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**PART 6. SUPPLY ARRANGEMENT**

**6A. SUPPLY ARRANGEMENT (SA)**

The Supply Arrangement covers the Work described in the Requirement at Annex A and Non-SA (NSA) products as detailed in Annex D of RFBs if applicable.

**6A.1 Definitions**

Refer to Glossary at Appendix C.

**6A.2 Security Requirement**

There is no security requirement associated with the issuance of a Supply Arrangement (SA). However, the delivery and installation of the goods procured under this SA may be subject to security requirements. Any security requirements will be indicated in the bid solicitation and the appropriate clauses incorporated into the resulting contract.

**6A.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

**6A.3.1 General Conditions**

[2020](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/) (2022-01-28) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

Section 05- Modifications 2020 (2022-01-28) - General Conditions - Supply Arrangements - Goods or Services: Canada further reserves the right to modify the SA as follows:

(a) Canada may modify the SA to permit additional products or services.

(b) Ceiling Prices/Rates – Modification Opportunity

(i) The Supplier’s ceiling price/rates set out in Annex B will remain in effect for a 24 month period. At that time, the SAA will offer the Supplier the choice of holding or modifying the amount of its ceiling prices/rates for the next 24-month period. This cycle will be repeated during the life of the SA.

(ii) Under the Ceiling Prices/Rates modification opportunity, if an existing Supplier chooses not to revise its ceiling prices/rates, the Supplier must provide a statement to the Supply Arrangement Authority (SAA) stating no change in prices and/or rates and that the existing SA prices and/or rates will remain in effect for the next pricing period. The SAA may suspend or cancel the Supplier's SA if the Supplier does not respond to the modification opportunity.

(c) Manufacturer and Series - Modification Opportunity

Under the Manufacturer and Series modification opportunity, if an existing Supplier chooses to delete or replace its product offerings due to changes to the manufacturer and /or product series, the Supplier must advise the SAA in writing of the applicable change(s). All modifications must meet the requirement in accordance with the Request for Supply Arrangement. This modification opportunity will be offered periodically and will coincide with the Ceiling Prices/Rates - Modification Opportunity.

Section 05- Modifications 2020 - General Conditions - Supply Arrangements - Goods or Services: Canada further reserves the right to modify the SA by adding the following:

3. The Supplier also agreesthat Canada has the right to disclose any information contained in the Supplier's Supply Arrangement and any resulting contracts to Service Provider(s) under contract with the Government of Canada. At Canada`s discretion, a confidentiality agreement must be signed by Canada and the Service Provider(s) being given access tobid and resulting contract information.

Canada has the right to add Non-Supply Arrangement (NSA) products to an RFB under this Supply Arrangement.

**6A.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from this Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. All fields are mandatory. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the General Mailbox: RCN Ameublement - NCR Furniture « [RCNAmeublement.NCRFurniture@tpsgc-pwgsc.gc.ca](mailto:RCNAmeublement.NCRFurniture@tpsgc-pwgsc.gc.ca) » no later than fifteen (15) calendar days after the end of the reporting period.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

If the data is not supplied within the 15 days, or is not in accordance with the instructions of the report, an e-mail will be sent to notify the Supplier. A 10 day grace period will be given to the Supplier to submit the report. Canada requires these terms and conditions to be met. Canada may set aside Supply Arrangements if the Quarterly Supply Arrangement Reporting is not received before the end of the grace period.

**6A.4 Term of Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. The period for awarding contracts under the Supply Arrangement begins on the date of issuance of the Supply Arrangement.

**6A.5 Authorities**

**6A.5.1 Supply Arrangement Authority (SAA)**

The Supply Arrangement Authorities are:

Name: Helen Vlahos

Title: Supply Specialist

Public Works and Government Services Canada/Acquisitions Branch

Address: L’Esplanade Laurier, 140 O'Connor St, Ottawa, ON K1A 0R5

Telephone: 613-220-8951

E-mail address: [helen.vlahos@tpsgc-pwgsc.gc.ca](mailto:helen.vlahos@tpsgc-pwgsc.gc.ca)

**AND**

Name: Paul Kavanagh

Title: Supply Specialist

Public Works and Government Services Canada/Acquisitions Branch

Address: L’Esplanade Laurier, 140 O'Connor St, Ottawa, ON K1A 0R5

Telephone: 819-639-5193

E-mail address: [paul.kavanagh@tpsgc-pwgsc.gc.ca](mailto:paul.kavanagh@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authorities are responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

**6A.5.2 Supplier's Representative**

See Section 12 of Part 6A.

**6A.6 Identified Users**

The Identified Users include any government department, agency or Crown Corporation listed in

schedules I, I.1, II, III, of the [*Financial Administration Act*](http://laws-lois.justice.gc.ca/eng/acts/F-11/), R.S., 1985, c. F-11.

**6A.7 On-going Opportunity for Qualification**

Further to section 07 of the 2020 (2022-01-28) - General Conditions - Supply Arrangements - Goods or Services, Canada will allow during solicitation periods, pre-qualified suppliers, the opportunity to add product offerings for which they have note previously submitted an offering. All additions must meet the requirement in accordance with the Request for Supply Arrangement. Pre-qualified suppliers must complete form – PRE-QUALIFIED SUPPLIERS / ADDITION OF PRODUCT OFFERINGS attached in annex F. Pre-qualified suppliers must submit the form to the SAA before closing of the solicitation in order for products to be evaluated and product addition be endorsed. Pre-qualified suppliers must include proof of endorsement in bid package submitted in response to posted solicitation.

