

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

This solicitation contains a security requirement.

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet SECURE LATERAL CABINETS	
Solicitation No. - N° de l'invitation E60HN-12CABL/A	Date 2012-12-19
Client Reference No. - N° de référence du client E60HN-12CABL	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-61815
File No. - N° de dossier hn460.E60HN-12CABL	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-19	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Guertin, Benoît	Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819)956-4479 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Standing Offer, and
6B, Resulting Contract Clauses; and the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Security Requirement Checklist and any other annexes.

2. Summary

National Master Standing Offer (NMSO) for two (2) and four (4) drawer secure lateral filing cabinets, with integral combination lock, built to RCMP Specifications ACOPS/CCMS 130/12. The period will be for two years plus a right to request an extension of an additional period of one year. More than one Standing Offer may be awarded.

Manufacturers and suppliers who wish to receive a copy of Annex A in order to submit an offer must have the following security clearances, at the Confidential level for, issued by CISD:

- Facility Security Clearance (FSC),
- Document Safeguarding Capability (DSC), and
- Information Technology (IT) system.

Offerors must send, in writing, the following information to the Standing Offer authority prior to receiving the specifications and drawings:

- A signed Annex "F" Non-Disclosure Agreement;
- The Organization's legal name, mailing address, civic address, and any other address where work on the cabinets may take place;
- The company's Security Officer name and contact information

Please contact Benoit Guertin, by fax: 819-953-4944 or by email: hnocaa.hnsosa@pwgsc-tpsgc.gc.ca with the required information

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

(End of page)

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) calendar days

Insert: one hundred twenty (120) calendar days

1.1 SACC Manual Clauses

Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2007-11-30

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the offer, offers transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

(End of page)

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

1.1 Offeror Contacts

Name and telephone number of the person responsible for :

Call-ups:

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

Delivery follow-up:

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors **MUST** provide a complete engineering drawing package for each line item they are submitting an offer for.

Section II: Financial Offer

The Offeror must submit its financial offer in accordance with the Pricing Basis below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

a. Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

b. Pricing Basis

The Offeror must quote firm unit prices in Canadian dollars, Free Carrier (FCA) Plant, the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination extra and all applicable Custom duties and Excise taxes must be included

If transportation is required, the Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

c. Pricing - Multi-Item Bid Solicitation

Offerors do not have to quote a price for every item in the bid solicitation in order to be evaluated. Offerors may withdraw one or more items after bid closing but prior to contract award by advising in writing the Standing Offer Authority.

d. Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- () VISA () MasterCard

OR

- () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

e. Plant Closing

The Contractor's plant closing for Christmas and summer holidays, where applicable, will be taken into account in the calculation of the delivery schedule during which time there will be no delivery.

Plant Closing Dates

2013 Summer Holidays	From _____	To _____
2013 Christmas Holidays	From _____	To _____
2014 Summer Holidays	From _____	To _____
2014 Christmas Holidays	From _____	To _____
2015 Summer Holidays	From _____	To _____
2015 Christmas Holidays	From _____	To _____

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Evaluation Criteria

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

1.1.1 Mandatory Technical Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- Code of Conduct Certifications - Consent to a Criminal Record Verification as specified in Part 5
- Security Clearance as specified herein;
- Technical compliance (description of items in Annex A);
- Acceptance of terms and conditions as mentioned in the RFSO;
- Compliance with pricing basis;
- Completion of the information requested in the RFSO
- Acceptance of Disclosure of Information clause in 2005 - General Conditions - Standing Offers - Goods or Services
- Signed Annex "F" - Non-disclosure agreement
- In order to verify the conformance to the specified requirements, the Offeror must provide a first article to the Design Authority, transportation charges prepaid and without charge to Canada, by 14h00 on the bid closing date, at:

Royal Canadian Mounted Police,
Protective Technical Services Branch
1426 St-Joseph Blvd, Room 1650
Ottawa, ON, K1A 0R2
Attention: David Joannis or Mathieu Ménard

The Offeror must confirm by email, prior to sending the first article to the following:

- David.joannis@rcmp-grc.gc.ca;
- Mathieu.menard @rcmp-grc.gc.ca
- Benoit.guertin@tpsgc-pwgsc.gc.ca

In this first article test clause,

“First article” means a preproduction model or sample, initial production sample, test sample, first lot, pilot lot, or pilot model.

“First article testing” means testing and evaluating the first article for conformance with Standing Offer requirements before or in the initial stage of production.

If the article is rejected, the Offeror, upon request, will either make any necessary changes, modifications, or repairs to the first article or select another first article for testing. The Offeror shall then deliver the article to Canada within forty-five (45) calendar days of so being requested. All costs related to the First article testing and re-submission shall be borne by the Offeror. The Offeror has one (1) additional opportunity to submit the First Article following the initial rejection.

