**Before you get started:**

1. Furniture is a mandatory commodity, refer to 3.5.1 Mandatory Standing Offers and Supply Arrangements of the Supply Manual found on [buyandsell.gc.ca](https://buyandsell.gc.ca/)
2. What products are available on the Supply Arrangement (SA)? Refer to the Product Summary document by category located beside each Client Search Tool on the Furniture website.

**Furniture website:** <http://www.gcpedia.gc.ca/wiki/Office_Furniture>

1. Is this requirement being set aside for Procurement Strategy for Aboriginal Business (PSAB)

**How do I buy furniture?**

|  |  |
| --- | --- |
| **Steps** | **$.01 - $24,999.99** |
| 1. Define requirement and select a supplier | Find your SA products:* *Client Search Tool (Found on Furniture website):* This tool has instructions tab and provides an estimated value of the requirement and confirms that a product is part of the SA. It also provides a generic product code called GoCUID. This product code can be used to solicit quotes and add to contracts.
* **Products not on the SA** - Non Supply Arrangement (NSA) products can be added to solicitations under the SA up to 30% of the total quantity of products, refer to Part 6B.4 article 4.1 of the SA for further information. Users may contact the General mailbox with the product information for further guidance.

**AND/OR**Find Suppliers based on requirement by using the following:* *Supplier information Table(Found on Furniture website):*

This table includes a list of all SA holders including coordinates of each supplier and a link to their website. You will also find a list of categories offered per supplier as well as a link to their SOSA app where you will find the pricing and product list(s). |
| 2. Request for Quotes*\*\*\*Refer to your departmental process on LDV procurements* | Identified Users (IUs) can select a Non-competitive or Competitive (2 or more quotes) procurement strategy at their discretion.It is ideal that IUs request more than one quote to obtain best value.Request quote(s) by using one of the following:* **E-mail**: directly to the SA Supplier(s) of your choice.
	+ - Departmental bid templates with reference to E60PQ-140003 are also acceptable.
* **Telephone:** directly to the SA Supplier(s) of your choice.

**\*\* Ensure the supplier understands that the products offered form part of their SA \*\***\*\*Pricing in the SA are based on ceiling prices, these ceiling prices are ***not firm*** and should be negotiated, It is recommended that your request a discount in the form of price list and % offered to Canada.  |
| 3. Award Contract | Issue contract using either Acquisitions Card\*, departmental template\* or the Contract against a supply arrangement *(Low Dollar Value)* found on the templates section of the *Furniture website.***\*For Acquisitions Card and departmental templates – Include the following reference to each contract:** **“***the terms and conditions of SA E60PQ-140003/ SA #/PQ apply to and form part of this contract.”* |

This is a high level process chart meant to show an overview for a low dollar value procurement. For a more detailed instruction on any of the steps below, please consult the Furniture website or contact our *General mailbox**.*