applicable at contract award only]</i></b>	\$

\* 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.

**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)**

**The entire floor plan:**

See attached PDF document.

**The Open area section (zoomed in):**

See attached PDF document.

**2) Panel Details**

- a. All required panel heights: [Seated Privacy Add-on Height](#);
- 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](#).
- d. Component System Accessories:
  1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan Accessories attached to the panel separately must be specified. [Accessory rails](#).
  2. When Accessory rails are required, the accessories must be specified: [A tray and paper sorter](#).

3) **Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix or Workstation Layout\*\*\*

**a. Panel Matrix**

Panel Matrix

**A**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise

Width / Largeur : 610mm (24 in./po)

<b><u>upper element 1</u></b>  Fabric / tissu	<b><u>upper element 2</u></b>  Fabric / tissu
<b><u>lower element 1</u></b>  Fabric / tissu	<b><u>lower element 2</u></b>  Fabric / tissu

Side 1                      Side 2

Panel Matrix

**B**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise

Width / Largeur : 914mm (36 in./po)

<b><u>upper element 1</u></b>  Fabric / tissu	<b><u>upper element 2</u></b>  Fabric / tissu
<b><u>lower element 1</u></b>  Fabric / tissu	<b><u>lower element 2</u></b>  Fabric / tissu

Side 1                      Side 2



Panel Matrix

**C**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise

Width / Largeur : 1219mm (48 in./po)

<b><u>upper element 1</u></b>  Fabric / tissu	<b><u>upper element 2</u></b>  Fabric / tissu
<b><u>lower element 1</u></b>  Fabric / tissu	<b><u>lower element 2</u></b>  Fabric / tissu

Side 1

Side 2

Panel Matrix

**D**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise

Width / Largeur : 610mm (24 in./po)

<b><u>upper element 1</u></b>  Fabric / tissu	<b><u>upper element 2</u></b>  Fabric / tissu
<b><u>lower element 1</u></b>  Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu	<b><u>lower element 2</u></b>  Fabric / tissu

Side 1

Side 2

Panel Matrix

**E**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise

Width / Largeur : 914mm (36 in./po)

<b><u>upper element 1</u></b>  Fabric / tissu	<b><u>upper element 2</u></b>  Fabric / tissu
<b><u>lower element 1</u></b>  Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu	<b><u>lower element 2</u></b>  Fabric / tissu

Side 1

Side 2

Panel Matrix

**F**

Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise  
Width / Largeur : 1219mm (48 in./po)

<p><b><u>upper element 1</u></b></p> <p><i>Fabric / tissu</i></p>	<p><b><u>upper element 2</u></b></p> <p><i>Fabric / tissu</i></p>
<p><b><u>lower element 1</u></b></p> <p><i>Cut-out(s) for Power &amp; Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</i></p>	<p><b><u>lower element 2</u></b></p> <p><i>Fabric / tissu</i></p>

Side 1

Side 2

**ANNEX D  
ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

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

**1. Specifications**

Laminate Filing cabinet/ bookcase:



**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 the Majesty the Queen 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 la Reine 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"/> Includ Inclus <input type="checkbox"/> Exclud En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud 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	