**6A.8 Supply Arrangement 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 the Supply Arrangement as amended from time to time;

(b) The general conditions [2020](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/) (2022-01-28), General Conditions - Supply Arrangement - Goods or Services;

(c) Annex A, Requirement;

(d) Annex B, Workspaces Product and Services Catalogue;

(e) Annex C, Supply Arrangement Reporting;

(f) Annex D, Workspaces Terms and Conditions Manual (WTCM);

(g) Annex E, Bid Solicitation/Request for Bid (RFB) and Resulting Contract Template;

(h) The Supplier's arrangement dated \_\_\_\_\_\_\_\_\_(*SAA to insert at issuance of SA)*.

**6A.9 Certifications**

**6A.9.1 Compliance**

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing additional information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

**6A.9.2 Product Conformance Certification**

The Supplier warrants that the Product Conformance Certification submitted by the Supplier with

its arrangement is accurate and complete, and that the products provided under any Contract under

the SA are in accordance with the Supplier’s SA and in particular with Annex A. The Supplier must keep

proper records and documentation relating to the product conformance and the testing requirements in Annex A. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty,

whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to any Contract resulting from the SA.

Product conformance certification will be added in RFB for NSA products if applicable.

**6A.9.3 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and ESDC-Labour, the AIEE must remain valid during the entire period of the Contract.  If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)" list.  The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

**6A.9.4   PSAB - Certificate of Compliance**

This clause applies to PSAB Suppliers who submitted a duly completed Set-Aside for Aboriginal Business Certification with their arrangement. This clause will not be included in the SAs to be issued to the General Suppliers. This paragraph of information will also not be included in all resulting SAs.

(a) The Supplier warrants that its certification of compliance is accurate and complete in accordance with the "Requirements for the set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.

(b) The Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the SAA before disposing of any such records or documentation before the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes, under each Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all reasonably required facilities for any audits.

(c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

**6A.9.5 Canadian Content**

This clause applies to PSAB Suppliers who submitted the Canadian Content Certification with their arrangement. This clause will not be included with the SAs to be issued to the General Suppliers and to the PSAB Suppliers who have not offered products meeting the Canadian Content Certification Definition.

(a) The Supplier warrants that the certification of Canadian Content submitted by the Supplier is accurate and complete, and that the goods to be provided under the resulting Contract are in accordance with the definition contained in clause A3050T.

(b) The Supplier must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of six (6) years after final payment under each Contract, or until settlement of all outstanding claims and disputes under each Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

(c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the SA and resulting Contracts.

**6A.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_\_\_\_\_\_. *(SAA to insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).*

## 6A.11 Use of Electronic Tool(s)

During the existence of the SA, Canada may begin using one or more electronic tools to accommodate the acquisition process. Canada reserves the right to make the use of the new electronic purchasing tool mandatory or optional, at its sole discretion. For all acquisition processes for which the use of any such electronic purchasing tool is mandatory, if the Supplier chooses not to propose its goods and services through the electronic tool, the Supplier may be deemed, by Canada, to have withdrawn its SA.

**6A.12 Supplier's Information**

**6A.12.1 Supplier's Representatives – General**

1. The Supplier's representatives listed below must be available to Canada at all times during normal business hours to carry out the responsibilities listed below.
2. Information from the Supplier's arrangement will be added by the SAA to the table below upon issuance of the SA.

|  |  |  |
| --- | --- | --- |
| A | **For General Inquiries** regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc.  (*The SAA will add the information from the Supplier's arrangement*.) | |
|  | Name: | |
|  | Telephone No.: |  |
|  | E-mail: |  |
| B | **For Receiving Bid Solicitations pursuant** to the resulting Supply Arrangement (only this contact will be used by Canada): | |
|  | Name: | |
|  | Telephone No.: |  |
|  | E-mail: |  |

**6A.12.2 Supplier's Website**

**6A12.2.1** The Supplier's website address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*The SAA will add the information from the Supplier's arrangement*.)

The information at 6A.12.1 cannot be different on the Supplier's web site from the SA. All changes to this information must be pre-approved by the SAA and evidenced in a revision to the SA issued by the SAA. Once the revision is issued, the Supplier may update its web site.

**6A.12.2.2** **Supplier's Official Language**

To the Supplier, Canada will issue Bid Solicitation/Request for Bid (RFB) and Resulting Contract during

the period of the SA in the following Official Language(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*The SAA will list the language(s) selected by the Supplier in its arrangement*.)

## 6A.13 Payment by Credit Card

(*The SAA will add the information from the Supplier's arrangement*.)

The credit card \_\_\_\_\_\_\_\_\_\_ is accepted.

Or

The credit cards \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ are accepted.

Or

No credit cards are accepted

**6A.14 Supplier's Work Coverage (Area)**

**6A.14.1-N National Coverage**

The following will be included in SAs issued to PSAB Suppliers who offered National Coverage in their arrangement, and to all General Suppliers. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and its authorized dealer(s) must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the Comprehensive Land Claims Agreement(s) (CLCAs). More than one authorized dealer may cover each region.

|  |  |
| --- | --- |
| Table 1 | |
| Region | **Area Description (**across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs) |
| Pacific | The province of British Columbia |
| Western | The provinces of Alberta, Saskatchewan and Manitoba |
| Ontario | The province of Ontario with the exception of the National Capital Region |
| National Capital Region | Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas) |
| Quebec | The province of Quebec with the exception of the National Capital Region |
| Atlantic | The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador |

**6A.14.1-R Regional Coverage**

The following will be included in SAs issued to PSAB Suppliers who offered Regional Coverage instead of National Coverage in their arrangement. Only the region(s) offered by the Supplier in its arrangement will be included in the Table. This paragraph of instruction will not be included in the resulting SA.

