

Request for Proposal (RFP): 01B68-23-2372

FOR THE PROVISION OF

Medium Complexity Bid Solicitation and Resulting Contract (MC) for
Office Seating
FOR

Agriculture and Agri-Food Canada (AAFC)

Proposals must be submitted electronically via email to the
Contracting Authority by: Octobre 6th 2023 @ 12:00pm EDT

Contracting Authority:

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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. 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).

PSIB Stream Procurement

This procurement is 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.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 Canadian Content

The requirement is subject to a preference for Canadian goods.

1.5 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 will be in writing.

1.6 Electronic Procurement Solution

This bid solicitation requires bidders to use the Electronic Procurement Solution to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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 \(2023-06-08\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2.1 Electronic Procurement Solution:

Section 05 Submission of bids of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is deleted and replaced with the following:

1. Canada requires that each bid, at or before solicitation closing date and time, be submitted by completing the Consent, Confirmation and Certification of the Bidder or its authorized representative on behalf of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.
2. Bidders may correct or update their bid and resubmit a new bid at any point up to the bid solicitation's closing date and time.
3. 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. 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; and
 - e. ensure that all required fields, marked with a red asterisk (*), are completed before submitting a bid.
4. Canada will make available Notices of Proposed Procurement (NPP) through the Government Electronic Tendering Service (GETS). Bid solicitations and related documents will be made available through SAP Ariba. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and

their replies, using the Event Messages within SAP Ariba. It is the sole responsibility of the Bidder to regularly consult the Event Messages within SAP Ariba for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

5. Bids will remain open for acceptance for a period of not less than 180 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
6. Bid documents and supporting information may be submitted in either English or French.
7. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. 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).
8. 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.
9. A bid cannot be assigned or transferred in whole or in part.

Section 06 Late offers of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is deleted and replaced with the following:

CPC Connect prevents the submission of bids after the closing date and time of the solicitation. Late bids will not be received.

Section 07 Delayed offers of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.

Section 08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, and are amended as follows:

- a) Section 08, Transmission by Canada Post Corporation's (CPC) Connect service

Delete: Subsection 1 and 2 in its entirety.

Insert:

1. Canada Post Corporation's Connect service
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

- b. To submit a bid using CPC Connect service, the Bidder must either:
- i) send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - ii) send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i) receipt of a garbled, corrupted or incomplete bid;
 - ii) availability or condition of the CPC Connect service;
 - iii) incompatibility between the sending and receiving equipment;
 - iv) delay in transmission or receipt of the bid;
 - v) failure of the Bidder to properly identify the bid;
 - vi) illegibility of the bid;
 - vii) security of bid data; or,
 - viii) inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

aafc.procbidreceiving-receptiondesoumissionprov.aac@agr.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for bid receipt can be made by contacting the Contracting Authority.

Section 09 Customs clearance of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.

Section 13 Communications—solicitation period of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and their replies will be posted in the Event Messages within SAP Ariba.

Section 17 Joint venture of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted and replaced with the following:

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must create a CPC connect account for that joint venture. This account must be created by the lead company, an authorized representative that has been appointed to act on behalf of all members of the joint venture. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Business Number of each member of the joint venture;
 - c. the Procurement Business Number of each member of the joint venture;
 - d. the name of the representative of the joint venture, i.e. the lead company chosen by the other members to act on their behalf, if applicable;
 - e. the name of the joint venture, if applicable;
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. Any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

Section 20 Further information of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted and replaced with the following:

For further information, bidders may contact the Contracting Authority identified in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **3** 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 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 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

Bids must be submitted only by CPC connect.

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

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications and Additional Information

Due to the nature of the bid solicitation, bids transmitted by facsimile **will not** be accepted.

Section I: Technical Bid

In their Technical Bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex C** Direct Deposit Form, to receive the payment by direct deposit.

