### Annex E - Standard REQUEST FOR BID (RFB)



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

|  |
| --- |
| See Section 1.  Voir Section 1. |

**STANDARD REQUEST FOR BID**

**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l’arrangement en matière d’approvisionnement E60PQ-140003/PQ.

|  |  |
| --- | --- |
| http://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpghttp://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpghttp://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpg**Solicitation No. - N° de la demande**  **Supplier SA No. -** **N° de l’AMA de fournisseur :**  **E60PQ-140003/\_\_\_** | Amendment No. - N° de modification |
|  | |
| **Solicitation closes – La demande prend fin :**  **at – à See Section 1**  **Voir Section 1**  **on – le See Section 1**  **Voir Section 1** | File No. - N° de dossier |

http://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpghttp://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpg

|  |  |  |
| --- | --- | --- |
|  | **No of Page/**  **N° de page** | \_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Solicitation – Date de la demande** | | |
| **Address inquiries to – Adresser toute demande de renseignement à :**  **See Section 2, Article 4.1.**  **Voir Section 2, Article 4.1** | | |
| **Destination**  **See Section 2, Annex A.**  **Voir Section 2, Annexe A.** | | |
| **Instructions:**  **Municipal taxes are not applicable.**  Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadians funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.  **Instructions:**  **Les taxes municipales ne s’appliquent pas.**  **Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.** | | |
| **Supplier Name and Address – Nom et adresse du fournisseur**  **Telephone No. - N° de téléphone**  **Facsimile No. - N° de télécopieur** | | |
| **Name and title of person authorized to sign on behalf of supplier (type or print)**  **Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression)**  **Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_** | | |

**TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

**SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? *If yes, the**IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.*

**Step 2.**  **Competitive or**   **Non-Competitive** (*Identified User (IU) to check the applicable box)*

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

* One or more of the following price justifications:

1. a current published price list indicating the percentage discount available to Canada; or
2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

* One or more of the following price justifications:

1. a current published price list indicating the percentage discount available to Canada; or
2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
4. any other supporting documentation as requested by Canada.

**Step 3.**  **General** or  **PSIB** (*Identified User (IU) to check the applicable box)*

For PSIB procurement:

Canadian Content

*(The following only applies only to procurements for which Acquisitions Branch (AB) or Acquisitions Program (P) of Public Works and Government Services Canada is the Contracting Authority.)*

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation. *(Refer to WTCM for further information)*

**Terms of the RFB:**

This RFB is issued pursuant to the Supplier’s Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier’s SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

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 Bidder must provide the following information WITH the bid:

* The information requested by Canada in Annex A herein.

*(IUs will include the Security Requirement article below* ***if*** *Section 2, article 2.1.b. herein applies. IUs may modify the provisions of the sub-articles to correspond to their specific needs. Select 3.a. when the bidder must possess the security clearance at bid closing; select 3.b. when the bidder must possess the security clearance by contract award.)*

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement:**

1. Conditions
   1. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
   2. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder:

Before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
2. The Bidder’s valid VOS clearance number issued by CISD;
3. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

**Bid Evaluation**

*This article is completed if non-Government of Canada personnel will evaluate bids.*

An evaluation team composed of representatives of Canada and \_\_\_\_\_\_\_\_\_\_\_\_ (name of firm or consultant) will evaluate the bids.

