**Before you get started:**

1. Furniture is a mandatory commodity, refer to [3.5.1 Mandatory Standing Offers and Supply Arrangements](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/3/5/1) of the Supply Manual found on [buyandsell.gc.ca](https://buyandsell.gc.ca/)
2. All documents referenced in this “how to” are found on the [Furniture website.](http://www.gcpedia.gc.ca/wiki/Office_Furniture)

**How do I buy furniture?**

|  |  |
| --- | --- |
| **Steps** | **Tier 1 – Low Dollar value (LDV) $0 – 24,999.99**  |
| 1. Define requirement and select a supplier | Want to set aside your requirement for Indigenous business? If so, refer to the PSIB SA holders identified in the **Supplier information Table.*** Open **Chair Builder** and choose chair attributes/features of the required chair. Additional attributes maybe defined including materials and finishes as long as they are generic and competitive.
* For more detailed information on the specifications and recommended configurations on indented use consult the Annex A: Specifications for Office Seating (Word, 144Kb) and the **Recommended features and specifications for general user profiles** on the furniture website.

**AND/OR*** Find a supplier using the **Supplier information Table**
* This table includes a list of all SA holders including coordinates of each supplier and a link to their website (to view pictures and pricing of product by SA holder) and SOSA app (to view the available manufacturer/series and discount off price list by SA holder)
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| 2. Solicit | * Request quote(s) by:

E-mail: to one or more supplier(s) of your choice. orTelephone: to one or more supplier(s) of your choice. \*\* Competitive and Non-competitive procurements are acceptable below 25K at the IU’s discretion, refer to your departmental process on Low Dollar Value Procurements. |
| 3. Evaluate and Award: | * Evaluate:
* Confirm product meets the requirement defined using the Chair Builder
* Confirm supplier is a current SA holder using the SOSA app
* Select the chair that meets your requirement based on evaluation criteria (if applicable), and award.
* Award:
* Prepare and issue contract using the LDV furniture contract template, departmental template , or purchase using Acquisition Card.

\*For Acquisitions Card and departmental templates – Include the following reference: **“***the terms and conditions of SA E60PQ-120001/ SA #/PQ apply to and form part of this requirement.”** *Manufacturer average Lead times may range from 6 to 8 weeks after finishes and colors have been selected.*
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This is a high level process chart meant to show an overview for a Seating SA procurement. For a more detailed instruction on any of the steps below, please consult the Furniture website or contact our *General mailbox**.*