If **Annex C** is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.3 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation

Section III: 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 technical and 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 bids with a valid Canadian content certification 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 bids with a valid certification 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 responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation - Mandatory Technical Evaluation Criteria

MTC

Mandatory Technical Criteria (MTC)		
Criteria #		MET/ NOT MET & COMMENTS
MTC 1	<p>The Bidder must provide a <i>photo or drawing representation(s) of their products being offered</i> as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 1, the <i>photo representation(s) must includes as a minimum a frontal and side view showing the profile of the backrest and armrest.</i></p> <p>An electronic soft copy in *.pdf format must be submitted and be readable by Canada.</p>	
MTC 2	<p>The Bidder must provide <i>finish offerings</i> as described at Annex A of this solicitation.</p> <p>To demonstrate compliance with MTC 1, the Bidder must submit a <i>photo representation of the finishes being offered which include a minimum of 2 blue tones for the seat upholstery options.</i></p> <p>An electronic soft copy in *.pdf format must be submitted and be readable by Canada.</p>	

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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.

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 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.

5.2 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.

5.3 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.

5.4 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.

5.5 Price Certification

This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

- a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favored customer, for the like quality and quantity of the goods, services or both;

- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
 - iii. does not include any provision for discounts to selling agents.
- b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favored customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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

There is no security requirement applicable to the Contract.

Contractor may be escorted; possession of security clearance not required.

Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

6.2 Requirement

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.

This requirement is a:

General Stream

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:

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.

Section 32 entitled Anti-forced labor requirements is added to general conditions 2010A:

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
 - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US *Trade Facilitation and Trade Enforcement Act* (TFTEA) of 2015; or
 - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the *Criminal Code* or the *Immigration and Refugee Protection Act*:
 - i. section 279.01 (Trafficking in persons);
 - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
 - iii. subsection 279.02(1) (Material benefit - trafficking);
 - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
 - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
 - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or *Immigration and Refugee Protection Act*
 - vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
 - i. in the case of a conviction, whether the court acted within its jurisdiction;
 - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;

- iii. whether the court's decision was obtained by fraud; or
 - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work. Work must be completed on or before March 29, 2024.

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

If 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 Location(s)

Delivery and Installation of the requirement will be made at the point(s) 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:

Name: Julie Mercier
Title: Supply Officer
Department: Agriculture and Agri-Food Canada
1341 Baseline Road,
Ottawa, ON K1A 0C5
E-mail address: julie.mercier@agr.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)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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)*

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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 firm 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 [H1001C \(2008-05-12\)](#) Multiple Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.6.3 SACC Manual Clauses

SACC Manual clause [C0100C](#) (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favored customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

6.8 Certifications and Additional Information - 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in [\[to be completed at contract award\]](#).

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;
- f. **Annex C**, Direct Deposit Form

g. the Contractor's bid dated_____.

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 [B1501C](#) (2018-06-21), Electrical Equipment

SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards

SACC Manual clause [B6802C](#) (2007-11-30), Government Property

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

ANNEX A - REQUIREMENT

Unclassified / Non classifié

OFFICE FURNITURE SA PROGRAMS

CHAIR BUILDER for E60PQ-120001/H version 1



CHAIR TYPE:	Quantity Required:	
<input checked="" type="checkbox"/> ROTARY CHAIR	<u> 77 </u>	
<input type="checkbox"/> ROTARY STOOL		
Instructions to Users:		
<ul style="list-style-type: none"> Choose the attributes (<input type="checkbox"/> → <input checked="" type="checkbox"/>) that must be included for your requirement. Use 1 builder per type of chair. Note: if more than 1 "*" is chosen then all attributes will be considered acceptable for the requirement. 		