1. The Supplier and/or its authorized dealers must perform the Work in Annex A in all of the regions listed in Table 1 below for all Identified Users in those regions. However, no Work can be performed or delivered to areas covered by the CLCAs. More than one authorized dealer may cover each region.

|  |  |
| --- | --- |
| Table 1 | |
| Region | **Area Description (**across Canada excluding areas subject to the Comprehensive Land Claims Agreement(s) (CLCAs) |
| Pacific | The province of British Columbia |
| Western | The provinces of Alberta, Saskatchewan and Manitoba |
| Ontario | The province of Ontario with the exception of the National Capital Region |
| National Capital Region | Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki areas) |
| Quebec | The province of Quebec with the exception of the National Capital Region |
| Atlantic | The provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland including Labrador but excluding Northern Labrador |

**6A.14.2 Supplier's Work Coverage (Contact Information by Region)**

The Supplier must complete and maintain the table shown below on its web site and provide the Identified Users with easy access to it at no charge to Canada. It is expected that changes to the parties and the contact information will occur and the Supplier must immediately update its web site once the change occurs, however, updates on the web site can only change the name and contact information of the parties. No updates will modify, or have the force of modifying, the terms of sub-section 12 and all other terms of the SA.

|  |  |  |  |
| --- | --- | --- | --- |
| Region: (add region) | | | |
| Business performing the Work: | | Business Location | Contact Information for General Enquiries |
| A | B | C | D |
| Supplier or Authorized Dealer(s) (if applicable) | Name: | Address: | Name:  Tel#:  E-mail: |
| Add blocks that contain same information for as many dealers as you are offering. | | | |

**6A.15 Supply through Authorized Dealers**

If the Supplier has one or more authorized dealers, the following provisions apply.

* 1. **Supply through Authorized Dealer(s).**

1. The Supplier will supply the products and services listed in the SA to Canada through one or more authorized dealers. Contracts will only be issued to the Suppliers.
2. The Supplier must ensure that the authorized dealers supply the products and services only in accordance with the terms of this SA. The Supplier's authorized dealers named in the SA are not entitled to modify or vary from the terms of this SA in any way.
3. The Supplier is liable to Canada for its obligations under the SA regardless of the acts or omissions of its authorized dealers or any employee or agent of its authorized dealers in carrying out or purported carrying out of the Supplier's obligations under any resulting contract(s). The Supplier agrees and understands that it is the responsibility of the Supplier to ensure that authorized dealers comply with the terms and conditions of the SA.
4. Authorized dealers listed as authorized dealers, and the region(s) covered by each authorized dealer must be specified on the Supplier's web site before the authorized dealer can perform the Work.
5. If during the term of the SA, there is a change of status in any of the authorized dealers, the Supplier must follow the terms of of section 6A.14.2.
6. It is the Supplier's responsibility to determine the appropriate SA information to be supplied to its authorized dealers and to supply that information to its authorized dealers.
   1. **Suspension of the Right to Use an authorized dealer notwithstanding General Conditions 2020.**
7. Canada, at its sole discretion, upon finding an authorized dealer not adhering to the terms of the SA, may suspend an authorized dealer from performing the Work of the SA by giving a written notice to the Supplier. Canada is not required to forward a copy of the written notice to the authorized dealer.
8. The authorized dealer's suspension under the SA will take effect on the date of issuance of the written notice or at the expiration of a cure period specified in the notice, if the Supplier has not cured the default to the satisfaction of Canada within that cure period. If the Supplier does not have another authorized dealer for the same region covered by the suspended authorized dealer, the SA may be suspended from use until a replacement authorized dealer is appointed and the Supplier has provided written notice to the SAA.
9. The SAA may, at its sole discretion, extend or impose a suspension period or remove the authorized dealer permanently from the SA if there is a recurrence of the transgressions from the SA that the notice has been based on and the Supplier must not list this authorized dealer on its web site.
10. The SAA may, at its sole discretion, suspend or cancel the Supplier's SA if the authorized dealers transgress from the terms of the SA, or if the Supplier transgresses from the terms of the SA relative to authorized dealers.

**6A.16 Combined Requirements**

A Combined Requirement is a requirement for more than one Category of products.

1. Canada may issue Bid Solicitations/Request for Bids (RFB) for Combined Requirements.
2. Canada will solicit bids as per the provisions in Part 6B.
3. Canada may award a contract for more than one category.

**6A.17 Marking for Warranty Tracking**

The Supplier must meet the requirements of article 13 of Annex A-1 for all products supplied under contracts issued pursuant to the SA. The Supplier is to make the IUs aware of the presence and location of the marking and labelling information.

**6B. SOLICITATIONS**

**6B.1 Scenarios**

The following scenarios are considered Competitive processes:

Scenario 1 – Multiple Conforming Suppliers (MCS)

MCS Tier 1 (up to $24,999.99)

When there are at least two or more Conforming Suppliers requested to submit a bid.

MCS Tier 2 and 3 ($25,000.00 or more)

When all Conforming Suppliers are requested to submit a bid.

The following scenarios are considered Non-Competitive processes:

Scenario 1: Single Conforming Supplier

When there is only a Single Conforming Supplier whose products/services meet the IUs

Requirement. Due to the on-going process of the SA, IUs must handle a Single Conforming Supplier requirement as a Competitive Requirement for Tier 2 and Tier 3 procurements.

