

**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

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| See Section 2.2<br>Voir Section 2.2 |
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**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-120001/H.

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-120001/H.

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| Solicitation No. - N° de la demande<br><br>R000154562 | Amendment No. - N° de modification |
|---|------------------------------------|

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|---|--------------------------|
| Solicitation closes – La demande prend fin :<br><br>at – à January 12th, 2024<br><br>on – le 14:00<br><br>See Section 2.3<br>Voir Section 2.3 | File No. - N° de dossier |
|---|--------------------------|

Date of Solicitation – Date de la demande

**December 18th, 2023**

Address inquiries to – Adresser toute demande de renseignement à :

**See Section 6, Article 6.5.1.****Voir Section 6, Article 6.5.1**

Destination

**See Annex B****Voir Annexe B****Instructions:****Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian 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 : \_\_\_\_\_

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Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

R154652

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

R154562

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security associated with this requirement.

Contractor may be escorted; possession of a security clearance not required.

### 1.2 Requirement

This solicitation is issued pursuant to the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this solicitation. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this solicitation.

The requirement is detailed under Annex A of the resulting contract clauses.

### 1.3 General or Procurement Strategy for Aboriginal Business (PSAB)

This requirement is a:

PSIB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

### 1.4 Canadian Content

The requirement is limited to Canadian goods.

### 1.5 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

### 2.2 Submission of Bids

Bids must be submitted only to [Daivya.aneja2@ssc-spc.gc.ca](mailto:Daivya.aneja2@ssc-spc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 4 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. CanadaBuys website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 copy)
- Section II: Financial Bid (1 copy)
- Section III: Certifications(1 copy)

Canada requests that bidders follow the format instructions described below in the preparation of electronic copy of their bid:

- i. Bidders must submit their responses by the date and time of bid closing to the email address provided. Bidders must submit their responses as documents attached to an email. These documents can be PDF documents or other documents that can be opened with either Microsoft Word or Microsoft Excel.
- ii. Bidders may submit their responses in multiple emails, but all emails must arrive at the Email Address by the bid closing date and time. Emails received after that time will not be considered as part of the response. Bidders are requested to indicate in all emails that they are responding to this solicitation by using the solicitation No. on the cover page of this document in the Subject line of the email.
- iii. Bidders should ensure that they submit their response in multiple emails if any email, including attachments, exceeds 15 MB.
- iv. The time at which the response is received by SSC will be determined by the "Received Time" indicated in the email received by SSC at the Email Address. Bidders are strongly encouraged to use their delivery receipt and read receipt email options when sending the bid.
- v. The same day that the responses are received by email, an SSC representative should send an email acknowledging receipt of each response (and each email forming part of that response, if multiple emails are received) that was received by the bid closing date and time at SSC's Email Address. Respondents who have tried to submit a response, but have not received an email acknowledging receipt should contact the Contracting Authority so that they can determine whether or not the response arrived at the SSC Email Address.
- vi. Canada will not be responsible for any technical problems experienced by the bidder in submitting its response, including emails that fail to arrive because they exceed the maximum email size or are rejected and/or quarantined because they contain malware or other code that is being screened out by SSC's security services, unless Canada's systems are responsible for a delay in delivering the email to the SSC Email Address for Response Submission.
- vii. Canada will also not be responsible for any technical problems with opening the documents, provided they are provided either as a PDF, Microsoft Word or Microsoft Excel document. For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Respondents will not be permitted to submit substitute documents to replace any that are corrupt or empty.

#### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### (c) Canadian Content (PWGSC AB/AP only):

The evaluation team will determine first if there are two or more bids that propose products denoted as Canadian Content in each of the Bidders' SA for Office Seating. In that event, the evaluation will be limited to these bids; otherwise, all bids will be evaluated. If some of the bids with Canadian Content products are declared non-responsive, or are withdrawn, and less than two responsive bids with Canadian Content products remain, the evaluation will continue among those bids with Canadian Content products. If all bids with Canadian Content products are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a) Compliance with meeting all of the mandatory specification requirements, as identified under Annex "A", Requirement.
- b) Compliance with the Basis of Payment, as identified under Annex "B".

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

### 4.2 Basis of Selection

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.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Additional Information**

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

#### **5.1.2 Product Conformance**

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

#### **5.1.3 Continuance of Certifications**

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **5.2.2 Additional Certifications Precedent to Contract Award**

### **5.2.2.1 Price Certification**

1. This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

There are no security requirements

### 6.2 Requirement

#### 6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this contract.

#### 6.2.2 This requirement is a (the checked box applies):

PSIB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Aboriginal business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

### 6.2.3 Optional Requirement

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in Annex A under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12months."

Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."

#### At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs." All other provisions of the warranty section remain in effect.

#### Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the work. All goods must be received and delivered by February 12<sup>th</sup>, 2024 at the latest.

