

Solicitation No. - N° de l'invitation
2023-01146
Client Ref. No. - N° de réf. du client
2023-01146

Amd. No. - N° de la modif.
File No. - N° du dossier
2023-01146

Buyer ID - Id de l'acheteur
E12
CCC No./N° CCC - FMS No./N° VME

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

Bid Receiving/Réception des sousmissions
[cfia.bidreceipt-receptiondesoumission.
acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection
Agency

We hereby offer to sell to Her Majesty the
Queen in right of Canada, in accordance
with the terms and conditions set out herein,
referred to herein or attached hereto, the
goods, services, and construction listed
herein and on any attached sheets at the
price(s) set out therefor.

Proposition aux : Agence canadienne
d'inspection
des aliments

Nous offrons par la présente de vendre à Sa
Majesté la Reine du chef du Canada, aux
conditions énoncées ou incluses par
référence dans la présente et aux
appendices ci-jointes, les biens, services et
construction énumérés ici sur toute feuille ci-
annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Ergonomic Office Chairs		Date April 19, 2023	
Solicitation No. – N° de l'invitation 2023-01146			
Client Reference No. - No. De Référence du Client 2023-01146			
Solicitation Closes – L'invitation prend fin			
At / à :	2pm	EDT (Eastern Daylight Saving Time) HAE (heure avancée de l'Est)	
On / le :	May 2, 2023		
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes	
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes			
Instructions See herein — Voir aux présentes			
Address Inquiries to – Adresser toute demande de renseignements à Catherine Clairoux			
Telephone No. – No. de téléphone (343) 596-9265		Facsimile No. – No. de télécopieur	
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered - Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:			
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)			
Signature		Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security associated with this requirement. Contractor may be escorted; possession of a security clearance not required.

1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. It is being issued to satisfy the requirement of the Canadian Food Inspection Agency (CFIA) (the « **Client** »), for Ergonomic Office Chairs. The terms and conditions in the Supplier's SA apply to and form part of this solicitation. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this solicitation. The requirement is detailed under Annex A of the resulting contract clauses.

1.3 General or Procurement Strategy for Indigenous Business (PSIB)

This requirement is a:

General Stream Procurement

The requirement is subject to all applicable trade agreements as identified in the Notice of Proposed Procurement (NPP).

Conditional PSIB Stream Procurement

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is conditionally set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses. Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

“Indigenous Business” or “Indigenous Businesses” mean an entity or entities that have duly completed the Attachment 1 to Part 5 – PSIB Certifications 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 suppliers.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing via email or by telephone.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

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:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), 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.

2.2 Submission of Bids

Bids must be submitted electronically to the Contract Authority at the generic Bid Receiving email address cfia.bidreceipt-receptiondesoumission.acia@canada.ca by the date and time indicated on page 1 of the bid solicitation.

Solicitation Closes: At 02:00 PM on May 2nd, 2023 Time Zone: Eastern Daylight Saving Time EDT

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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Bid Challenge and Recourse Mechanisms

- a. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- c. Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.

It is the Bidder's responsibility to:

- a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
- b. prepare its bid in accordance with the instructions contained in the bid solicitation;
- c. submit by solicitation closing date and time a complete bid;
- d. send its bid only to the specified Bid Receiving Unit specified in the bid solicitation, to the email address specified in the bid solicitation;
- e. ensure that the Bidder's name, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
- f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Bid documents and supporting information may be submitted in either English or French. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada. All bids will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21).

Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid. A bid cannot be assigned or transferred in whole or in part.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid

Section II: Certifications and Additional Information

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Submission of Only One Bid:

1. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
2. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - a. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - b. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - c. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or

- d. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
3. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

Section I: Financial Bid

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications and Additional Information

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- 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 Part 5 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.

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

SACC *Manual* clause [A0069T](#) (2007-05-25) Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Indigenous Business

This procurement is conditionally reserved under the federal government Procurement Strategy for Indigenous Business. If the PSIB Certifications at Attachment 1 to Part 5 are not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous Business.

For more information on Indigenous Business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

5.1.2 Integrity Provisions - Additional Information

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

5.1.3 Product Conformance

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

5.1.4 Continuance of Certifications

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc/labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

ATTACHMENT 1 TO PART 5 - ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID Federal Government's Procurement Strategy for Indigenous Business

1. PSIB Certifications

For additional information, visit:

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

1.1. Indigenous Business

- a. By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
- b. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
- c. 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.
- d. 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.

1.2. 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

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract. Contractor may be escorted; possession of security clearance not required.

6.2 Requirement

6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a:

Conditional PSIB Stream

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010A (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to the completion and acceptance of the Work.

6.4.2 Delivery Date

All the deliverables must be received as indicated at Annex B.
Standard Lead time is between 6-10 weeks for furniture delivery and installation.

6.4.3 Shipping Instructions

Delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

6.4.4 Delivery and Installation Points Locations

Delivery and Installation of the requirement will be made at the points specified at Annex B of the Contract.

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Catherine Clairoux
Senior Procurement and Contracting Officer
Contracting and Procurement Policy Division
Canadian Food Inspection Agency
59 Camelot Dr. Nepean, ON K2G 5W6
(343) 596-9265
catherine.clairoux@inspection.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: [\(to be completed at contract award\)](#)

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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).

6.5.3 Contractor's Representative

The Contractors Representative for the Contract is: [\(to be completed at contract award\)](#)

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B – Basis of Payment, for a cost of \$_____ [\(to be filled in only at contract award\)](#). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12) **Single Payment**

6.6.3 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) **T1204 – Direct Request by Customer Department**
SACC Manual clause [C0100C](#) (2010-01-11) **Discretionary Audit - Commercial Goods and/or Services**

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument : **Direct Deposit.**

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all the work described in the contract is complete.