Criteria	Requirement Choices	Annex A reference:	
<i>Environmental</i>	<input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2 <input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life.	1.2.8	
<i>Weight Capacity</i>	<input checked="" type="checkbox"/> Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)	1.5.7	
<i>Usage</i>	<input checked="" type="checkbox"/> Single shift <input type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)	1.5.2 1.7.1.3	
A <i>Headrest</i>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference	2.1.13	
B <i>Backrest Height</i>	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> High <input type="checkbox"/> No preference	2.1.7	
C <i>Lumbar Support</i>	<input type="checkbox"/> Fixed position <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No preference	2.1.6	
D <i>Armrests</i>	<input checked="" type="checkbox"/> Adjustable <input checked="" type="checkbox"/> Height Adjustment <input checked="" type="checkbox"/> Lateral Adjustment <input type="checkbox"/> Fully Articulating <input type="checkbox"/> Fixed →	Armrest Style: <input type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Cantilever <input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference	2.1.10
E <i>Seat Depth</i>	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed position <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep	2.1.2	
F <i>Seat Width</i>	<input checked="" type="checkbox"/> Standard based on weight capacity chosen above	2.1.3 2.2.2	
G <i>Seat Height</i>	<i>Rotary Chair</i> <input checked="" type="checkbox"/> Adjustable – standard range <input type="checkbox"/> Adjustable - low range	2.1.4	
	<i>Rotary Stool</i> Adjustable		
H <i>Tilt Mechanism</i>	<i>Rotary Chair</i> <input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference	1.5.11 2.1.8	
	<i>Rotary Stool</i> <input type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference		
I <i>Seat Angle and Backrest-to-seat Angle</i>	Adjustable and lockable (not applicable to weight sensitive tilt mechanisms)	2.1.5 2.1.9	
J <i>Casters</i>	for use on: <input checked="" type="checkbox"/> carpet <input type="checkbox"/> hard surfaces	2.1.11	
L <i>Footrest (rotary stools only)</i>	<input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height	2.1.12	
<i>Finishes</i>	Backrest: <input type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input checked="" type="checkbox"/> Mesh Material	2.1.15	
	Seat: <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Non-upholstery (ie. flexible plastic) <input type="checkbox"/> Mesh Material		
	Base Frame: <input type="checkbox"/> Metal <input checked="" type="checkbox"/> Plastic		
<i>Labelling and Instructions</i>	<input checked="" type="checkbox"/> All chairs must be provided with labelling and instructions	1.3.2	
<i>Ergonomic Assessments and Accessibility</i>	If applicable, please specify further details (that are within the scope of the specifications) into the Additional Criteria below.	1.6.3	
<i>Additional Criteria</i>	<ul style="list-style-type: none"> Additional Criteria must be generic, not Supplier specific and cannot contradict the RFSA Technical Specifications @ Annex A. May also request additional information such as photo representations of products being offered or inclusion of specific colour tones or listing of finish offerings available to be provided prior to contract award. 		

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 each Subcategory or All-inclusive Procurement.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

BIDDER TO COMPLETE SECTION B – SUPPLIER’S BID IN ITS ENTIRETY.

SUB-CATEGORY

Table 1: Summary of Chairs per Subcategory No. 1
(insert description if applicable).

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
				\$	\$
	Subtotal Products:				\$

Table 2 – Delivery and Installation

(Standard Lead time is between 6-10 weeks for furniture delivery and installation)

Region	Address	Quantity	Delivery Recipient	Delivery Recipient cell number	Loading dock	Firm price for Delivery	Firm Price for Installation
Montreal	2001 Robert-Bourassa, Montreal, Quebec, H3A 3N2	4	Samuel Dagenais	514-795-3815	Yes		
Truro	361 Pictou Road, Bible Hill, NS, B2N 2T6	12	Paula Dickson	902-324-8260	No		
Guelph	174 Stone Road W., Guelph, ON, N1G 4S9	31	Julia Young	226-820-4100	Yes		
Edmonton	9700 Jasper Avenue, Edmonton, AB, T5J 4C3	30	Tola Olaniyan	587-337-4267	Yes		

**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 3.– 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	Location	
B	Dock	Standard dock
C	Lift	9ft x 7ft
D	Door	[Size - H x W]
E	Freight Elevator	Yes. (12ft x 10ft)
F	Other (specify, if any)	Moving truck 26ft max. Truck must have a hydraulic lift gate No 53ft trailers accepted.
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)	

Table 4- Bid Evaluation and Contract Total
(Canada may complete if not completed by the Bidder)

Firm Product	\$
Firm Delivery	\$
Firm Installation	\$
Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
Total Evaluated (Bid) Price* <i>[to be removed at contract award]</i>	\$
Contract Price <i>[applicable at contract award only]</i>	\$
Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
Total Estimated Cost <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 5 – Bidder’s Authorized Representative

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

ANNEX C – DIRECT DEPOSIT FORM



Government of Canada
Gouvernement du Canada

PROTECTED B
when completed

RECIPIENT REGISTRATION AND DIRECT DEPOSIT REQUEST

Your information will be shared with all departments below in order to create vendor profiles that will facilitate electronic fund transfers: Agriculture and Agri-Food Canada - Canadian Food Inspection Agency - Canadian Dairy Commission - Environment and Climate Change Canada - Canadian Environmental Assessment Agency - Natural Resources Canada - Canadian Nuclear Safety Commission - Northern Pipeline Agency Canada

Do not enclose anything other than your voided cheque or your financial institution letter with this form.
Complete sections 1 to 3. All fields are mandatory, if not applicable, enter N/A.