Scenario 2 - Tier 1 (up to $24,999.99)

When there is more than one Conforming Supplier but the IU chooses to approach only a Single

Conforming Supplier.

Scenario 3 – Manufacturer Product Specific (Single Conforming Supplier)

When the IU’s requirement is restricted to SA product from a particular manufacturer for reasons of interconnectivity. AB/AP must approve the requirement before the IU proceeds with the procurement.

**6B.2 Product Categories**

Product Categories are defined as follows:

Category 1 - Interconnecting Panels and Freestanding Systems

Category 2 - Freestanding Height Adjustable Work Surfaces

Category 3 - Metal Filing and Storage Cabinets

Category 4 - Wood Veneer – Freestanding Products

Category 5 - Ancillary Items

Category 6 - Support Space Furniture

Refer to the Workspaces Product and Services Catalogue at Annex B for a detailed list of products for each category.

**6B.3 Calculating the estimated value for products and services**

The Tiers within the supply arrangement identifies which set of procedures must be followed for a solicitation.

3.1 For Products, Installation and Delivery:

For Tier 1 requirements **only**: Canada may request quote(s) for SA approved products to determine the estimated value directly from the SA holders. Applicable delivery charges, installation charges, hardware charges, NSA products, and Applicable Taxes must be itemized on the quote.

For all Tiers (not mandatory for Tier 1): The Identified Users should determine a Tier for each Product Category by calculating the Estimated Value.

The Estimated Value per Product Category is calculated as follows:

Determine the value of the ceiling prices for the products within a product category using the Client Search Tool (CST);

The CST will add the following estimates unless otherwise specified:

Add 3% for Delivery charges, if applicable;

Add 7 %for Installation charges, if applicable;

Add 3% for Hardware;

If Applicable, add the estimated value of the NSA products to each applicable category; and

Add Applicable Taxes.

Once the Estimated Value per Product category is calculated, the solicitation of each Product

Category must follow the Solicitation Method as set out in the appropriate Tier.

3.2 For Product Related Services:

Product Related Services are estimated on an hourly basis and calculated as follows:

Determine the estimated time required to perform the work;

Determine value of the hourly rate for Product Related Services; and

Add Applicable Taxes.

3.3 The Tiers are as follows:

Tier 1: Estimated Value $0.01 to $24,999.99

Tier 2: Estimated Value $25,000.00 to $399,999.99

Tier 3: Estimated Value $400,000.00 to upper PWGSC, Acquisitions Program limits -

Product Related Services cannot exceed the total value of $24,999.99 including Applicable Taxes.

**6B.4 Bid Solicitation Methods**

4.1 General

Suppliers are subject to the applicable Tier processes set out below.

Bids will be solicited for specific requirements within the scope of the SA from Conforming Suppliers who have been issued an SA.

The Conforming Supplier’s authorized dealers will not receive bid solicitation documents from the IUs.

Bidders when bidding must bid only SA products for products identified in the catalogues at Annex B-1.

NSA products can be incorporated in individual Bid Solicitations/Request for Bid (RFB) and Resulting Contracts. NSA products can be added to a requirement within the allowable percentage per category\*. The products must be added to the category in which they are most closely related. The NSA products offered by the Suppliers must meet technical specifications found in Annex D of the RFB. The specifications must be generic, and dimensions must include tolerances and ranges.

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

Added product details can be incorporated into individual solicitations (RFBs) and resulting contracts.  The added product details are applicable to pre-qualified product, and must be within the scope of the Specification.  Examples, such as design criteria and specific product attributes, can be added to meet legitimate justifiable operational needs as long as the added product detail is generic and does not name a specific product or manufacturer.  It is the responsibility of the IU to justify any added product details to an RFB. All justification information should be on file in order to defend any complaints during the procurement.

4.2 Combined Requirements

For Tier 1

Canada may issue a solicitation and award a contract for multiple Categories including Product Related

Services if the total value does not exceed $24,999.99 including installation (if applicable), delivery

(if applicable) and all Applicable Taxes.

For Tier 2 and 3

Canada may issue a single solicitation containing more than one Product Category. Canada will assess bids and award contracts on a per category basis. For administrative purposes, in the event a same bidder wins more than one category, Canada may issue a single contract containing the categories won by the same bidder.

In addition, Canada may further subdivide Category 6 requirements by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

4.3 Methods by Tier

Suppliers may expect to receive solicitations and/or notices of solicitation opportunities and/or notices of the IU’s intent to solicit bid(s) as follows.

4.3.1 for Tier 1

Except in the case of Manufacturer Product Specific and Single Conforming Supplier requirements, IUs are encouraged, but are not required, to send the Bid Solicitation document to at least two Conforming Suppliers.

Conforming Suppliers may receive a bid solicitation document directly from the IUs. Alternatively, Conforming Suppliers may need to acquire the bid solicitation document from the Government Electronic Tendering Service (GETS). For competitive requirements, IUs are not to identify the Conforming Suppliers in the solicitation or NPP if using GETS.

The IU can request a verbal or written bid for a Tier 1 process. When a verbal bid is requested, any resulting contract will be prepared using the resulting contract templates of this SA.

4.3.2 for Tier 2 and Tier 3

Suppliers may view NPPs published by the IUs on GETS for the purpose of providing bidding opportunities to more than one Supplier (for Competitive requirements) and opportunity to challenge the intention to direct a solicitation to a Conforming Supplier (for Non-Competitive requirements).

For Competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.

