



**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 PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet FILE CABINETS - CLASSEURS	
Solicitation No. - N° de l'invitation H1020-132821/A	Date 2013-12-13
Client Reference No. - N° de référence du client H1020-132821	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-419-64175	
File No. - N° de dossier pq419.H1020-132821	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-27	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gauthier, Claire	Buyer Id - Id de l'acheteur pq419
Telephone No. - N° de téléphone (819) 956-0938 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Furniture Division/Division des produits de l'ameublement
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

Solicitation No. - N° de l'invitation

H1020-132821/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq419H1020-132821

Buyer ID - Id de l'acheteur

pq419

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The department of Health Canada has a requirement to purchase 59, seven (7) high file cabinets that are shelf lockable for delivery to Ottawa, Ontario by March 31, 2014.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies), and 1 soft copy on CD

Section II: Financial Bid (1 hard copy) and 1 soft copy on CD

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Price Schedule at Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

Unless otherwise stated herein, all information must be submitted with the bid no later than the closing date and time of the solicitation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

MANDATORY REQUIREMENTS	MET – YES	MET – NO
<p>MT1</p> <p>The Bidder must provide two past references of supplied file cabinets similar to the products specified at Annex “A” – Requirement. To demonstrate the criteria at MT1, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> a) Contact Name b) Company Name/Department Name c) Phone number or Cell number/ e-mail address if available d) Description of the Work <p>*The information must be provided in either a pdf or Word Document in CD or DVD format.</p>		
<p>MT2</p> <p>The Bidder must meet the specification at Annex “A” Requirement.</p> <p>To demonstrate compliance with MT2, the Bidder must complete and submit the Product Conformance Certification at Part 5.</p>		
<p>MT3</p> <p>The Bidder must provide a shop drawing of the proposed file cabinet based upon the entire specification as specified in Annex “A” Requirement.</p> <p>The shop drawing must be provided in pdf format in CD or DVD format.</p>		

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 - CERTIFICATIONS

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

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

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

2.1 Product Conformance

The Bidder certifies that all the products bid conform, and will continue to conform throughout the duration of the Contract, to all specifications of, and meet the testing requirements detailed in, Part 6, Annex A.

Supplier's Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

The department of Health Canada has a requirement to purchase 59, seven (7) high file cabinets that are shelf lockable for delivery to Ottawa, Ontario by March 31, 2014.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

DELETE: The warranty period will be twelve (12) months.

INSERT: The warranty period will be ten (10) years.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

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

All other provisions of the warranty section remain in effect.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before March, 31, 2014.

Delivery and installation are to be completed during normal working hours (defined Monday to Friday, 8:00am to 4:00pm).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Claire Gauthier
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
CASMS
11 Laurier St, Gatineau, QC

Telephone: 819-956-0938
Facsimile: 819-956-5706
E-mail address: Claire.gauthier@pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is: (To be completed at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (To be completed by bidder)

Name: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the contract for a cost of \$

_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

7. 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 must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25) General Conditions – Goods (Medium Complexity) ;
- (c) Annex A, Requirement
- (d) Annex B, Price Schedule
- (d) the Contractor's bid dated _____

11. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B7500C (2006-06-16) Excess Goods
G1005C (2008-05-12) Insurance

12. Shipping Instructions

Ship to: Health Canada
CSB Facilities Management
51 Chardon Driveway A.L. 1701C
Tunney's Pasture
Ottawa, ON
K1A 0K9

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

Delivered Duty Paid (DDP), Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

13. Installation Services

The Contractor must provide, as a minimum, the following installation services for the products supplied.

1. Receive, unload, store and transport all products/pieces to the staging and/or installation area;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturers specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
6. Clean the product once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary;
8. Upon completion of the installation and at the request of the Technical Authority, the Contractor (or his authorized representative) must walk through the installation area with the Technical Authority to verify the operating condition of all product in accordance with the deficiency procedures.

14. Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Technical Authority when the installation is completed;
2. The Technical Authority must arrange for the initial walk-through inspection with the Contractor;
3. The walk-through inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Technical Authority in consultation with the Contractor must prepare the deficiency list documenting all problems in every area;
6. The deficiency list must be forwarded by the Technical Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Technical Authority; and

9. The Contractor must notify the Technical Authority when all deficiencies have been completed. If satisfied, the Technical Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

ANNEX "A"
REQUIREMENT

1. SCOPE

1.1 This purchase description applies to fixed shelf records cabinets for use by Federal Government employees and is intended for a records management environment.

Fixed shelf records cabinets meeting this purchase description must be manufactured from steel and must meet all of the mandatory requirements detailed herein.

The requirements contained in this purchase description are the minimum required features to be accepted under this solicitation.

