

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Cabot Place, Phase II  
Box 4600  
St. John's, NF  
A1C 5T2  
Bid Fax: (709) 772-4603**

## 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

<b>Title - Sujet</b> CCGS Anne Harvey Storage Cabinets		
<b>Solicitation No. - N° de l'invitation</b> F6855-150713/A	<b>Date</b> 2015-07-03	
<b>Client Reference No. - N° de référence du client</b> F6855-150713		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$OLZ-014-6390		
<b>File No. - N° de dossier</b> OLZ-5-38085 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-07-22</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Daylight Saving Time NDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> howell (olz), amanda		<b>Buyer Id - Id de l'acheteur</b> olz014
<b>Telephone No. - N° de téléphone</b> (709) 772-4997 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS C/O SUPPLY DEPOT SOUTHSIDE RD PO BOX 5667 ST JOHNS Newfoundland and Labrador A1C5X1 Canada		

**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

PWGSC / TPSGC - Nfld. Region  
Cabot Place, Phase II, 6th Floor  
Box 4600  
St. John's, NF  
A1C 5T2

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

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See attached file.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no Security Requirement associated with this bid solicitation.

### **1.2 Requirement**

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

### **1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 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.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

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.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

-Supplier must be able to provide the services listed in Annex "A" Requirement/Pricing.

#### **4.1.2 Financial Evaluation**

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

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### 5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### 5.1.2 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - 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](#)" list at the time of contract award.

#### 5.1.3 Rate or Price Certification

SACC Manual clause C0002T (2010-01-11), Price Certification – Canadian Based Suppliers (other than agency and re-sale outlets)



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Award to 31 August 2015.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Amanda Howell, A/Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
The John Cabot Building, 7<sup>th</sup> floor  
10 Barter's Hill, P.O. Box 4600  
St. John's, NL A1C 5T2

Telephone: (709)772-4997  
Facsimile: (709)772-4603  
E-mail address: amanda.howell@pwgsc-tpsgc.gc.ca

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

#### 6.5.2 Project Authority

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The Project Authority for the Contract is: (To be completed at Contract award).

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### **6.5.3 Contractor's Representative [To be completed by Offeror.]**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **6.6 Payment**

##### **6.7.1 Basis of Payment**

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

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

##### **6.7.2 Single Payment**

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

##### **6.7.3 SACC Manual Clauses**

*SACC Manual* Clause C0100C (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

#### **6.8 Invoicing Instructions**

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

- The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

### **6.11 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 (2014-11-27), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement/Basis of Payment;
- (d) Annex B, Information for Code of Conduct Certification;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

### **6.12 SACC Manual Clauses**

*SACC Manual* Clause B7500C (2006-06-16), Excess Goods

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## ANNEX "A"

### REQUIREMENT/BASIS OF PAYMENT

#### **Requirement:**

The Canadian Coast Guard, St. John's, Newfoundland and Labrador has a requirement for supply cabinets for the Canadian Coast Guard Ship Ann Harvey. The CCGS Ann Harvey is a seagoing vessel and cabinets shall be specifically rated for a mobile/moving platform. Please see Specifications at Annex "B".

#### **Basis of Payment: [To be completed by Offeror.]**

ITEM DESCRIPTION	QUANTITY	PRICE
Supply Cabinets as per Specification located in Annex "B"	1	\$ _____
	TOTAL	\$ _____

**\*\*Price to include freight/duty.**

**\*\*Price excludes applicable taxes.**

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## ANNEX "B"

### SPECIFICATION

#### Part 1: SCOPE:

- 1.1** The intent of this specification shall be supply cabinets for the CCGS Ann Harvey. The CCGS Ann Harvey is a seagoing vessel. Cabinets shall be specifically rated for a mobile/moving platform.