Guidelines

1 - TYPE OF REQUEST						
Please identify your contact at the government and the department they work for:						
Federal/Government Email:						
Department(s) <input type="checkbox"/> AAFC <input type="checkbox"/> CFIA <input type="checkbox"/> CPMA <input type="checkbox"/> CDC <input type="checkbox"/> EC <input type="checkbox"/> CEAA <input type="checkbox"/> NRCAN <input type="checkbox"/> CNBC <input type="checkbox"/> NPA						
Your information will be shared with all departments above to create vendor profiles that will facilitate electronic fund transfers.						
2 - RECIPIENT INFORMATION						
Select the option that represents your status		Aboriginal				
<input checked="" type="radio"/> Individual <input type="radio"/> Corporation / Partnership <input type="radio"/> Other Government Department		<input type="radio"/> Yes <input type="radio"/> No				
Recipient Name: Individual (Family name, First name) or Organization		Preferred Language				
		<input type="radio"/> English <input type="radio"/> French				
Phone Number	Fax Number	E-mail for Payment Notifications (please print)				
Street Address		Tax reporting information				
City		<input checked="" type="radio"/> Business Number (BN) <input type="radio"/> GST/HST <input type="radio"/> SIN <input type="radio"/> N/A				
Province / State		Tax Reporting Information Number (XXX/XXX/XXX RT001)				
Country	Postal code / ZIP					
Would you like payments remitted to a different mailing address? <input type="radio"/> Yes <input type="radio"/> No						
Street Address		City				
Province / State	Country	Postal code / ZIP				
3 - BANKING INFORMATION						
Select the payment method (choose one of the following options):						
<input type="radio"/> Direct Deposit	<input type="radio"/> Electronic Data Interchange (EDI)	<input type="radio"/> Wire transfer				
- ATTACH A VOID CHEQUE or a letter from the banking institution.	- ATTACH A VOID CHEQUE or a letter from the banking institution.	- Please complete fields 5, 7, 8, 9 and 10.				
- Note: If the account is in currency other than Canadian, please complete fields 4a, 6, 7 and 10 as well.	- Note: If the account is in currency other than Canadian, please complete fields 4a, 6, 7 and 10 as well.					
<table border="1"> <tr> <td>4a Account Type (Non-Canadian accounts only)</td> </tr> <tr> <td><input type="radio"/> Chequing</td> </tr> <tr> <td><input type="radio"/> Savings</td> </tr> <tr> <td>Currency: <input type="text"/></td> </tr> </table>			4a Account Type (Non-Canadian accounts only)	<input type="radio"/> Chequing	<input type="radio"/> Savings	Currency: <input type="text"/>
4a Account Type (Non-Canadian accounts only)						
<input type="radio"/> Chequing						
<input type="radio"/> Savings						
Currency: <input type="text"/>						
6 Account No.	10 Bank Name					
7 Bank Sort Code (ABA, BSB)	Address					
8 IBAN	City					
9 SWIFT (BIC)	Province / State	Country				
		Postal Code / ZIP				
4 - CONSENT						
I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below. I consent to share my personal information on this form as stated in the privacy notice below and to receive payment notifications electronically until further notice. I also confirm that all information provided in this form is accurate.						
Name of the recipient or authorized representative for the organization	Date	Signature				

The personal information collected on this form is protected in accordance with the Privacy Act and is authorized by s. 33, 34 and ss. 35(2) of the Financial Administration Act. Depending on the payment type, there may be additional legislative authorities that authorize the collection. Your name, contact information, payment amount(s), banking details, departmental client identifier will be used to create vendor profiles that facilitate electronic fund transfers and will be disclosed to Agriculture and Agri-Food Canada by participating departments. Social Insurance Numbers, if required, will be used solely to remit tax slips as per the Income Tax Act. Failing to provide tax information could result in ineligibility to enter into an agreement with the department. The same information will be disclosed to Public Works and Government Services Canada (PWGSC), participating federal program(s) and your financial institution for electronic fund transfers. Electronic fund transfer payments cannot be made without this information. The collection, use and disclosure of your personal information for the purpose of direct deposit are described in further details in multiple Personal Information Banks, including Accounts Payable PSU 931. Individuals have the right to access their personal information held by government departments and to request changes to incorrect personal information by contacting the participating departmental coordinators.