|  |  |  |
| --- | --- | --- |
| **RFB Issued to:***[ IU must complete This section – “RFB Issued to:” is completed only when the RFB is not published on GETS]* | | |
| Supplier Name and Address: (City, Province) | [use address from Supplier’s SA]  [SA number starts with E60PQ-140003/…/PQ] | |
| Contact: |  | |
| * Name: |  | |
| * Telephone Number: |  | |
| * E-mail: |  | |
| **RFB Issued by:** *IU must complete This section – “RFB Issued by:”* | | |
| Identified User’s (IU) Department/Agency/Crown Corporation:  Contact for this RFB: | See Section 2, article 4.1 below. | |
| **RFB Closing - Submit Bid:** *IU must complete This section – “RFB Closing – Submit Bid:” is completed for all published solicitations*  Bids must be submitted on the date and at the time indicated below. | | |
| By no later than date and time: | [Date]  [Time] [Time Zone] | |
| **SAP Ariba:**  *(Delete line if not not applicable)* | [All Bid submission must be responded to in SAP Ariba] | |
| **To physical location:**  *(Delete line if not not applicable)* | [Building name, full civic address] | |
| **To e-mail address:**  *(Delete line if not not applicable)* | [Complete e-mail address] | |
| **To CPC Connect services:**  *(Delete line if not not applicable)* | [IU to insert email address of their bid receiving unit] | |
| **RFB Enquiries:** *IU must complete This section – “RFB Enquiries:”* | | |
| Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered. | | \_\_\_\_\_\_\_ business days |

**SECTION 2 - RESULTING CONTRACT CLAUSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Terms and Conditions of the Contract** | | | | |
| The terms and conditions of Parts 6B and 6C of the Supplier’s SA within the series E60PQ-140003/PQ apply to and form part of this Contract. | | | | |
| **2.** | **Security Requirement** (the checked article applies) | | | | |
| 2.1 | The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below. | | | | |
| a. | |  | **Contractor may be escorted; possession of security clearance not required.**  Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed. | | |
| b. | |  | **Possession of security clearance(s) is required.**  The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein. | | |
| c. | |  | **There is no security requirement associated with this contract.** | | |
| **3.** | **Requirement** | | | | |
| 3.1 | The Contractor must perform the Work listed in Annex A herein. | | | | |
| **4.** | **Authorities** | | | | |
| 4.1 | **Contracting Authority (IU)** | | | | |
| **Name:** | | | |  |
| **Title:** | | | |  |
| **Department/Agency/Crown Corporation:** | | | |  |
| **Address:** | | | |  |
| **Telephone No.:** | | | |  |
| **E-mail address:** | | | |  |
| 4.2 | **Project Authority** *[To be completed at contract award]*  *The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.*  *In addition, the PA is also responsible 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 in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).* | | | | |
| **Name:** | | | |  |
| **Title:** | | | |  |
| **Department/Agency/Crown Corporation:** | | | |  |
| **Address:** | | | |  |
| **Telephone No.:** | | | |  |
| **E-mail address:** | | | |  |
| 4.3 | **Contractor's Representative** | | | | |
| As set out in Annex A, Table 9 below. | | | |  |
| **5.** | **Method of Payment** | | | | |
| The checked box applies. If the Contractor’s SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following. | | | | |
|  | Single Payment | | | |
|  | Multiple Payment | | | |
| **6.** | **Invoicing** *(optional)* | | | | |
| Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: | | | | |
| Name of the organization and contact: *[To be completed at contract award]* | | | | |
| Address: | | | | |
| **7.** | **SACC Manual Clauses** | | | | |
| *There may be additional clauses that are relevant to the requirement but are not already included in this template.* | | | | |
| **Supplemental General Conditions:** *please refer to the WTCM for the full text.* | | | | | |

**ANNEX A**

**REQUIREMENT and BASIS OF PAYMENT**

*1. IU to complete an Annex A for each category with the exception of the rules specified herein.*

*2. For Tier 2 and 3 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.*

1. Category Selection

|  |
| --- |
| **Combined Categories Rule:** *(Delete if not applicable)*  For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:  The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;  *(IU must identify which of the following categories will be combined for reasons of compatibility)*  Category 1  Category 2  Category 5  \* Exception: when using the Cat 1, 2, 5 combined categories rule, IU’s may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories. |
| **Design Upgrade Rule:**  The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.  The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada’s Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.  The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.  Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product. |
| **NSA:**  NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic. |

The requirement includes the following category (ies) of work *(check applicable box (es)):*