If the Offeror fails to deliver any first article by its due date, or if the first article is rejected a second time, the Offeror will be considered technically non-compliant.

The first article submitted by the Offeror that are deemed compliant will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. The first articles submitted that are deemed non-compliant will be returned to the Offeror at their expense..

The Offeror acknowledges that the design of the goods to be produced including all markings, writings and inscriptions is the property of Canada and agrees that it will not manufacture, sell or offer for sale, goods of the same design including such markings, writings and inscriptions to any person or corporation other than Canada without the Minister's prior written authorization.

1.2 Financial Evaluation

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- * Compliance with pricing basis;

The bids will be evaluated as follows: among the fully compliant bids, the lowest evaluated price per item for both years plus the extension year will be the determining factor in issuing the Standing Offer.

The lowest evaluated price will be determined as follows: Sum of unit prices of each year (including the option year) divided by total number of possible years (3 years).

Solicitation No. - N° de l'invitation

E60HN-12CABL/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn460E60HN-12CABL

Buyer ID - Id de l'acheteur

hn460

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

E60HN-12CABL

CCC No./N° CCC - FMS No/ N° VME

1.3 Conditions/Certifications Precedent to Issuance of a Standing Offer

- Code of Conduct Certifications - Certifications
- Federal Contractors Program for Employment Equity as specified in Part 5
- Financial Capability as specified at Part 2, 1.1
- Security Clearance as specified herein.
- Completion of Annex "G" - Environmental Attributes.

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 on an item by item basis will be recommended for award of a contract.

3. Security Requirement

1. Prior to obtaining Annex "A" - Statement of Work (ACOPS 130/12 Specification), the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 6A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 6A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Offeror must submit a signed Annex "F" Non-Disclosure Agreement.
2. Canada will not delay the issuance of any standing offer to allow offerors to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive.

Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

3. Technical Compliance Certification

The manufacture of the line item(s) must be in strict accordance with the technical requirements. The Offeror confirms that it has received, read and will fully comply with these mandatory requirements.

The Offeror acknowledges that the Minister relies upon such representation and warranty to evaluate bids and to enter into any contract resulting from this RFSO. Such representation and warranty may be verified in such manner as the Minister may reasonably require.

Should a verification by the Minister disclose a breach of such covenant, the Minister shall have the right to treat any contract resulting from this Bid as being in default.

Failure to execute this representation and warrantee on the signature block immediately following this paragraph and to include it with the Bid will render the Bid non-responsive.

Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror acknowledges that the design of the goods to be produced including all markings, writings and inscriptions is the property of Canada and agrees that it will not manufacture, sell or offer for sale, goods of the same design including such markings, writings and inscriptions to any person or corporation other than Canada without the Minister's prior written authorization.

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of CONFIDENTIAL, with approved Document Safeguarding and Production Capabilities at the level of CONFIDENTIAL, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of CONFIDENTIAL, granted or approved by the CISD, PWGSC.

3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of CONFIDENTIAL.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "D";
- (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30; 2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period of up to 12 months, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Benoit Guertin - Supply Specialist

Public Works and Government Services Canada - Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division

7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5

Telephone : (819) 956-4479 Facsimile: (819) 953-4944

E-mail address: hnocaa.hnsosa@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name and telephone number of the person responsible for :

Call-ups:

Name: _____

Telephone No _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", or electronic document.

8. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included). Individual call-ups over \$40,000.00 and under \$100,000.00 shall be submitted to the Contracting Authority for authorization and a request will be made to the manufacturer for a potential volume discount.

Individual requirements exceeding the above amount of \$100,000.00 will be submitted to PWGSC in a funded requisition for processing as a separate requirement. Requirements shall not be broken into a number of call-ups for the purpose of requisitioning pursuant to the standing offer.

9. Delivery Call-ups

Item 00001 delivered within _____ calendar days.

Item 00002 delivered within _____ calendar days.

10. Packing

Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized.

11. Shipment

You are to forward a shipping notice to the consignee immediately after shipment, indicating the call-up or contract number, the quantity shipped, the date of shipment, the name of carrier and the waybill number.

12. Prepaid Transportation Costs

If transportation is required, the Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

13. Plant Closing

The Contractor's plant closing for Christmas and summer holidays, where applicable, will be taken into account in the calculation of the delivery schedule during which time there will be no delivery.

