



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

[cfia.bidreceipt-
receptiondesoumission.acia@canada.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@canada.ca)

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.

Solicitation No. - N° de la demande 2024-00284	Amendment No. - N° de modification
Supplier SA No. - N° de l'AMA de fournisseur : E60PQ-140003/___	

Solicitation closes – La demande prend fin : at – à 2pm Eastern Time on – le September 15, 2023	File No. - N° de dossier
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Date of Solicitation – Date de la demande September 1, 2023
Address inquiries to – Adresser toute demande de renseignement à : Catherine Clairoux Senior Procurement and Contracting Officer Contracting & Procurement Policy Division 59 Camelot Dr. Nepean, ON K2G 5W6 (343) 596-9265 catherine.clairoux@inspection.gc.ca
Destination Canadian Food Inspection Agency (CFIA) 1400 Merivale Rd. Ottawa ON, K1A 0Y9

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 : _____



This bid solicitation cancels and supersedes previous bid solicitation number 2024-00284 dated August 11th, 2023, with a closing of August 25th, 2023, at 2pm Eastern Time. A debriefing session can be provided upon request to the bidders who bid on the previous solicitation.

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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

1. For Tier 2 and Tier 3 only Is this a Manufacturer Product Specific Procurement? **No.**

2. **Competitive**

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. 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**:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. 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
- d. any other supporting documentation as requested by Canada.

3. **PSIB Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB):**

“**Indigenous Business**” or “**Indigenous Businesses**” mean an entity or entities that have duly completed the Attachment 1 and submitted it with their bid.

This is a competitive bid solicitation however, this solicitation will be reserved for Indigenous Businesses if both of the following conditions are met:

- bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements of the solicitation including any minimum points required for any point-rated criteria, and
- bids from two (2) or more Indigenous Businesses are, in the evaluation team’s opinion, not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34.

If the above conditions are not met, the procurement will remain open for competition among all selected suppliers.

4. **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 the Workspaces 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:

- a. The information requested by Canada in Annex A herein;
- b. Attachment 1 – PSIB Certifications, if applicable, and;
- c. Their information at Table 9 – Bidder’s Authorized Representative.

Electronic Payment of Invoices – Bid

The Bidder accepts the following Electronic Payment Instrument : **Direct Deposit.**

5. Security Requirement

There are no security requirements associated with this Contract.

6. Bid Evaluation

An evaluation team composed of representatives of Canada and will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Canadian Food Inspection Agency (CFIA)'s Contact and Contracting Authority for this RFB:	Catherine Clairoux Senior Procurement and Contracting Officer Contracting & Procurement Policy Division 59 Camelot Dr. Nepean, ON K2G 5W6 (343) 596-9265 catherine.clairoux@inspection.gc.ca
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	September 15th, 2023 2PM Eastern Daylight Savings Time (EDT)
To the Bid Receiving e-mail address:	cfia.bidreceipt-receptiondesoumission.acia@canada.ca The Bid Receiving Email Address is Solely for Delivery of Bids: for the sole purpose of bid submission. No other communications are to be forwarded to this email address.
RFB Enquiries:	
Bidders may submit enquires about the RFB to the Contracting Authority five (5) business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Five (5) 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
2.1	The applicable security requirements and terms are set out below.
	<input checked="" type="checkbox"/> 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	<p>Contracting Authority (IU)</p> <p>Catherine Clairoux Senior Procurement and Contracting Officer Canadian Food Inspection Agency (CFIA) Contracting & Procurement Policy Division 59 Camelot Dr. Nepean, ON K2G 5W6 catherine.clairoux@inspection.gc.ca</p>
4.2	<p>Project Authority</p> <p>[To be completed at contract award]</p> <p>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.</p> <p>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).</p>
4.3	<p>Contractor's Representative</p> <p>As set out in Annex A, Table 9 below.</p>
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.
	<input checked="" type="checkbox"/> Single Payment
6.	Invoicing
	Further to the Invoicing terms of the WTCM document, the Contractor submit an electronic copy via email to the Project Authority identified at Section 4.2. Project Authority, for certification and payment.
	<p>Electronic Payment of Invoices (Bid) The Bidder accepts the following Electronic Payment Instrument : Direct Deposit.</p>
7.	SACC Manual Clauses
	2020 (2022-12-01) General Conditions

ANNEX A - REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

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.