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

**RULE**: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b.  Category 2 – Freestanding Height Adjustable Desk / Table Products

c.  Category 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA (table 1 Additional product details)

d.  Category 4 – Wood Veneer – Freestanding Products

e.  Category 5 – Ancillary and Lighting Products

f.  Category 6 - Support Space – Collaborative Furniture

**RULE:** 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.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Product(s) – Category(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. *(Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)*

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\*

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

*(IU to complete Section A for tables 1-6 as applicable and complete Table 7)*

**Product Category(ies): \_\_\_\_** *(Add Product Category # - Tables 1-9 to be repeated for additional product categories. If combining categories, do not repeat tables 1-9 for those categories. Group them together.)*

**\*\*\*FOR REQUIREMENTS WITH COMBINED CATEGORIES, INCLUDING 1A/1B, ADJUST AS APPLICABLE\*\*\***

**Table 1 – Product Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Requirement definition ( remove row before issuing solicitation )***   1. ***IMPORTANT: The Specifications must be read in conjunction with the descriptions of the products in the CST to ensure the products bid will meet the operation needs of the client’s requirement. Additional product details may be added to requirements as long as it remains within the scope of the specification.*** 2. ***IU’s must be aware that products in the catalogues may require further defining when the catalogue contains a range and or tolerance, etc.*** 3. ***IU’s may list multiple products if there is no preference of certain attributes of a product ie. ( Glides for carpet vs glides for laminate)*** | | | | | | | |
|  | Section A - IU REQUIREMENT | | | | Section B – SUPPLIER’S BID | | |
| # | GoCUID | Description of Product  *(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)* | QTY | \*\*  Provide additional  Information  Yes/No | Supplier Part Number | Firm Unit Price  $ | Extended Total  [Qty x Price]  $ |
|  | **Category 1A** | | | | | | |
|  | Refer to Annex C and Floor Plans. | | | |  | | $ |
|  | **Category 1B** | | | | | | |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
|  | **Category 2** | | | | | | |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
|  | **Category 5** | | | | | | |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
| **\*\*Provide additional information:**  Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission. | | | | | | | |
| **NSA products *(****must not exceed 30% of the firm quantity by category)*  The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D. | | | | | | | |
|  | Section A - IU REQUIREMENT | | | | Section B – SUPPLIER’S BID | | |
| # | NSA Product(s) Description | | QTY | \*\*  Provide additional  Information  Yes/No | Supplier Part Number | Firm Unit Price  $ | Extended Total  [Qty x Price]  $ |
|  |  | |  | ***Yes or No*** |  | $ | $ |
|  |  | |  | ***Yes or No*** |  | $ | $ |
|  | Add more rows if necessary. | | | | Product Total | | $ |

***OR***

**\*\*\*FOR REQUIREMENTS WITH INDIVIDUAL CATEGORIES, ADJUST AS APPLICABLE\*\*\***

**Table 1 – Product Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section A - IU REQUIREMENT | | | |  | Section B – SUPPLIER’S BID | | |
| # | GoCUID | Description of Product  *(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)* | QTY | **\*\***  Provide additional  Information  Yes/No | Supplier Part Number | Firm Unit Price  $ | Extended Total  [Qty x Price]  $ |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
|  |  |  |  | ***Yes or No*** |  | $ | $ |
| **\*\*Provide additional information:**  Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission. | | | | | | | |
| **NSA products *(****must not exceed 30% of the firm quantity by category)*  The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D. | | | | | | | |
| Section A - IU REQUIREMENT | | | |  | Section B – SUPPLIER’S BID | | |
| # | NON-SA Product(s) | | QTY | \*\*  Provide additional  Information  Yes/No | Supplier Part Number | Firm Unit Price  $ | Extended Total  [Qty x Price]  $ |
|  |  | |  | ***Yes or No*** |  | $ | $ |
|  |  | |  | ***Yes or No*** |  | $ | $ |
| *Add more rows if necessary.* | | | |  | Product Total | | $ |