Plant Closing Dates

2013 Summer Holidays	From _____	To _____
2013 Christmas Holidays	From _____	To _____
2014 Summer Holidays	From _____	To _____
2014 Christmas Holidays	From _____	To _____
2015 Summer Holidays	From _____	To _____
2015 Christmas Holidays	From _____	To _____

14. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods
- d) Annex "A" - Technical Specifications
- e) Annex "B" - Price List
- e) Annex "C" - Quarterly Reports;
- f) Annex "D" - Security Requirement Check List;
- g) Annex "E" - Supplemental Security Requirements
- h) the Offeror's offer _____

15. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

16. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

17. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-11-19) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2012-11-19) will not apply to payments made by credit cards at point of sale. (if applicable)

3. Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

Subject to the provisions of this Standing offer and, in particular, to the Method of Payment provisions, the Contractor shall be paid the firm unit price(s) specified in the Standing offer, in Canadian dollars, Free Carrier (FCA) Plant, the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination extra and all applicable Custom duties and Excise taxes are included in such price(s).

4.2 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

4.3 Limitation of Price

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.

4.4 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12
H1000C	Single Payment	2008-05-12

4.5 Payment by Credit Card (if applicable)

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. 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.

2. Invoices will be distributed as follows:

(a) The original and one copy as specified in call-up.

3. If transportation is required, the Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

6. SACC Manual Clauses

SACC Reference	Section	Date
B1000T	Condition of Materiel	25/05/07

7. Shipping Instructions - Delivery at Origin

Goods must be consigned to the destination specified in the Contract and delivered:

FCA Free Carrier _____ (insert the named place, e.g. Contractor's facility) Incoterms 2000 for shipments from a commercial contractor.

8. Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The resulting Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX “A” -
STATEMENT OF WORK**

ACOPS/CCMS 130/12

Technical Specifications (issued under separate cover)

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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Annex B - Price List

(Vendors are to complete Annex B)

Item 1: 2 drawer secure lateral cabinet with integral lock, as per specifications and drawings
ACOPS/CCSM 130/12

Firm Unit Price FCA Free Carrier (Plant)

Year 1 unit price: \$_____

Year 2 unit price: \$_____

Option period unit price \$_____

_____ Days a.r.o. (Normal Delivery)

Colours required: Black, Grey, Nevada, and Beige.

Item 2: 4 drawer secure lateral cabinet with integral lock, as per specifications and drawings
ACOPS/CCSM 130/12

Firm Unit Price FCA Free Carrier (Plant)

Year 1 unit price: \$_____

Year 2 unit price: \$_____

Option period unit price \$_____

_____ Days a.r.o. (Normal Delivery)

Colours required: Black, Grey, Nevada, and Beige.

Buyer ID - Id de l'acheteur
hn460
CCC No./N° CCC - FMS No./N° VME

Annex“C” - Quarterly Reports

Name of Standing Offer (SO) Holder: _____

Amount to date: \$ _____

Period of Quarterly Report: From _____ To _____

Department Name	Client Name	Order Number	Model	Qty	Unit Price	Date of Order (DD/MM/YY)	Value of Contract
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
Total of Quarterly Expenditures for all Contracts							\$

Solicitation No. - N° de l'invitation

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

hn460

CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

(Attached hereto)

Annex “E” - Supplemental Security Requirements

Security requirements: The specification and assembly drawing will remain confidential **in a hard copy**.

General requirement:

- The specification package, hard copy, including the drawings must be returned at the end of the contract or if a bidder is not compliant.
- All files (hard and soft copy) originated by the manufacturer from this contract must not be distributed.
- Specs will be provided in paper (hard copy) letter size. Copying of text, images and other content will not be permitted.
- Any unauthorized changes or distribution to the Specifications will be considered a security violation. Creation, copying or electronic transmittal outside the stand-alone system of an assembly drawing will also be considered a security violation. Prints of marked drawing and specification become Conf and must be securely stored as per Confidential. They must be returned or destroyed when no longer required. If such a breach occurs, PWGSC, RCMP and CISC would be advised and proper action would be taken to rectify the situation

Design engineering and manufacturing process:

- The design/engineering personnel working on this project must be cleared to the appropriate level as the specification and must follow the IT restrictions.
- The lock installation and final assembly must be performed by personnel cleared to the appropriate level.
- Production drawings, CAD files, machining files for piece parts are not protected/restricted.
- Assembly drawing(s) and those CAD files are classified Confidential. Soft copy of Assembly Drawing is limited to Stand-alone computer (not network). Stand-alone computer with either appropriate encryption at rest or protected on all 6 sides by physical safeguards for Confidential (i.e. in the container or Secure Room with the drawings) is sufficient protection.

Bidder/manufacturer IT restrictions:

- Cannot copy specification or drawing on their Network.
- The computer/workstation where the CAD Files will be produce must be a “Stand Alone” workstation. In other words, internal network or external no internet access.
- The workstation must be password protected and only cleared personnel can access it

(End of page)

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Annex "F" - Non-Disclosure Agreement

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing offer No. E60HN-12CABV between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but is not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing offer No. E60HN-12CABV.