#### 6.4.3 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

#### 6.4.4 Delivery Date

All the deliverables must be received on or before the date indicated at Annex "B".

#### 6.4.5 Delivery and Installation Points Location

Delivery and Installation of the requirement will be made at the point(s) specified at Annex "B" of the Contract.

The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daivya Aneja  
 Title: Procurement Officer  
 Department: Shared Services Canada  
 Address: 400 Cooper St.  
 Telephone: (613) 571-4316  
 E-mail address: [Daivya.aneja2@ssc-spc.gc.ca](mailto:Daivya.aneja2@ssc-spc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_ \_ \_\_\_\_ \_  
 E-mail address: \_\_\_\_\_

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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).

### 6.5.3 Contractor's Representative

The Contractors Representative for the Contract is

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_ \_ \_\_\_\_ \_  
 E-mail address: \_\_\_\_\_

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## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B – Basis of Payment, for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contracting Authority may exercise the option within 3 months after contract award by sending a written notice to the Contractor.

### 6.6.2 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

### 6.6.3 SACC Manual Clauses

The clauses below apply when the Contractor's bid includes a Price Certification: ([Refer to Part 5 Certifications](#))

SACC Manual clause C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

### 6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

## 6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- i. Unless otherwise stated in the "Invoicing Instructions" of the Contract, the original and one (1) copy must be forwarded to the Contracting Authority and Project Authority, listed in the Contract under the section titled "Authorities", for certification and payment.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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**6.9 Applicable Laws**

As set out in the article "Applicable Laws" in Part 6A of the SA.

**6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement
- (c) the general conditions 2010A (2022-12-01) and General conditions: Goods (medium complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Additional Specifications, Certifications
- (g) the Contractor's bid dated \_\_\_\_\_ as clarified on \_\_\_\_\_, as amended on \_\_\_\_\_

**6.11 Access to Facilities and Equipment**

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

**6.12 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

**6.13 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

**6.14 Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**6.15 Standard finishes**



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The Identified User (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.

#### **6.17 SACC Manual Clauses**

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards

SACC Manual clause [B6802C](#) (2007-11-30), Government Property

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

**ANNEX A  
REQUIREMENT**

**Table A1: Rotary chair**

(Insert completed *Chair Builder* table in full)



|   |  |
|---|--|
| <b>CHAIR TYPE:</b>  | <b>Quantity Required:</b><br><u><b>450</b></u> |
| <input checked="" type="checkbox"/> ROTARY CHAIR<br><input type="checkbox"/> ROTARY STOOL |  |

|          |                        | Requirement Choices  |   | Annex A reference   |        |
|----------|------------------------|--|---|---|--------|
|          | <i>Environmental</i>   | <input checked="" type="checkbox"/> All products meet a minimum of ANSI/BIFMA e3 minimum Level® 2<br><input checked="" type="checkbox"/> All plastic components are recyclable at the end of their life. |   | 1.2.8   |        |
|          | <i>Weight Capacity</i> | <input checked="" type="checkbox"/> Standard (up to 275 lbs) <input type="checkbox"/> Large-occupant (275+ lbs up to 400 lbs)  |   | 1.5.7   |        |
|          | <i>Usage</i>           | <input checked="" type="checkbox"/> Single shift <input checked="" type="checkbox"/> 24/7 (3 continuous working shifts, 7 days a week)   |   | 1.5.2<br>1.7.1.3  |        |
| <b>A</b> | <i>Headrest</i>        | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (adjustable) <input type="checkbox"/> No preference  |   | 2.1.13  |        |
| <b>B</b> | <i>Backrest Height</i> | <input checked="" type="checkbox"/> Standard <input type="checkbox"/> High <input type="checkbox"/> No preference  |   | 2.1.7   |        |
| <b>C</b> | <i>Lumbar Support</i>  | <input type="checkbox"/> Fixed position preference <input checked="" type="checkbox"/> Adjustable (by user) <input type="checkbox"/> Self-Adjusting mechanism <input type="checkbox"/> No                |   | 2.1.6   |        |
| <b>D</b> | <i>Armrests</i>        | <input checked="" type="checkbox"/> Adjustable   | <input checked="" type="checkbox"/> Height Adjustment<br><input checked="" type="checkbox"/> Lateral Adjustment<br><input checked="" type="checkbox"/> Fully Articulating                                     | <i>Armrest Style:</i><br><input checked="" type="checkbox"/> T-arm (DD) → <input type="checkbox"/> Fixed <input type="checkbox"/> Adjustable<br><input type="checkbox"/> Cantilever | 2.1.10 |
|          |                        | <input type="checkbox"/> Fixed →   | <input type="checkbox"/> T-arm <input type="checkbox"/> Cantilever <input type="checkbox"/> Loop <input type="checkbox"/> No preference   |   |        |
|          |                        |  |   |   |        |
| <b>E</b> | <i>Seat Depth</i>      | <input checked="" type="checkbox"/> Adjustable   |   | 2.1.2   |        |
|          |                        | <input type="checkbox"/> Fixed position  | <input type="checkbox"/> Shallow <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Deep   |   |        |
| <b>F</b> | <i>Seat Width</i>      | <input checked="" type="checkbox"/> Standard based on weight capacity chosen above   |   | 2.1.3<br>2.2.2  |        |
| <b>G</b> | <i>Seat Height</i>     | <i>Rotary Chair</i>  | <input checked="" type="checkbox"/> Adjustable – standard range <input type="checkbox"/> Adjustable - low range   | 2.1.4   |        |
|          |                        | <i>Rotary Stool</i>  | Adjustable  |   |        |
| <b>H</b> | <i>Tilt Mechanism</i>  | <i>Rotary Chair</i>  | <input checked="" type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> No preference | 1.5.11<br>2.1.8   |        |