**Table 2 - Delivery**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER’S BID | |
| Product Item # from  Table 1 | Location | Desired Date\*\*  (YYYY-MM-DD) | Desired Time:  Normal Business Hours  Or  Outside Normal Business Hours \* | Supplier will supply and deliver as per below\*\* | Firm Lot Price  $ |
| 1 | [Building, Floor, civic address, etc.] | YYYY-MM-DD | [Normal] or  [Outside Normal] | \_\_\_\_\_ : weeks    *Standard Lead time is between 6-10 weeks for furniture delivery and installation.* | $ |
| \*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  \*\*The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.  *Add more rows if necessary.* | | | | Delivery Total: | $ |

**Table 3 – Installation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section A - IU REQUIREMENT | | | | Section B – SUPPLIER’S BID | |
| Product Item # from  Table 1 | Location | Desired Date\*\*  (YYYY-MM-DD) | Desired Time:  Normal Business Hours  Or  Outside Normal Business Hours \* | Supplier will install as per below\*\* | Firm Lot Price  $ |
| 1 | [Building, Floor, civic address, etc.] | YYYY-MM-DD | [Normal] or  [Outside Normal] | \_\_\_\_\_\_ : weeks from date of supply and delivery  *Standard Lead time is between 6-10 weeks for furniture delivery and installation.* | $ |
| \*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  \*\*The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.  *Add more rows if necessary.* | | | | Installation Total: | $ |

**Table 4 – Optional Product**  Not Applicable

*If applicable, copy/paste/modify from table 1.*

**Table 5 – Optional Delivery**  Not Applicable

*If applicable, copy/paste/modify from table 2.*

**Table 6 – Optional Installation**  Not Applicable

*If applicable, copy/paste/modify from table 3.*

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

|  |  |  |
| --- | --- | --- |
| **1.** | **Standard Finishes** | |
| 1.1 | IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada. | |
| **2**. | **Canada’s Facilities to Accommodate the Delivery**  *The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.*  *During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.* | |
| 2.1 | Loading Dock/Location | |
| A | Location | [address] |
| B | Dock | [For non-standard size, if applicable] |
| C | Lift | [Exists or does not exist]  [weight capacity, e.g. ½ ton maximum]  [Size – W x D] |
| D | Door | [Size - H x W] |
| E | Freight Elevator | [Location] |
| F | Other (specify, if any) |  |
| **3.** | **Continuance of Certifications** | |
|  | The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User. | |
| 3.1 | Integrity Provisions | |
| 3.2 | Federal Contractor’s Program for Employment Equity | |
| 3.4 | Product Conformance | |
| 3.5 | Price Certification (In accordance with the SA, Part 6B) | |

**Table 8 - Bid Evaluation and Contract Total**

*(Canada may complete if not completed by the Bidder)*

|  |  |  |
| --- | --- | --- |
| 1 | **Firm** Product Total (Table 1) | $ |
| 2 | **Firm** Delivery Total (Table 2) | $ |
| 3 | **Firm** Installation Total (Table 3) | $ |
| 4 | **Optional** Product Total (Table 4) *(Applicable if Option is exercised)* | $ |
| 5 | **Optional** Delivery Total (Table 5) *(Applicable if Option is exercised)* | $ |
| 6 | **Optional** Installation Total (Table 6) *(Applicable if Option is exercised)* | $ |
| 7 | Hardware Total as per article 1.5 of Annex A-1 of SA (*if Applicable)* | $ |
| 8 | **Total Evaluated (Bid) Price\* (1 + 2 + 3 + 4 + 5 + 6 + 7)**  *[to be removed at contract award]* | $ |
| 9 | **Contract Price(1 + 2 + 3 + 7):** *[applicable at contract award only]* | $ |
| 10 | **Applicable Tax(es):** *[applicable at contract award only]* | $ |
| 11 | **Total Estimated Cost (9 + 10):** *[applicable at contract award only]* | $ |

\* Applicable taxes extra.

