

Office Furniture procurement

May 2025

Key Messages

- The Ministry of SaskBuilds and Procurement has set up a list of pre-qualified suppliers and products through a Request for Supplier Qualifications. The list will help ministries procure office furniture, systems panels and associated items.
- This procurement includes items such as desks, cabinets, hutches, lounge furnishings, tables, mats, keyboard trays, cubicle panels, doors and space planning services.
- Effective May 1, 2025, executive government ministries will be required to use this list to procure office furniture, systems panels and associated items. Other government organizations are also welcome to use the list.
- This new process will make it more efficient to order furnishings, improve timelines, provide budget savings and allow space planning services to be completed prior to submitting a procurement plan.
- If a ministry currently has a standing offer agreement in place, the ministry may continue using it until it expires, after which they must procure services from the list of pre-qualified suppliers.
- Information on the RFSQ is available on [Taskroom's Pre-qualified Supplier Lists page](#). Email the Procurement Management Division at purchasing@gov.sk.ca to request a copy of the usage guide and appropriate documents. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).

Questions and Answers

What does this pre-qualified list cover?

All types of desks, storage, filing, soft seating and lounge furniture, tables, accessories, ergonomic products, systems workstations, cubical walls, wood veneer furnishings and other items. It also includes services to integrate and re-configure space and for space planning/design.

What is a list of pre-qualified suppliers?

A pre-qualified supplier list is a list of suppliers that have been approved by the Ministry of SaskBuilds and Procurement (SBP) to receive second-stage competitions for the goods and services in this category.

Where can I find the pre-qualified list for office furniture?

The Procurement Management Division will send you the pre-qualified list if you email purchasing@gov.sk.ca. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).

How do I use this pre-qualified list to order furniture?

Instructions for using the pre-qualified supplier list can be requested by emailing purchasing@gov.sk.ca. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).

Why was a pre-qualified list established?

This new approach to the procurement of office furnishings, systems panels and associated items will allow executive government to complete second-stage process(es) from a pre-qualified list of suppliers for the

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needed items without requesting detailed specifications of products and experience from suppliers. The approach is intended to make the process more efficient and be flexible and adaptable to the changing workforce and evolving delivery methods for daily operations. It will also accommodate a variety of needs and requirements (i.e., open workspaces, boardrooms, meeting rooms, lunchrooms, waiting rooms and other office needs).

What are the benefits of using an RFSQ?

The list complies with trade agreements obligations, ensures the office furniture being purchased meet mandatory requirements and gives users access to pre-qualified products. Other benefits include keeping the process the same across all ministries, meeting standards for quality, improving timelines, providing budget savings and allowing space planning services to be completed prior to submitting a procurement plan.

What ministries and organizations are covered under this RFSQ pre-qualification list?

Executive government ministries must use the list for office furniture. It can also be used by Crown corporations, government agencies, boards and commissions, regional, local, district or other forms of municipal government, school boards, publicly funded academic, health and social services entities and indigenous governing bodies.

Why is it mandatory for executive government to use this list?

The RFSQ pre-qualification list was made mandatory to ensure Government of Saskatchewan (GOS) is getting best value when procuring goods and services.

What does best value mean?

The best value approach means the public entity will structure and conduct procurements in a fashion that allows consideration of factors beyond price in determining which supplier submission provides the greatest overall benefit to the public entity. While price remains a fundamental component of any procurement, public entities are encouraged to consider other applicable factors in developing the evaluation components of procurement opportunities. For more information on this see [Best Value Procurement Policy, August 2023](#).

When will this new service take effect?

The pre-qualified list takes effect on May 1, 2025. The Procurement Management Division can send you a copy of the usage guide and appropriate documents if you email purchasing@gov.sk.ca. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).

At what threshold do I need to engage the SBP team?

All procurements with an estimated spend of \$25,001 or more are required to be submitted to SBP's Goods and Services unit.

What options are available to complete my procurement?

There are various options based on the estimated spend of the procurement:

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- For orders between \$0 and \$2,500: Public entities may contact one supplier on the list for the supply of goods and services. However, it is recommended that more than one supplier on the list be contacted for a quote so that pricing and offerings can be compared. The supplier should be selected based on best value to government. GOS will endeavor to allow respondents a minimum of three business days to provide a response.
- For orders from \$2,501 to \$10,000: Public entities are required to contact a minimum of three suppliers on the list for a quote for the supply of goods and services. The supplier should be selected based on best value to government. GOS will endeavor to allow respondents a minimum of one week, or five business days, to provide a response.
- For orders from \$10,001 to \$25,000: Public entities are required to contact all suppliers on the list for a quote for the supply of goods and services. The supplier should be selected based on the best value for the government. GOS will endeavor to allow respondents a minimum of three full weeks, or 15 business days, to provide a response.

Can my ministry continue to use a furniture standing offer it has with a supplier?

Ministries that have a current standing offer can continue to use the standing offer until it expires. They will then be required to use the RFSQ pre-qualification list.

What happens if there are no furnishings on the pre-qualified list that meet a ministry's requirements?

Suppliers and their entire catalogue of proposed products have been pre-qualified on the list to ensure the needs of GOS are met. If you are unsure if the furnishings you require are on the list, please contact purchasing@gov.sk.ca.

Does this procurement include office chairs?

This RFSQ does not include chairs. There is a seating RFSQ pre-qualification list that must be used when procuring office chairs.

Does this procurement include modular walls?

This RFSQ does not include modular wall systems. There is an RFSQ pre-qualification list that must be used when procuring modular wall systems.

Is there a document with a step-by-step process that I can reference for ordering office furniture or will training be offered?

Step-by-step instructions for using the pre-qualified supplier list can be requested by emailing purchasing@gov.sk.ca. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).

How many years is the pre-qualified list in effect for?

The list expires on April 30, 2028, but has an option to extend the agreement on the same terms and conditions for two additional one-year terms.

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How were the pre-qualified suppliers selected?

Pre-qualified suppliers were required to pass a threshold of 60 per cent when evaluated on the following rated criteria categories:

- Respondent profile;
- Respondent experience;
- Proposed approach;
- Specifications and warranty/service;
- Project and risk mitigation plan;
- Integration and reconfiguration;
- Local knowledge, value add-ons and innovation; and
- Pricing.

Were there minimum specification requirements that the office furniture had to meet before being considered?

Yes, there were minimum specifications that were developed by a team that included employees from seven ministries and three organizations from the MASH sector. Suppliers were required to meet the minimum specifications to be considered for further evaluation.

How often will a refresh of the RFSQ be posted to SaskTenders to allow additional suppliers and items to be added to the pre-qualification list?

The RFSQ will be posted to SaskTenders annually. The same terms and conditions, qualifications, requirements and evaluation processes set out in the initial RFSQ document will apply to all respondents.

Who should I contact if I have more questions?

Please email questions to purchasing@gov.sk.ca. The subject line of the email should contain the competition reference number and competition title (RFSQ 8942-Office Furniture).