Signature

Date

Annex “G” Environmental Attributes

The purpose of this questionnaire is to assist the Government of Canada (GoC) in understanding the industry's progress in greening its supply chain and operations.

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Assessing the environmental impact of a product or service involves considering the whole life cycle of the product or service, from the extraction of the raw material to its disposition at the end of its useful life.

GoC wants to understand how the industry has progressed in greening its own supply chain and operations and the goods and services it provides. Upcoming bid solicitations may include evaluation criteria (either mandatory or rated) or contractual requirements related to the environment and GoC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future procurements.

Questionnaire

Please fill out the questionnaire on the following pages and return it with your bid.

General Environmental Considerations Required for All Services				Additional Comments	
	Yes	No	Expected Completion Date		
Invoices, correspondence and/or draft reports are sent and processed electronically					
Uses electronic signatures to reduce paper consumption					
Paper is certified as originating from a sustainably managed forest and/or has a minimum of 30% recycled content					
Travel policy includes environmental considerations (e.g. Statement of preference for travel type that minimizes environmental impact including use of hybrid vehicles and environmentally preferable fuels).					

	Yes	No	Expected Completion Date	Additional Comments
Supplier Environmental Attributes				
<i>Policies and Programs</i>				
Environmental management policies and practices				
Effective waste disposal programs				
Action programs and performance measurements in place to address major environmental impacts associated with service delivery. If yes, please provide examples.				
Regularly reporting on greenhouse gas emissions. If yes, please provide sample report.				
Regular completion of waste audits				
ISO 14001 certification or an equivalent (please specify) that indicates certification of supplier process				

	Yes	No	In progress (% completed)	Additional Comments
Supplier Operations when delivering a Service				
<i>Travel (if applicable)</i>				
Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees)				
Accommodation preference for green-rated hotels, where value for money is demonstrated				

	Yes	No	In progress (% completed)	Additional Comments
Specification relating to goods and equipment used in delivery of Service				
Energy Star qualified products such as Office Equipment, Lighting, Products, HVAC Equipment, Consumer Electronics, Appliances, etc. (Note: For complete list of Energy Star qualified products and information and tools.				
<i>Packaging (if applicable)</i>				
Reduction of packing material. Specify.				
Recycled material used in packaging. Specify %.				
Supplier has take-back programs for packaging.				
Reduction/elimination of toxic material in packaging				



Government of Canada
Gouvernement du Canada

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UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine
Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction
HN

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Secure Lateral Cabinets

5. a) Will the supplier require access to Controlled Goods? ☒ No ☐ Yes
Le fournisseur aura-t-il accès à des marchandises contrôlées? Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? ☒ No ☐ Yes
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? ☐ No ☒ Yes
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui
(Specify the level of access using the chart in Question 7. c.)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. ☒ No ☐ Yes
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? ☒ No ☐ Yes
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☒

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative à la diffusion ☒

Not releasable
À ne pas diffuser ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

All NATO countries
Tous les pays de l'OTAN ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

No release restrictions
Aucune restriction relative à la diffusion ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A
PROTÉGÉ A ☐

PROTECTED B
PROTÉGÉ B ☐

PROTECTED C
PROTÉGÉ C ☐

CONFIDENTIAL
CONFIDENTIEL ☒

SECRET
SECRET ☐

TOP SECRET
TRÈS SECRET ☐

TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT) ☐

NATO UNCLASSIFIED
NATO NON CLASSIFIÉ ☐

NATO RESTRICTED
NATO DIFFUSION RESTREINTE ☐

NATO CONFIDENTIAL
NATO CONFIDENTIEL ☐

NATO SECRET
NATO SECRET ☐

COSMIC TOP SECRET
COSMIC TRÈS SECRET ☐

PROTECTED A
PROTÉGÉ A ☐

PROTECTED B
PROTÉGÉ B ☐

PROTECTED C
PROTÉGÉ C ☐

CONFIDENTIAL
CONFIDENTIEL ☐

SECRET
SECRET ☐

TOP SECRET
TRÈS SECRET ☐

TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

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Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input checked="" type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☐ No ☒ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production				✓												
IT Media / Support TI				✓												
IT Link / Lien électronique				✓												

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Guertin, Benoit		Title - Titre Supply Specialist	Signature
Telephone No. - N° de téléphone 819-956-4479	Facsimile No. - N° de télécopieur 819-953-4944	E-mail address - Adresse courriel benoit.guertin@tpsgc-pwgsc.gc.ca	Date 2012/08/16

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) CHARRON, Annick		Title - Titre SO	Signature
Telephone No. - N° de téléphone 819-956-0815	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel Annick.Charron@tpsgc-pwgsc.gc.ca	Date August 16, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☒ Yes ☐ No
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ Oui ☐ Non

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Benoit Guertin		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25/09/2012

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 18-AUGUST-2012

Jacques Saumur
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