**Table 9 –** **Bidder’s Authorized Representative**

|  |  |  |
| --- | --- | --- |
| 1. | Bidder’s Authorized Representative for the Bid and the Contract | |
| Name: | Telephone: |
| E-Mail: |
| PBN: |
| Ariba #: |

**ANNEX B**

**SECURITY REQUIREMENTS**

***Instructions to IU:***

*Add this Annex B IF there are security requirements. The content of Annex B will be:*

* *Only the Security Requirement Check List if Section 2 of the contract, article 2.1.a is selected. Use clause A below.*
* *The SRCL and the contract clauses from PWGSC-CISD if Section 2 of the contract, article 2.1.b is selected. Use clause B below.*

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

*IU to attach the SRCL*

B. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.

*IU to insert the contract clauses provided by CISD and attach the SRCL.*

C. There is no security requirement associated with this contract.

**ANNEX C**

**FLOOR PLAN(S)**

***INSTRUCTIONS TO IUs:*** *Add this Annex C if the requirement includes Category 1A products.*

***INSTRUCTIONS TO BIDDERS:***

*For Category 1a products, the Bidders must provide:*

1. *Completed floor plan(s) with proposed SA approved products;*
2. *A product listing of proposed SA approved products offered at floor plan(s).*

*As a minimum the product listing must include the following information:*

*- Supplier part numbers including NSA products forming part of this category;*

*-brief product descriptions;*

*-quantities;*

*-firm unit prices*

1. *Bidders must provide a stackable panel system that consists of a Base panel with the required add-on module(s) as defined in the panel matrix of this requirement.*

*\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\**

*By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.*

***\*At contract award, “By submitting a bid, the Bidder” becomes “The Contractor”.***

***INSTRUCTIONS TO IUs:*** *IU to include all the information detailed below.*

*NOTE: Categories 1b, 2, 3, 4, 5, and 6 products must be identified with GOCUIDs, including quantities, in the tables at Annex A. Categories other than Category 1a shown on the floor plan will be for information purposes only. Optional quantities may be shown on floor plans or in the optional tables in Annex A.*

**Category 1a Requirement:**

1. **Floor Plan(s)**

*\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\**

*\*\*\* IU MUST INCLUDE FLOOR PLANS AS AN ATTACHMENT\*\*\**

*As a minimum, the IU must identify the following information on their approved floor plan provided as part of this RFB:*

*a) All and only the required furniture (sizes and dimensions must be accurate in the plan);*

*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 Panel Matrices (which panels are powered, non-powered, panels with glazed elements, etc) or include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) for every station variances.*

*e) Indications of power feed locations;*

*f) Electrical outlet locations within workstations;*

*g) Telecommunications/data symbols;*

*h) Lighting components requirements;*

*i) Clearly indicate which work surfaces are freestanding height adjustable and which surfaces are panel hung, if applicable and only for information purposes.*

1. **Panel Details**

*As a minimum, the IU must identify the following product information below for requirements containing panel matrices or on the Workstation Layouts:* a paper sorter, a tray, a bin, a telephone holder (etc.) (refer to full SA specifications for the information).

* 1. All required panel heights: Base Height, Work Surface Privacy Add-on Height, Seated Privacy Add-on Height;
  2. When power is required, the power is located below or above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
  3. Type of power feed : Base feed or Power Pole.
  4. Component System Accessories:
     1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan Accessories attached to the panel separately must be specified. (Accessory rails, tackable surfaces, whiteboards,…)
     2. When Accessory rails are required, the accessories must be specified: a paper sorter, a tray, a bin, a telephone holder (etc.) (refer to full SA specifications for the information).