|   |  |   |  |                |
|---|--|---|--|----------------|
|   |  | <i>Rotary Stool</i>   | <input type="checkbox"/> Multifunction <input type="checkbox"/> Synchro Tilt <input type="checkbox"/> Unison Tilt <input type="checkbox"/> Weight Sensitive <input type="checkbox"/> Fixed Back <input type="checkbox"/> No preference |                |
| I | <i>Seat Angle and Backrest-to-seat Angle</i> | Adjustable and lockable ( <i>not applicable to weight sensitive tilt mechanisms</i> )   |  | 2.1.5<br>2.1.9 |
| J | <i>Casters</i>                               | for use on:   * carpet <input type="checkbox"/> hard surfaces   |  | 2.1.11         |
| L | <i>Footrest</i><br>(rotary stools only)      | <input type="checkbox"/> integrated fixed height <input type="checkbox"/> adjustable height   |  | 2.1.12         |
|   | <i>Finishes</i>                              | Backrest:   | * Upholstery <input type="checkbox"/> Non-upholstery ( <i>ie. flexible plastic</i> ) <input type="checkbox"/> Mesh Material  | 2.1.15         |
|   |  | Seat:   | * Upholstery <input type="checkbox"/> Non-upholstery ( <i>ie. flexible plastic</i> ) <input type="checkbox"/> Mesh Material  |                |
|   |  | Base Frame:   | <input type="checkbox"/> Metal   * Plastic   |                |
|   | <i>Labelling and Instructions</i>            | * All chairs must be provided with labelling and instructions   |  | 1.3.2          |
|   | <i>Accessibility</i>                         | * Not applicable<br><input type="checkbox"/> Adjustment levers to be equipped with brail  |  | 1.6.3          |
|   | <i>Additional Criteria</i>                   | <ul style="list-style-type: none"> <li>&gt; Headrest: Must be adjustable in 3 different ways</li> <li>&gt; Please provide a photo representation of products being offered with your bid submission.</li> <li>&gt; The armrest need to be fully articulating</li> <li>&gt; The lumber support must be height and depth adjustable independent of the chair back angle adjustment</li> </ul> |  |                |

## ANNEX B

### BASIS OF PAYMENT

#### 1. Procurement Strategy

All-inclusive Procurement

#### 2. Product and Pricing

### ALL-INCLUSIVE PROCUREMENT

**Table 1: Summary of Chairs for All-inclusive procurement**

| Section A - IU REQUIREMENT |               |     | Section B – SUPPLIER'S BID |                    |                                 |
|----------------------------|---------------|-----|----------------------------|--------------------|---------------------------------|
| Table                      | Title         | Qty | Supplier Part Number       | Firm Unit Price \$ | Extended Total [Qty x Price] \$ |
| A1                         | Rotary Chairs | 450 |                            | \$                 | \$                              |
|                            |               |     | Product Sub-total:         |                    | \$                              |

**Table 2 – Delivery**

*(Standard Lead time is between 6-10 weeks for furniture delivery and 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 supply and deliver as per below**   | Firm Lot Price \$ |
| A1                          | 25 Fitzgerald, Ottawa, ONT, K2H 1E6<br><br>(Quantity to be delivered : 132)   | 2024-02-09                  | Outside Normal   | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| A2                          | 715 Peel, Montréal, QC, H3C 4L7<br>(Quantity to be delivered : 50)            | 2024-02-09                  | Outside Normal   | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| A3                          | 2762 Sheffield road, Ottawa, ONT, K1B 3V9<br>(Quantity to be delivered : 248) | 2024-02-09                  | Normal Business Hours  | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |

|  |   |            |                |   |    |
|--|---|------------|----------------|---|----|
| A4   | 3 Lower Malpeque road,<br>Charlottetown, PE, C1E 1R4<br>(Quantity to be delivered : 20) | 2024-02-09 | Outside Normal | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$ |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5<br><br>**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.<br><br><i>Add more rows if necessary.</i> |   |            |                | Delivery Total:   | \$ |

