**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)

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| 1. Define requirement and determine estimated value |
| 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 is used to solicit bids.
* **Products not on the SA** - Non Supply Arrangement (NSA) products can be added to solicitations under the SA, refer to Standard RFB and 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.

Users may refer to the supplier information table to determine which suppliers offer the category(ies) based on their 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). |

**How do I buy furniture?**

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| Follow process by Tier |
| Estimated Value between **$25,000.00 - $399,999.99** | Estimated Value **$400,000.00 +** |

|  |  |
| --- | --- |
| 2a. Prepare and issue Solicitation | 2b. Prepare and send a funded requisition |
| * Complete the Standard RFB and Notice of Proposed Procurement (NPP) found in the templates section of the [*Furniture website*](http://www.gcpedia.gc.ca/wiki/Workspaces_Supply_Arrangements)

*Important: Insert quantities and GoCUIDs for products in Categories 1b-6 at Annex A and complete Annex C for Category 1a that includes floor plans and other documentation in RFB.** Issue NPP and Solicitation (RFB) on Buy and Sell.

*Minimum bidding period is 10 calendar days.* | Send a funded requisition to PSPC Central Allocations along with the following: * Set-Aside for PSAB or General procurement?
* list of all the GoCUIDs and quantities for Categories 1b-6

Floor Plans and all other necessary information stated in Annex C of the RFB for Category 1a*\*\*PSPC AB/AP performs Steps 2a and 3a\*\** |

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| 3a. Evaluate and Award Contract |
| 1. Receive bids
2. Evaluate bids, *refer to Annex D – WTCM found on the* [*Furniture website*](http://www.gcpedia.gc.ca/wiki/Workspaces_Supply_Arrangements) *in particular articles 9-12 for evaluation procedures.*
3. The Responsive Bid with the lowest evaluated price will be recommended for award of a contract.
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*This is a high level process chart meant to show an overview of the Tier 2 and 3 process. For a more detailed instruction on any of the steps below, please consult the Furniture website or contact our* *General mailbox**.*