1. **Panel Matrix or Workstation Layout** *(IU to select and complete bullet a. or b.)*

*\*\*\*See attached Panel Matrix or Workstation Layout\*\*\**

*\*\*\* IU MUST INCLUDE PANEL MATRICES OR WORKSTATION LAYOUTS AS AN ATTACHMENT\*\*\**

**a. Panel Matrix**

*A panel matrix is a section view of a panel with the purpose of identifying the configuration of elements and element types on each side of a panel. Below is a sample panel matrix identifying the element locations from the Category 1 CST.*

*As a minimum, the IU must identify each panel matrix within the requirement. Each panel matrix must identify the element types required. Each panel matrix must use the terminology from the Category 1 CST to identify the required element types (for example: air flow, fabric, plastic laminate, etc.) The below panel matrix format may be copied and used to identify all matrices required.*

***Each panel matrix must be identified on the floor plan so that Bidders may accurately prepare bids in response to this RFB.***

*Panel Matrix*

|  |  |
| --- | --- |
| ***upper element 1***  *Add-ons to achieve total height:*  *(Worksurface privacy 42”-49”) or*  *(Seated Privacy 50”-54”)* | ***upper element 2***  *Add-ons to achieve total height:*  *(Worksurface privacy 42”-49”) or*  *(Seated Privacy 50”-54”)* |
| ***lower element 1***  *Base Panel(28”-38”)* | ***lower element 2***  *Base Panel(28”-38”)* |

*Side 1 Side 2*

**b. Workstation Layout(s)**

*Workstation Layouts replace the Panel Matrix and must include the following information listed in item #1- Floor Plan(s), instructions a, e, f, g, h, and i.*

* The floor plan takes precedent over any discrepancies with the workstation layouts.
* When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
* Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

**ANNEX D**

**ADDITIONAL SPECIFICATIONS, CERTIFICATIONS**

This Annex includes the additional Specifications, Certifications associated with NSA product*. (if applicable)* forming part of the requirement.

**1. Specifications**

*IU to include, if applicable, additional information above the generic specifications at Annex A such as testing and performance requirements, finishes…*

### 2. Certifications

**2.1 NSA Product Conformance** *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA 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 and A-2 of the Supply Arrangement, as applicable.

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

### Supplier’s Signature Date

**NSA Product Conformance Certification***(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. 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 and D. 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.

*CONTRACT FIRST PAGE*

*IU may use this page as page one at contract award. Attach Section 2 of the RFB including Annex A and, if applicable Annex B and C.*



PURCHASING OFFICE - BUREAU DES ACHATS

# CONTRACT – CONTRAT

Use “Canada accepts your bid” when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

**Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.**

**Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.**

Use “You are Requested” when you conducted a verbal solicitation, did not sent a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

**You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.**

|  |
| --- |
| The vendor hereby accepts this contract  Le fournisseur accepte le présent contrat  Name, title of person authorized to sign (type or print)  Nom et titre du signataire autorisé (caractère d'impression)  Signature Date |

**Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).**

Supplier to sign for a “You are Requested” contract only.

|  |  |  |  |
| --- | --- | --- | --- |
| **File No. – N° de dossier** | | | |
| **Date of Contract – Date du Contrat** | | | |
| **Contract No. - N° du contrat** | | **Amendment No. - N° de modification** | |
| **Client Reference No. (optional) - N° du référence du client (facultatif)** | | | |
| **Financial Code(s) – Code(s) financier(s)** | | | |
| **Duty - Droits**    **Included** **Excluded**  **Inclus**  **En sus** | **GST - TPS/ HST – TVH**  **Included** **Excluded**  **Inclus**  **En sus** | | |
| **FOB – FAB**  DESTINATION | | | |
| **Destination**  See Section 2, Annex A.  Voir Section 2, Annexe A. | | | |
| **Invoices - Original and two copies must be completed and sent to:**  **Factures – L’original et deux copies doivent être remplis et envoyés à :**  See Section 2, Article 6.  Voir Section 2, Article 6. | | | |
| **Address inquiries to : - Adresser toute demande de renseignements à :**  See Section 2, Article 4.1.  Voir Section 2, Article 4.1. | | | |
| **Area Code and Telephone No.**  **Code régional et N° de téléphone** | | | **Facsimile No.**  **N° de télécopieur** |
| **Total estimated cost – Coût total estimatif** | | | |
| **For the Minister – Pour le Ministre** | | | |

http://source.tpsgc-pwgsc.gc.ca/guide/files/elements/wordmark-col.jpg

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Modified by Furniture Division April 2022