#### Part 2: REFERENCES:

- 2.1 Standards**  
N/A

#### Part 3: TECHNICAL DESCRIPTION:

##### 3.1 General

- 3.1.1.** All supplied cabinets shall be dark blue in color. Successful bidder shall supply color schemes for Coast Guard to determine exact color of blue prior to supply. Color schemes shall be emailed to [Phillip.Bingley@dfo-mpo.gc.ca](mailto:Phillip.Bingley@dfo-mpo.gc.ca) and [ccgsharvey@DFO-MPO.GC.CA](mailto:ccgsharvey@DFO-MPO.GC.CA) with 2 days of contract award.
- 3.1.2.** Paint shall be an epoxy powder coat resistant to scratches and corrosion.
- 3.1.3.** All cabinets shall be identically keyed for the locks. Contractor shall supply 10 keys. All locks and keys shall be of stainless steel construction.
- 3.1.4.** Construction shall be of heavy duty steel construction. Construction shall be such to allow for maximum loading of all drawers/shelves/cabinets.
- 3.1.5.** Top Cabinets shall be capable of being mounted atop of drawer cabinets by manufacturer supplied mounting arrangement with stainless steel fasteners rated to accept load of cabinets.
- 3.1.6.** Sliding drawers shall be capable of being loaded to 100 lbs minimum extended. Drawers shall be mounted on ball bearing slides. Drawers shall be fitted with slotted walls for fitting of partitions allowing for separation on both horizontal and length axis for depth of drawer. Partitions and dividers shall be supplied to meet requirements of individual cabinets. Drawers shall be fitted with labels for identification and shall be protected by a clear see through cover.
- 3.1.7.** Shelves shall be capable of being loaded to 200 lbs minimum. Adjustable shelf shall be fully adjustable on vertical plane.
- 3.1.8.** Drawers shall be fitted with lock in/lock out mechanism to prevent drawer from moving when fully opened or closed. Cabinets shall be fitted with one drawer at a time operating system. Individual drawers shall be fitted with individual locking mechanism to allow for one person operation with lift handles to unlock.
- 3.1.9.** Top cabinets shall be fitted with double hinged doors that lock into place when opened.
- 3.1.10.** All drawer cabinets shall be supplied with floor anchoring kit to angle bar. Fasteners shall be stainless steel and rated to accept load of cabinet.
- 3.1.11.** All cabinets shall be fitted with built in transporting base for forklift.
- 3.1.12.** Cabinets shall have lifetime warranty on rolling mechanism and steel constructed housing.
- 3.1.13.** Cabinets shall be supplied within 4 weeks of contract award.
- 3.1.14.** Cabinets shall be shipped to:  
Attention CCGS Ann Harvey  
C/O Technical Stores  
280 Southside Road  
St. John's, NL  
A1C 5X1

##### Supply Qty 21 Cabinets with Drawers

- 3.1.15.** Overall dimension of cabinet shall be 60" H X 30"W X 27" D

- 3.1.16.** The 21 cabinets shall be all fitted in the same configuration:  
-Two 4" High Drawer with 25 compartments capability minimum  
-Two 5" High Drawers with 25 compartments capability minimum  
-Four 6" High Drawers with 12 compartments capability minimum  
-Two 8" High Drawers with 12 compartments capability minimum

**Supply Qty 10 Cabinets with Drawers**

- 3.1.11.** Overall dimension of cabinet shall be 44" H X 30" W X 27" D  
**3.1.12.** The 10 cabinets shall be fitted in the same configuration:  
-Two 3" High Drawers with 25 compartments capability minimum  
-Three 4" High Drawers with 24 Compartments capability minimum  
-Two 6" High drawers with 12 compartments capability minimum  
-One 8" High Drawer with 12 compartments capability minimum

**Supply Qty 6 Top Cabinets**

- 3.1.13.** Overall dimensions of top cabinets shall be 30" H X 60" W X 27" D  
**3.1.14.** Cabinets shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Supply Qty 5 Top Cabinets**

- 3.1.15.** Overall dimensions of top cabinets shall be 27" H X 60" W X 27" D  
**3.1.16.** Cabinets shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Supply Qty 2 Top Cabinets**

- 3.1.17.** Overall dimensions of top cabinets shall be 30" H X 30" W X 27" D  
**3.1.18.** Cabinets shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Supply Qty 1 Top Cabinet**

- 3.1.19.** Overall dimensions of top cabinet shall be 24" H X 30" W X 27" D  
**3.1.20.** Cabinet shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Supply Qty 2 Top Cabinets**

- 3.1.21.** Overall dimensions of top cabinets shall be 27" H X 30" W X 27" D  
**3.1.22.** Cabinets shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Supply Qty 2 Top Cabinets**

- 3.1.23.** Overall dimensions of top cabinets shall be 24" H X 30" W X 27" D  
**3.1.24.** Cabinets shall be fitted with one fixed bottom shelf and one adjustable shelf.

**Part 4: PROOF OF PERFORMANCE:**

N/A

**Part 5: DELIVERABLES:**

**5.1 Drawings/Reports/Manuals**

- 5.1.1.** Contractor shall supply 3 detailed cabinet manuals including breakdown of parts list in both English and French. Electronic version of manual shall also be provided.

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**ANNEX "C"**

**INFORMATION FOR THE CODE OF CONDUCT CERTIFICATION**

**MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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