|  |
| --- |
| 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)
 |

|  |
| --- |
| 1. Define requirement and determine estimated value |
| * **Chair estimator**: Users may use this tool to estimate the value of their requirement. Note it does not contain all the combinations available on the SA, only some of the most common are included. It is recommended to choose the combination that is most closely related to the required chair.
* Open **Chair Builder** and choose chair attributes/features of the required chair(s). The user must complete a chair builder for each type of chair required. 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** and the **Recommended features and specifications for general user profiles** on the furniture website.
 |

**How do I buy furniture?**

|  |  |
| --- | --- |
| **TIER 2** | **TIER 3** |
| 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 solicitation and include the completed Chair Builder for each type of chair. RFP Furniture MC template may be used.
* Prepare the Notice of Proposed Procurement (NPP)

*\*\* These templates are found on the* [*Furniture website*](http://www.gcpedia.gc.ca/wiki/Workspaces_Supply_Arrangements)*\*\***Alternatively, the user may use their departmental templates.* * Issue NPP and Solicitation on Buy and Sell or CanadaBuys.

*Minimum bidding period is 10 calendar days.* | * Send a funded requisition to PSPC Central Allocations along with the following:
* Completed Chair Builder for each type of chair;
* Advise if requirement is Set aside for PSIB or a General stream procurement;
* Security clauses, if applicable.
* PSPC may request additional information upon receipt of the file.

*\*\*PSPC AB/AP performs Steps 2a and 3a\*\** |

|  |
| --- |
| 3a. Evaluate and Award Contract |
| 1. Receive and evaluate bids
* Confirm if supplier is a current SA holder and product(s) are offered by referencing the chair series and its associated minimum discount for the SA holder on the SOSA app
1. Award contract on selection methodology chosen in solicitation
 |

*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**.*