For Non-Competitive requirements, IUs must post the NPP that includes as a minimum the Supplier name and list of items forming part of the requirement. The Conforming Supplier may receive the bid solicitation document directly from the IUs or may need to acquire from GETS.

For Procurement Strategy for Aboriginal Businesses (PSAB) procurements, Canadian Content only applies when at least two conforming suppliers offer “Canadian Content” as listed in their SA and when AB/AP is the contracting authority.

Tier 3 requirements are procured solely by AB/AP.

**6B.5 Solicitation Bid Periods by Tier:**

The minimum bid periods per Tier when performing a solicitation are as follows:

Tier 1 – 3 calendar days

Tier 2 – 10 calendar days

Tier 3 – RFB 15 calendar days

Identified Users can use longer bid periods based on the scope and complexity of the requirement.

**6B.6 Bid Solicitation and Resulting Contract documents**

**6B.6.1 Workspaces Terms and Conditions Manual (WTCM)**

The WTCM is theWorkspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA. The WTCM contains scenarios and these will be identified by Canada in the RFB.

The WTCM is attached at Annex D of the SA.

The Supply Arrangement Authority may modify the WTCM at any time to address its requirements and other provisions. The Supply Arrangement Authority will seek the Supplier’s prior approval only for the modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

**6B.6.2 Bid Solicitation/Request for Bid (RFB) and Resulting Contract Templates**

The template is subject to many changes including the creation of an automated fillable form version to simplify the process for IUs.

The Supply Arrangement Authority may modify the templates at any time. The Supply Arrangement Authority will seek the Supplier’s prior approval only for the modifications representing substantial changes. The issuance will be evidenced through a formal revision to the Supply Arrangement or other written advisement. For written advisements, a future formal revision to the Supply Arrangement will formally incorporate the new version(s).

Bid Solicitation Documents

IUs will use any of the templates listed below as well as any templates listed in the PWGSC Standard Acquisition Clauses and Conditions (SACC) Manual. Solicitations and resulting contracts may contain terms and conditions other than those within these templates.  The terms and conditions will be listed in each solicitation and resulting contract document.

SA Templates (at Annex E of the SA):

1. Low Dollar Value Template (for Tier 1 requirements)

2. Standard RFB (for Tier 1, 2 and 3 requirements)

Most recent SACC templates can be found on BuyandSell: [Standard Procurement Templates - Buyandsell.gc.ca](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates)

**6C. RESULTING CONTRACT CLAUSES**

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the terms and conditions of the resulting contract clauses of the solicitation (RFB/RFP) and WTCM at Annex D.

**ANNEX A  
  
REQUIREMENT**

Annex A is comprised of the provisions associated with the work to be performed detailed in the RFBs of this SA. Annex A is also comprised of the following:

Annex A-1 – Specifications for Workspaces

Annex A-2 – Supply Arrangement Deliverables

**1. Supply the Products**

1.1 The Supplier, when issued contracts pursuant to the SA, must supply the products listed in the resulting contract. All products must conform to the requirements of the associated bid solicitation which must be only those listed in the Supplier’s SA.

1.2 All products supplied must conform to the Specifications contained in Annex A-1.

**2. Deliver the Products**

2.1 The Supplier, when issued contracts pursuant to the SA, must deliver the products in accordance with the delivery instructions of the RFB.

**3. Install the Products**

Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies.

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied.

1. If requested, move the products to the staging and/or installation site.
2. Unpack all pieces and inspect products for shipping damage.
3. Install all products in accordance with the manufacturers’ specifications.
4. Ensure all products function properly and when necessary make minor adjustment/repairs.
5. Touch up all minor nicks and scratches on the products that may have occurred during installation.
6. Clean the products once installed.
7. Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of scrap material.

**4. Site Inspection and Documentation**

The Supplier, when issued contracts pursuant to the SA, as a minimum, must provide all of the services below for the products supplied when requirements contain floor plan(s).

The Supplier mustconduct a site condition inspection for the floor(s) / area(s) that form part of the Contract. Access to the floor(s) / area(s) must be coordinated with the Project Authority (PA). The inspections must occur no later than the date(s) prescribed in the Contract.

1. Using the information from the site condition inspection(s), and in conjunction with the Supplier’s Supply Arrangement, by no later than five business days from the date of the inspection(s), the Supplier must prepare and deliver, to the PA at no additional cost to Canada, a complete draft installation drawing for the floor(s) / area(s) inspected.

The draft installation drawing must show the following, as a minimum:

a) All furniture (including sizes and dimensions);

b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;

c) Workstations and room numbers;

d) Indications of powered and non-powered screens/panels;

e) Indications of power poles locations;

f) Electrical outlets;

g) Telecommunications/data symbols;

h) Lighting components requirements; and

i) Deviations from original floor plans (if any) and include rationale.

If, due to site conditions, panel cutting and work surface cutting are required, the PA must be notified in writing before it is incorporated into the installation drawings.

If the PA is satisfied with the above requested documentation, the PA will provide the Supplier the written authority to proceed with the supply, delivery and installation of the goods. The deliverables as part of this process will include as a minimum the following:

a) The final installation drawing

b) The final component list

c) The final floor plan

**5. Inspect the Products**

Inspection and Post-Installation Deficiency Procedures

The Supplier, when issued contracts pursuant to the SA, must adhere to the following procedures:

The Supplier must notify the Project Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.

The Project Authority must arrange for the initial walk-through inspection with the Supplier.

The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority.

If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase unless an alternative time frame has been confirmed by the Project Authority.