Guideline on Completing the Recipient Registration and Direct Deposit Request

INTRODUCTION

Recipients can now receive payments from the Department by electronic payment. To sign up for electronic payments, please complete the Recipient Registration and Direct Deposit Request form.

When payments are deposited, the department will send the following information by e-mail: amount of payment, date of payment, invoice number, the department reference number and a brief description of the payment. This e-mail notification will act in lieu of a cheque stub.

CHANGE TO BANKING INFORMATION

If you wish to make any changes to your bank account (financial institution, branch, account number, etc.) to receive payments, a new Recipient Registration and Direct Deposit Request form must be completed. If you have a payment due, DO NOT CLOSE your current bank account until you have received your payment.

COMPLETING THE FORM

Sections 1, 2, 3 and 4 of the Recipient Registration and Direct Deposit Request form must be completed by the recipient. All fields are mandatory, if not applicable, enter N/A.

1 - TYPE OF REQUEST

Complete this section by selecting one of the two request types described below. The following are the organizational acronyms listed on the form:

AAFC = Agriculture and Agri-Food Canada	CFIA = Canadian Food Inspection Agency	NRCAN = Natural Resources Canada
CPMA = Canadian Pari-Mutuel Agency	CDC = Canadian Dairy Commission	CNSC = Canadian Nuclear Safety Commission
EC = Environment Canada	CEAA = Canadian Environmental Assessment Agency	NPA = Northern Pipeline Agency

2 - RECIPIENT INFORMATION

Select the option that represents your status. The following terms are defined as:

- Individual : Citizens, individuals and sole proprietors.
- Corporation / Partnership: Corporations, Crown corporations, partnerships, associations, trusts and estates, including Canadian and foreign entities.
- Other government : Foreign and domestic government, including provinces, territories and other level of regional and municipal government.

Please enter your name, address AND E-MAIL ADDRESS so that the department can send an e-mail notice to confirm issuance of payment. If the mailing address for remittance differs from the head office address (for example, PO Box or Lock Box), please provide the mailing address that payments will be sent to.

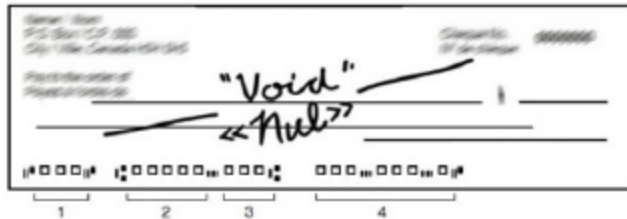
Tax reporting information

Provide your Federal Tax number (Business number [BN]) or Goods and Services/Harmonized Sales Tax number [GST/HST] or Social Insurance Number [SIN] used for tax reporting purposes with the Canada Revenue Agency (CRA).

3 - BANKING INFORMATION

Voided cheque or letter from the banking institution attached to the form

The void cheque or the letter must be for the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, financial institution and account numbers are located.



1. Cheque number : not required
2. Branch number : 5 digits
3. Institution number : 3 digits
4. Account number : as shown on your cheque

If you do not attached a void cheque or a letter from the banking institution

Complete fields 1, 2, 3, 4 and 6 from section 3 of the form. A financial institution representative must validate the banking information by providing bank stamp and signing in field 5 of the form.

Payment by wire transfer

Complete fields 6, 7, 8, 9 and 10 of section 3 of the form. The transfer requirements differ from one country to another.

4 - CONSENT

Print your name and sign the form in order to confirm your authorization.

5 - TRANSMITTING THE REQUEST

Return the completed form to:

Agriculture and Agri-Food Canada
1341 Baseline Road, T7-3-129, Ottawa, Ontario, K1A 0G5

For queries contact us at aaftc.vendorrequest-demandefournisseur.aac@canada.ca

Print Form

Reset Form