**Table 3 – Installation***(Standard Lead time is between 6-10 weeks for furniture delivery and 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 \$ |
| A1                          | 25 Fitzgerald, Ottawa, ONT, K2H 1E6<br>(Quantity to be installed : 132) | 2024-02-09                  | Outside Normal   | _____ : weeks from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| A2                          | 715 Peel, Montréal, QC, H3C 4L7<br>(Quantity to be installed : 50)      | 2024-02-09                  | Outside Normal   | _____ : weeks from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| A3                          | 2762 Sheffield road, Ottawa, ONT, K1B 3V9<br>(No installation require)  | 2024-02-09                  | Normal Business Hours  | _____ : weeks from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture</i>                            | \$                |

|  |   |            |                |   |    |
|--|---|------------|----------------|---|----|
|  |   |            |                | <i>delivery and installation.</i>   |    |
| A4   | 3 Lower Malpeque road,<br>Charlottetown, PE, C1E 1R4<br>(Quantity to be installed : 20) | 2024-02-09 | Outside Normal | _____ : weeks<br>from date of supply<br>and delivery<br><br>Standard Lead time<br>is between 6-10<br>weeks for furniture<br>delivery and<br>installation. |    |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5<br><br>**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.<br><br><i>Add more rows if necessary.</i> |   |            |                | Installation Total:   | \$ |

**Table 4 - Canada's Facilities to Accommodate the Delivery**

| Canada's Facilities to Accommodate the Delivery |                         |   |
|---|-------------------------|---|
| A1  | Location                | A. 25 Fitzgerald, Ottawa, ONT, K2H 1E6<br>B. 715 Peel, Montréal, QC, H3C 4L7<br>C. 2762 Sheffield road, Ottawa, ONT, K1B 3V9<br>3 Lower Malpeque road, Charlottetown, PE, C1E 1R4 |
| A2  | Dock                    | A. Yes<br>B. Yes, need to get in the building by 1016 Saint-Antoine Ouest (Garage door #1)<br>C. Yes<br>No  |
| A3  | Lift                    | A. Yes<br>B. No<br>C. Yes<br>No   |
| A4  | Door                    | A. Size – 15'H x 11'W<br>B. Size – 15'H x 11'W<br>C. Size – 15'H x 11'W<br>Size – 6'-8''H x 3'W   |
| A5  | Freight Elevator        | A. Yes<br>B. Yes<br>C. Not required<br>Not required, ground floor   |
|   | Other (specify, if any) |   |

**Table 5 - Bid Evaluation and Contract***(Canada may complete if not completed by the Bidder)*

|    |                              |    |
|----|------------------------------|----|
| A1 | Firm Product Total (Table 1) | \$ |
|----|------------------------------|----|

|     |  |    |
|-----|--|----|
| A2  | <b>Firm Delivery Total (Table 2)</b>   | \$ |
| A3  | <b>Firm Installation Total (Table 3)</b>   | \$ |
| A4  | <b>Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i></b>                       | \$ |
| A5  | <b>Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i></b>                      | \$ |
| A6  | <b>Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i></b>                  | \$ |
| A7  | Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>                              | \$ |
| A8  | <b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6 + 7) <i>[to be removed at contract award]</i></b> | \$ |
| A9  | <b>Contract Price(1+2+3+7): <i>[applicable at contract award only]</i></b>                               | \$ |
| A10 | <b>Applicable Tax(es): <i>[applicable at contract award only]</i></b>                                    | \$ |
| A11 | <b>Total Estimated Cost (9+10): <i>[applicable at contract award only]</i></b>                           | \$ |

\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".

**Table 6 – Bidder's Authorized Representative**

|    |   |            |  |
|----|---|------------|--|
| A1 | Bidder's Authorized Representative for the Bid and the Contract |            |  |
|    | Name:   | Telephone: |  |
|    |   | E-Mail:    |  |
|    |   | PBN:       |  |
|    |   | Ariba #:   |  |

**ANNEX C**

**ADDITIONAL SPECIFICATIONS, CERTIFICATIONS FOR NSA PRODUCT(S)**

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

**1. Specifications**

- ***Headrest: Must be adjustable in 3 different ways***
- ***Please provide a photo representation of products being offered with your bid submission.***
- ***The armrest need to be fully articulating***
- ***The lumber support must be height and depth adjustable independent of the chair back angle adjustment***

**2. Certifications**

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 of the RFP, and meet the testing and performance requirements found at ANNEX A 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

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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. 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.

## **ANNEX D**

### **SECURITY REQUIREMENTS CHECKLIST**

No security requirements