The Project Authority, in consultation with the Supplier, must prepare the deficiency list documenting all problems in every area.

The Project Authority must forward the deficiency list to the Supplier.

Within three business days of receipt of this deficiency list, the Supplier must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Project Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Supplier must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Supplier may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.

The Supplier must notify the Project Authority when all deficiencies have been remedied. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Supplier a final sign-off indicating that the deficiencies have been rectified.

**6. Hours of Service**

The Supplier must deliver the products and provide all services on the days and at the times set out in the resulting contract.

All solicitations and bids must correspond with the definition of during Normal Business Hours and Outside Normal Business Hours listed below.

a) During Normal Business Hours is defined as from 08:00 to 17:00 hours,

Monday through Friday except Federal Government Statutory holidays.

b) During Outside Normal Business Hours is defined as:

i. between 17:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays;

ii. all hours on Federal Government Statutory holidays;

iii. all hours on Saturdays and/or Sundays.

**7. Perform product Related Services:**

7.1 Reconfiguration Services

Reconfiguration is to rearrange existing products to suit the Identified User’s requirements of an existing workspace(s). The IU will provide to the Supplier a layout or detailed requirements to rearrange the workspace(s). An example of detailed requirements may be as a result of an ergonomic assessment or other factorsand may include a specific height of a work surface, the location of a keyboard or monitor arm.

7.2 Inventory and Assessment of Existing Furniture Services

These services are to perform the identification and/or assessment of the condition of existing furniture and provide a report that will include one or more of the following:

1. Identification of manufacturer and series;
2. Identification of type (e.g. work surfaces, desks, file cabinets etc.), finishes and colours, counts and sizes;

1. Performing an assessment of the condition of existing furniture;
2. Performing an assessment of the condition of the existing electrical systems;
3. Providing a drawing of the existing furniture layout.

Drawings of the existing furniture layouts must include identification of existing location, user’s name or workstation number when applicable.

The documentation associated with the services stated above must be in a readable and editable format as requested by the IU in the RFB and be in the official language of choice of the IU.

## Annex A-1

**ANNEX A 1.1 – SPECIFICATIONS FOR WORKSPACES**

Provided as a separate attachment and titled: ANNEX A 1.1 – SPECIFICATIONS FOR WORKSPACES

## Annex A-2 Supply Arrangement Deliverables

The Supplier is required to carry out the following within the timeframe(s) stated within each article. If the information is not carried out within the specified timeframes, the Supply Arrangement Authority will inform the Supplier of a time frame within which to rectify the matter. The SAA may suspend or cancel the Supplier’s SA if the Supplier does not meet the provisions of this Annex.

For information to be hosted on Supplier’s Website detailed at in Part 6A, the Supplier must maintain the information as required for the period of the SA. The Website is to provide the federal government with easy access to the information at no charge to Canada. It is expected that changes to the information could occur and it is the responsibility of the Supplier to immediately update its Website with the changes. The updates on the Website can only change the Supplier’s offering although the requirements of the SA must continue to be met. No updates will modify, or have the force of modifying, all other terms of the SA.

Within 90 days of Supply Arrangement award, the Supplier must display the following information on the Supplier’s Website:

1. **As per part 6 of the Supply Arrangement:**
   1. 6A.12 - Supplier Information
   2. 6A.13 - Payment by Credit Card
   3. 6A.14 - Supplier's Work Coverage (Area)
   4. 6A.15 - Supply through Authorized Dealers

**2. Standard Finishes**

Within 90 days of Supply Arrangement award, the Supplier is required to complete the Standard Finish(es) at Appendix B for the category(ies) and products being offered. This information is to be displayed on the Supplier’s Website.

**3. Product Images**

Within 90 days of Supply Arrangement award, the Supplier is required to create and display on the Supplier’s Website, images of at least the major products offered including the manufacturer and series names offered. Below is a list of the major products:

|  |  |
| --- | --- |
| **Category 1 – Interconnecting Panels and Freestanding Systems** | |
| A) Interconnecting Panels:   1. Base panels 2. Seated privacy height add on 3. Work surface privacy add on   B) Freestanding systems:   1. Fixed height work surfaces   Rectangular work surfaces  Transitional work surfaces  D-top work surfaces  120 degree work surface   1. Modular benching 2. Meeting tables | 1. Storage Products:    1. Credenzas    2. Hutches and overhead storage    3. Pedestals    4. Two-High lateral file cabinets    5. Personal storage towers    6. Wardrobes and bookcases 2. Component System Accessories    1. Panel-mounted accessory rails, trackable surfaces, and white boards    2. Panel-mounted screens    3. Accessory rail accessories |

|  |
| --- |
| **Category 2 – Freestanding height adjustable work surfaces** |
| 1. Individual Height Adjustable Work surfaces:    1. 120 degree work surfaces at sit stand height adjustability range and seated height adjustability range    2. Rectangular work surfaces at sit stand height adjustability range and seated height adjustability range 2. Modular Sit Stand benching |

|  |
| --- |
| **Category 3 – Filing and storage cabinets** |
| 1. File cabinets, lateral and vertical 2. Pedestals 3. Personal storage towers 4. Storage cabinets and wardrobes 5. Open area personal storage Lockers |

|  |
| --- |
| **Category 4 – Wood veneer – freestanding products** |
| 1. Fixed height work surfaces 2. Meeting tables 3. Storage Products:    1. Pedestals    2. Personal storage towers    3. Wardrobes    4. Credenzas    5. Hutches    6. Two drawer lateral file cabinet |