2. APPLICABLE PUBLICATIONS

The following publications are applicable:

2.1 American Society for Testing and Materials (ASTM)

ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test

ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test

2.2 American National Standards Institute (ANSI)

ANSI/BIFMA X 5.9 American National Standard for Office Furnishings –Storage Units - Tests

ANSI/BIFMA X 5.3 American National Standard for Office Furnishings - Vertical Files Tests

2.3 Canadian General Standards Board (CGSB)

1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light

2.4 American Association of Textile Chemists and Colorists (AATCC)

EP1 - Grey Scale for Color Change – Instructions

2.5 Reference to the above publications, or test methods therein, is to the latest issue.

3. TERMINOLOGY

3.1 Fixed shelf records cabinets: are records cabinets with fixed shelves and top mounted “flipper” doors

3.2 Where CRS appears in this document it stands for “cold rolled steel”

4. GENERAL REQUIREMENTS

4.1 Workmanship - The finished cabinets must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect appearance, serviceability or safety.

4.1.1 All edges with which the user, public or persons maintaining the cabinets may come in contact with,

must have all corners and edges eased or radius.

4.1.2 Doors must fit square and evenly into the openings on all sides

4.2 Welds - All welds must be structurally sound, free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matter or any other inclusions that may be detrimental to the application of the primer or final finish.

4.3 Recycled Material - No limit is imposed on the amount of recycled material used in the manufacture of new components and manufacturers are encouraged to use recyclable material whenever possible and applicable. The finished components must meet all of the requirements of this purchase description.

4.4 All measurements described here in must be within a positive tolerance of .5"(1.27cm)

5. DETAILED REQUIREMENTS

5.1 Doors and Door Glides - All cabinets, must be equipped with top mount retractable doors utilizing glide mount gussets: minimum 14 gauge CRS. Door panel itself must be manufactured of min. 18 gauge CRS.

5.2 Cabinets must be available in 2 shelf configurations suitable to legal and letter files or binder storage and come in a range of 4 to 7 compartments high.

5.3 Interior Dimensions of shelf compartments must be available in 2 options - 9.84"h(25cm) x 34.30"w(87.12cm) x 16"d(40.64cm) and 13"h(33.02cm) x34.30"w (87.12cm)x16"d(40.64cm).

5.4 Exterior Dimensions of cabinets must not exceed 36"w (91.44cm) and 18"d (45.72cm) respectively and the height of the 7 compartment cabinet must not exceed 87" (220.98cm)

5.5 Steel used in the manufacturing of these cabinets must conform to the following minimum gauge specification:

Exterior Skin	- 20 gauge CRS
Bottom:	- 18 gauge CRS
Front uprights	- 20 gauge CRS
Shelves	- 18 gauge CRS
Inner top panel	- 20 gauge CRS
Glide mount gussets	- 14 gauge CRS
Door panel	- 18 gauge CRS

5.6 Locks – Each cabinet to be gang locked with single locking point per-cabinet capable of securing all doors simultaneously. All cabinets to be capable of being keyed a like.

5.7 Label Holders - All fixed shelf records cabinet doors must incorporate a label holder.

5.8 Bumpers - Sound reducing bumpers must be provided where necessary to reduce noise either when opening or closing the doors

6. DETAILED REQUIREMENTS FOR FINISHES

6.1 Metal Finishes - The metal components must meet the following performance requirements:

6.1.1 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in

accordance with ASTM D 3359, Method B.
6.1.2 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3
6.1.3 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H.

7. TESTING REQUIREMENTS

7.1 All cabinets offered under this solicitation must successfully complete all tests to ANSI/BIFMA x5.3 or ANSI/BIFMA x5.9, as applicable, as well as meet all of the requirements of this purchase description.

Test reports indicating the successful completion of all tests must be submitted upon request.

7.2 Age of Tests: Test reports must be no more than three years old at the time of submittal.

7.3 Acceptable Test Facility: An independent testing laboratory and a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as

Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed

on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

8. REPORTING OF TESTS

As a minimum, the test report must include the following information:

- a) a title;
- b) name and address of the laboratory;
- c) unique identification of the report
- d) name and address of the client (where applicable);
- e) description and unambiguous identification of the item;
- f) characterization and condition of the test item;
- g) date of receipt of test item;
- h) date (s) of the performance of test;
- i) identification of the test methods used;
- j) any additions to, deviations from, or exclusions from the test method (such as environmental conditions);
- k) a signature and title, or an equivalent identification of the person(s) accepting responsibility for the content of the report;
- l) date of issue of the report;
- m) test results, including all relevant test data, diagrams, charts and photographs;
- n) a statement that the report must not be reproduced without the written approval of the laboratory.

9. MANUFACTURER'S IDENTIFICATION

9.1 The vendor must mark each cabinet permanently and legibly with his recognized trademark or name.

9.2 A red or orange label not smaller than 51 x 76 mm (2 x 3 in.) bearing any applicable safety precautions in both official languages must be securely affixed to the inside of each compartment of the records cabinet.

ANNEX "B"
PRICE SCHEDULE

Pricing Schedule

Bidder must bid a firm lot price for the supply, delivery, and installation of the Filing Cabinets being acquired as detailed in Annex A herein.

Price for product, delivery and installation in Canadian Funds,

Applicable taxes excluded \$ _____

APPLICABLE TAXES \$ _____

TOTAL \$ _____

Delivery date offered: _____