Invoices must be distributed as follows: The original must be forwarded to the Project Authority for certification and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 SACC Manual Clauses

SACC Manual clause [A3000C](#) (2022-05-12) **Indigenous Business Certification**

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement of the **SA E60PQ-120001**;
- b. the Articles of this Agreement;
- c. the general conditions **2010A** (2022-12-01) – General Conditions: Goods (Medium Complexity);
- d. **Annex A**, Requirement;
- e. **Annex B**, Basis of Payment, and;
- f. the Contractor's bid dated _____ (insert date of bid at the time of contract award)

6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.12 Canada's Facilities to Accommodate the Delivery

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.

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

6.13 Standard finishes

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

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.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

6.14 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), **Excess Goods**
SACC Manual clause [A9068C](#) (2010-01-11), **Government Site Regulations**
SACC Manual clause [B6802C](#) (2007-11-30), **Government Property**
SACC Manual clause [G1005C](#) (2016-01-28), **Insurance - No Specific Requirement**

ANNEX A REQUIREMENT

Table 1 – Summary of Chairs for All-inclusive procurement A1 and A2 :

Rotary Chair Mid-Back Office Chair with Headrest	
Series	Mid-Back Office Chair
Controls	Synchro Tilt
Arms	With Arms
Frame Finish	Black Frame
Arm Cap	Black Polyurethane
Back Style	With Lumbar
Back Mesh	Black
Add	Seat Slider
Add	Adjustable Width Brackets (Lever)
Add	Lumbar
Headrest	Headrest
Base	Black
Casters + Glides	Carpet Casters
Seat Fabric	Polyester Black



**ANNEX B
 BASIS OF PAYMENT**

1. Procurement Strategy

- Subcategory Procurement
- All-inclusive Procurement**

2. Product and Pricing

INSTRUCTIONS TO BIDDERS: Bidders are to complete **Sections B** of the tables identified by the IU in this article as well as Tables 5, 8 and 9. **Bidders must provide a complete product offering for the All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

ALL-INCLUSIVE PROCUREMENT

Table 1: Summary of Chairs for All-inclusive procurement

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
A1	Mid-Back Office Chair with Headrest <ul style="list-style-type: none"> ▪ Height Adjustable Arms ▪ Sliding Black Arm Caps ▪ Adjustable Arm Width Brackets ▪ Pneumatic Height Adjustable Seat ▪ Seat Slider ▪ Black Frame Finish ▪ Synchro Tilt Controls ▪ Lumbar Support ▪ Head Rest Carpet Casters ▪ Black Back Mesh with Lumbar ▪ Black Fabric Seat 	242		\$	\$
A2	Mid-Back Office Chair with Headrest <ul style="list-style-type: none"> ▪ Height Adjustable Arms ▪ Sliding Black Arm Caps ▪ Adjustable Arm Width Brackets ▪ Pneumatic Height Adjustable Seat ▪ Seat Slider ▪ Black Frame Finish ▪ Synchro Tilt Controls ▪ Lumbar Support ▪ Head Rest Carpet Casters ▪ Black Back Mesh with Lumbar ▪ Black Fabric Seat 	100			
	Product Sub-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** Standard Lead time is between 6-10 weeks for furniture delivery and installation	Firm Lot Price \$
A1	Skyline 1400 Merivale Rd. Ottawa, ON K1A 0Y9	2023-06-02	Normal Business Hours.	_____ : weeks	\$
A2	59 Camelot Dr. Nepean, ON K2G 5W6	2023-06-02	Normal Business Hours.	_____ : weeks	\$
*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** Standard Lead time is between 6-10 weeks for furniture delivery and installation.	Firm Lot Price \$
A1	Skyline 1400 Merivale Rd. Ottawa, ON K1A 0Y9	2023-06-02	Normal Business Hours.	_____ : weeks from date of supply and delivery	\$
A2	59 Camelot Dr. Nepean, ON K2G 5W6	2023-06-02	Normal Business Hours.	_____ : weeks from date of supply and delivery	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5				Installation Total:	\$
**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.					

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	<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>	
2.	Canada's Facilities to Accommodate the Delivery	
	<p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Locations	<ol style="list-style-type: none"> 1. Skyline – 1400 Merivale Rd. Tower 2 Ottawa, ON K1A 0Y9, and 2. 59 Camelot Dr. Ottawa, ON K2G 5W6
B	Docks	<ol style="list-style-type: none"> 1. Not applicable. 2. Not applicable
C	Lifts	<ol style="list-style-type: none"> 1. Not applicable. 2. Not applicable.
D	Doors	<ol style="list-style-type: none"> 1. Front Door – Main Entrance. 2. Front Door – Main Entrance.
E	Freight Elevators	<ol style="list-style-type: none"> 1. None. 2. None.
F	Other	<ol style="list-style-type: none"> 1. The chairs can be received during Normal Business Hours. Please call Diane Burke at (613) 769-7569 upon arrival. 2. The chairs can be received during Normal Business Hours. Please call Andrew Marche at (613) 292-6386 upon arrival.
3.	Continuance of Certifications	
	<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)	

Solicitation No. - N° de l'invitation
2023-01146
Client Ref. No. - N° de réf. du client
2023-01146

Amd. No. - N° de la modif.
File No. - N° du dossier
2023-01146

Buyer ID - Id de l'acheteur
E12
CCC No./N° CCC - FMS No./N° VME

Table 8 : Bid Evaluation and Contract Total

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable*)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4*)	\$
6	Applicable (Bid) Tax(es):	\$
7	Total Estimated (Bid) Cost (5 + 6):	\$

Table 9 : Bidder's Authorized Representative

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