|  |
| --- |
| **Category 5 – Ancillary and Lighting Products** |
| 1. Keyboard and mouse support surfaces 2. Computer Processor Unit (CPU) Support 3. Monitor arms 4. Task lights 5. Power modules:    1. Freestanding power module    2. Work surface mounted power modules |

|  |  |
| --- | --- |
| **Category 6 - Support space furniture** | |
| 1. Tables and credenzas:    1. Meeting room tables:       1. Small meeting tables       2. Medium meeting tables       3. Large meeting tables    2. Video conferencing tables    3. Training room tables    4. Credenzas    5. Coffee tables    6. Side tables    7. Collaborative Meeting Tables    8. Collaborative Lounge Height Meeting Tables    9. Kitchenette island tables    10. Laptop tables    11. Narrow side table    12. Multimedia tables:        1. Fixed height multimedia table        2. Height adjustable multimedia tables | 1. Seating:    1. Banquette seating    2. Lounge chairs    3. Sofas    4. Swivel lounge chairs    5. Tablet chairs    6. Upholstered ottomans    7. Upholstered stools    8. Modular benching and side table units – rectilinear:       1. Bench unit       2. Side table unit    9. Modular benching and side table units – spline:       1. Bench unit       2. Side table unit    10. Bar stools    11. Kitchenette chairs |
| 1. Lounge screens:    1. Freestanding mobile upholstered screens    2. Freestanding mobile whiteboards    3. Freestanding mobile monitor mounts | 1. Open area collaborative furniture    1. Individual work pods    2. Individual private lounge chairs    3. Group work pods |

# ANNEX B WORKSPACES PRODUCT AND SERVICES CATALOGUE

**1. Supplier’s SA Products and Services**

1. The Supplier’s products available under this SA are listed in Annex B-1 attached. NSA products will only be identified in each individual RFB.
2. For PSAB only, some products may be certified as meeting the Canadian Content Policy and are identified in the “Canadian Content” column in Annex B-1 attached.
3. The Supplier’s Product Related services available under this SA are listed in Annex B article 5.2 below.

**2. Supplier’s Prices in the SA (not applicable to NSA products)**

a. The Supplier’s ceiling prices for each product are listed in Annex B-1 and

1. exclude delivery;
2. exclude installation;
3. exclude additional hardware(if applicable);
4. exclude Applicable Tax(es).

b. The Supplier’s ceiling hourly rates are all-inclusive for each Product Related Service listed in article 5.2 below and

1. exclude Applicable Tax(es).

**3. Workspaces Product and Services Catalogue**

3.1Product - Refer to Annex B-1 attached

Electronic Processing of Product Catalogue and Pricing

The Workspaces Product Catalogue and Pricing Template per Category will be processed by PWGSC using electronic automation. As such, Suppliers must not change the format or rename the Product Catalogue and Pricing Template in any way. At the time of evaluation, if the Supplier's Product Catalogue and Pricing Template has been reformatted or renamed in a way that prevents automated processing, the arrangement may be found non-responsive.

3.2 Product Related Services – Refer to Annex B-2.

## Annex B-1 – Product Catalogue and Pricing Template

Provided as a separate attachment per category and titled “cat#\_ (latest version if applicable)”.

(*SAA to insert at issuance of SA)*.

## Annex B-2 – Product Related Services

Refer to Annex A for full definition of services. (*The SAA will add the information from the Supplier's arrangement*.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Types of Product Related Services** | **Ceiling Hourly Rate** | |
|  |  | During Normal Business Working hours | During Outside Normal Business hours |
| 1 | Reconfiguration Services | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | Inventory and Assessment of Existing Furniture Services | | |
| 2.1 | Identification of existing furniture and providing chart | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.2 | Assessment of existing of finishes and colours and providing report | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.3 | Assessment of condition of existing furniture and providing report | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.4 | Assessment of existing electrical systems and providing report | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

ANNEX C  
  
SUPPLY ARRANGEMENT REPORTING

Provided as a separate attachment and titled “Annex C – Reporting – Annexe C – Rapports\_v(latest version)”

ANNEX D  
  
WORKSPACES TERMS AND CONDITIONS MANUAL (WTCM)

The SAA may modify the WTCM content at any time. The SAA will seek the Supplier’s prior approval only for the modifications representing substantial changes. Revisions will be evidence through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. Annex D WTCM – See Attached and titled “« Annex D – WTCM (latest version C.4) ENG”

ANNEX E  
  
BID SOLICITATION/REQUEST FOR BID (RFB) AND RESULTING CONTRACT TEMPLATE

The SAA may modify the RPB content at any time. The SAA will seek the Supplier’s prior approval only for the modifications representing substantial changes. Revisions will be evidence through new Version numbers and will be in effect on the date of their issue by the SAA to the Supplier. The issuance will be evidenced through a formal revision to the SA or other written advisement. For written advisements, a future formal revision to the SA will formally incorporate the new Version(s).