This requirement includes the following category :

- a. **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)

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with the 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".

Table 1 : Product Table						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Provide additional information: Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.						
#	GoCUIDs, Products and Description (Additional product details may be inserted, if required as per 6B.4.1 of SA) Category 3	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	3LSL1HXXPM18D18XHXS Product Type: Storage Locker Format : One (1) High Finishes : Painted Metal Locks : Keyless W 18" x D 18" x H 66"	30 lockers	Yes		\$	\$
2	3LSL2HXXPM18D18XHXS Product Type : Storage Locker Format : Two (2) High Finishes : Painted Metal Locks : Keyless W 18" x D 18" x H 66"	36 lockers	Yes		\$	\$
3	3LSL3HXXPM18D18XHXS Product Type : Storage Locker	12 lockers	Yes		\$	\$

Format : Three (3) High Finishes : Painted Metal Locks : Keyless W 18" x D 18" x H 66"					
PRODUCT TOTAL (NSA Products)					\$

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** Standard Lead time is between 6-10 weeks for furniture delivery and installation.	Firm Lot Price \$
1 - 3	Canadian Food Inspection Agency (CFIA) 1400 Merivale Rd. Ottawa ON, K1A 0Y9	by 2023-12-15	Normal Business Hours.	_____ : weeks	\$
*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.				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** Standard Lead time is between 6-10 weeks for furniture delivery and installation.	Firm Lot Price \$
1-3	Canadian Food Inspection Agency (CFIA) 1400 Merivale Rd. Ottawa ON, K1A 0Y9	by 2023-12-15	Normal Business Hours.	_____ : weeks from date of supply and delivery	\$
*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.				Installation Total:	\$

- Table 4 – Optional Product Not Applicable
Table 5 – Optional Delivery Not Applicable
Table 6 – Optional Installation Not Applicable

Table 7 : Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications	
1.	Standard Finishes
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>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.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>
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	Canadian Food Inspection Agency (CFIA) 1400 Merivale Rd. Ottawa, ON K1A 0Y9
B	Dock	Tower 2 Loading Dock
C	Lift	
D	Door	
E	Freight Elevator	
F	Other	Please contact the Project Authority to confirm the delivery appointment (date and time).
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		
1	Firm (Bid) Product Total (Table 1)	\$
2	Firm (Bid) Delivery Total (Table 2)	\$
3	Firm (Bid) Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable*)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4*)	\$
6	Applicable (Bid) Tax(es):	\$
7	Total Estimated (Bid) Cost (5 + 6):	\$
8	Contract Price : [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 #:

Electronic Payment of Invoices

The Bidder accepts the following Electronic Payment Instrument : **Direct Deposit.**

ATTACHMENT 1 - ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID

Federal Government's Procurement Strategy for Indigenous Business

1. PSIB Certifications

For additional information, visit:

- Annex 9.4 and section 9.40 of the Supply Manual (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/9>),
- Policy Notice 1996-2 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13706>), and
- Policy Notice 1997-6 (https://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi)

1.1 Indigenous Business

- By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
- The Bidder:
 - certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
 - agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
 - agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
 - The Bidder must check the applicable box below:
 - The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
 - OR**
 - The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
- The Bidder must, upon request by Canada, provide all information and evidence supporting this certification.
- The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

1.2 Owner Certification – Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification completed for each owner who is Indigenous:

1. I am an owner of _____ (insert name of business), and an Indigenous person, as defined in [Annex 9.4](#) of the Supply Manual entitled "Requirements for the Set-aside Program for Indigenous Business".

2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed Name of Owner

Signature of Owner

Date