1. Tier 1 – see attached and titled “Annex E – Low Dollar Value Template (tier 1) v(latest version) - ENG”
2. Standard RFB – see attached and titled “Annex E – RFB (std) v(latest version) - ENG”

ANNEX F

PRE-QUALIFIED SUPPLIERS/ADDITION OF PRODUCT FORM

*This form can only be used if you currently have an SA for the category you want to add products to.*

1. **Complete the table below with Supply Arrangement (SA) information and also with the RFB information for which you want to propose these products for:**

|  |  |
| --- | --- |
| **SA #: E60PQ-140003/\_\_\_/PQ** | **Date:** |
| **Supplier Name/Address:**  **e-mail address:** | |
| **RFB#**  **Contracting Authority Contact:**    **e-mail address:** | |
| **Letter of Authorization:  On file (submitted with SA submission)  Attached** | |

**2. *Complete the table below for products you request to add to your current SA. Pre-qualified suppliers must submit the form to the SAA before closing of the solicitation in order for products to be evaluated and product addition be endorsed.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CAT** | **Line Item #** | **GoCUID** | **Product description** | **\*\*Manufacturer** | **Series** | **\*SA Ceiling Price** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *If required, additional lines may be added to table above* | | | | | | |

**\*Ceiling price:** insert the ceiling price of product you request to include in your current SA. This is not the bid price, bid price is to be included in the RFB tables.

\*\*Only one (1) **Manufacturer** (multiple series) of products is permissible per line item (GoCUID). Pre-qualified suppliers may only request to add a manufacturer for GoCUID’s for which they do not already have an approved manufacturer.

1. **Product Conformance**

The Supplier certifies that all the products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 of the Supply Arrangement, as applicable. ***Must be signed by the authorized SA holder official representative listed in the SA at 6A.12 Supplier Information.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Supplier/SA Holder Signature Date

1. **Submit the completed form to:** [TPSGC.PARCNAmeublement-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PARCNAmeublement-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca)

**PSPC use only (below):**

|  |  |
| --- | --- |
| **Endorsed**  **Declined**  **Rationale:** | AB approved by:  Date/ Signature: |

This certifies that SA holder: /E60PQ-140003/\_\_\_/PQ is authorized to sell the products above, under the terms and conditions of the Supply Arrangement and this document can be used for future requirements for the products stated in the table at article 1 herein as proof of product compliance.

*Refer to 6A.7 of the Supply Arrangement for further information on the On-going Opportunity for Qualification.*

# 

# **APPENDIX A** – WORK COVERAGE

Provided as a separate attachment and titled “Appendix A – Work Coverage v(latest version) - ENG”.

The work coverage attached and forming part of this SA is to be used as a guide of available dealers across Canada, refer to the supplier’s website for a comprehensive up to date listing.

# **APPENDIX B** – STANDARD FINISHES

Provided as a separate attachment and titled “Appendix B - Standard Finishes v(latest version) - ENG”.

The standard finishes attached and forming part of this SA is to be used as a guide of available finishes, refer to the supplier’s website for a comprehensive up to date listing.

# **APPENDIX C** - GLOSSARY

**Acquisitions Branch (AB)** - Refers to the procurement offices of the Acquisitions Branch of Public Works and Government Services Canada (PWGSC) within PWGSC headquarters located in the National Capital Region. The Supply Arrangement Authority forms part of AB.

**Acquisitions Program (AP)** - Refers to the regional and headquarters procurement offices of PWGSC located throughout Canada.

**AB/P** - Refers to both AB and AP.

**Client Search Tool (CST)** – the Government of Canada’s Product and Pricing catalogue which is the amalgamation of all Supply Arrangement holders’ Product and Pricing catalogues. It consists of the following categories:

**Category 1** - Interconnecting Panels and Freestanding Systems

**Category 2** - Freestanding Height Adjustable Desk/Table Products

**Category 3** - Metal Filing and Storage Cabinets

**Category 4** - Wood Veneer –Freestanding Products

**Category 5** - Ancillary and Lighting Products

**Category 6** - Support Space Furniture (Collaborative Furniture)

**Ceiling Price:** is the maximum price a SA holder may quote for a product listed in their Product and Pricing catalogue in response to a solicitation.

**Conforming Supplier(s):** Supplier(s) with an SA that meet the Identified User’s (IU’s) requirements. The term denotes the result of a search conducted by the IUs, of the potential sources of supply using the CST. The term does not carry any other meaning than that given in this paragraph.

**Design Upgrade Rule:** Allows Identified Users (IUs) the opportunity to exercise an option to upgrade products up to 20% per Category Product Total Value (excluding Applicable Taxes). The Design Upgrade cannot change the functionality of the product, only quality and/or design.

**Government of Canada Unique ID** (**GoCUID)** - is a unique product number for each item offered through the Supply Arrangement listed on the Client Search Tool.

**Identified Users** **(IUs)** - The Identified Users include any government department, agency or Crown Corporation listed in schedules I, I.1, II, III, of the [*Financial Administration Act*](http://laws-lois.justice.gc.ca/eng/acts/F-11/), R.S., 1985, c. F-11.

**NSA products** – Refers to Non-Supply Arrangement products. These are products that do not form part of the Product and Pricing catalogues of the Supply Arrangement. NSA products must meet the technical specifications entered by the IU in each Individual Bid Solicitation and Resulting Contract (RFB or RFP). NSA products must have generic specifications, and dimensions must include tolerances and ranges.

**Procurement Strategy for Aboriginal Business (PSAB)** - A strategy that was launched by the Government of Canada to increase the number of Aboriginal suppliers bidding for, and winning, federal contracts.

**Product Related Services** – Consists of Reconfiguration Services (rearrange existing products to suit the IU’s requirements of an existing workspace) and Inventory and Assessment of Existing Furniture Services.

**Project Authority** –The representative of the department or agency for whom the work is being carried out under the contract, who is responsible for all technical matters of the work and 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.

**RFB –** Request for Bid, also known as Bid Solicitation and Resulting Contract Template in this SA.

**Supply Arrangement Authority (SAA) -** The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, as applicable.