



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS A:**

See Section 1.

Voir Section 1.

**STANDARD REQUEST FOR BID****INVITATION A SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

<b>Solicitation No. - N° de la demande</b>	<b>Amendment No. - N° de modification</b>
<b>FP802-160345</b>	

<b>Solicitation closes – La demande prend fin :</b>	<b>File No. - N° de dossier</b>
<b>at – à See Section 1</b>	
<b>                  Voir Section 1</b>	
<b>on – le See Section 1</b>	
<b>                  Voir Section 1</b>	

Date of Solicitation – Date de la demande

**December 13 2016**

Address inquiries to – Adresser toute demande de renseignement à :

**See Section 2, Article 4.1.****Voir Section 2, Article 4.1**

Destination

**See Section 2, Annex A.****Voir Section 2, Annexe A.****Instructions:****Municipal taxes are not applicable.**

**Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.**

**Instructions:****Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqués. Le montant des taxes applicables doit apparaître séparément.**

**Supplier Name and Address – Nom et adresse du fournisseur****Telephone No. - N° de téléphone****Facsimile No. - N° de télécopieur****Name and title of person authorized to sign on behalf of supplier (type or print)****Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)****Signature : \_\_\_\_\_ Date : \_\_\_\_\_**

## TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

## SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

### **Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)**

Is this a Manufacturer Product Specific Procurement? (No) If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

### **Step 2. Competitive or Non-Competitive**

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

### **Step 3. General or PSAB**

#### **Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4. Below at the time indicated in article 3.

#### **Security Requirement**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - a.  by the closing date of the bid. Bidders are reminded to obtain the required security clearance promptly.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;

## Bid Evaluation

<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. January 4 2017 b. 2:00pm EST
- To physical location (if applicable)	Not Applicable
- To e-mail address (if applicable)	<a href="mailto:jianna-lee.zomer@dfo-mpo.gc.ca">jianna-lee.zomer@dfo-mpo.gc.ca</a>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquiries about the RFB to the Contracting Authority by December 21 2016. Enquiries received after the timeline indicated may not be answered.	

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
<b>2.</b>	<b>Security Requirement</b> (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	X	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.		<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	Jianna-Lee Zomer
	Title:	Senior Contracting Officer
	Department/Agency/Crown Corporation:	Fisheries and Oceans Canada
	Address:	200 Kent Street, Ottawa ON K1A0E6
	Telephone No.:	(613) 993-4684
	Facsimile No.:	(613) 991-4545
	E-mail address:	<a href="mailto:jianna-lee.zomer@dfo-mpo.gc.ca">jianna-lee.zomer@dfo-mpo.gc.ca</a>
4.2	<b>Project Authority</b>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	

4.3	<b>Contractor's Representative</b>
	As set out in Annex A, Table 10 below.
<b>5.</b>	<b>Payment</b>
	Method of Payment
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.
	<input checked="" type="checkbox"/> Single Payment
	<input type="checkbox"/> Multiple Payment
<b>6.</b>	<b>Invoicing</b>
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:
	Name of the organization and contact: Please send invoices electronically to the Accounting Hub, Fisheries and Oceans Canada
	Email Address: <a href="mailto:DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca">DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca</a>

**ANNEX A  
REQUIREMENT and BASIS OF PAYMENT**

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- 1. IU to complete an Annex A for each category with the exception of the rules specified herein.**  
**2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.**
- 

1. Category Selection

The requirement includes the following category (ies) of work (*check applicable box(es)*):

- Category 1 – Interconnecting Panels and Freestanding Systems
- Category 2 – Freestanding Height Adjustable Desk / Table Products
- Category 3 – Metal Filing and Storage Cabinets

**RULE:** High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

**Maximum Height for product #(s) PSTxW2FCxxx2424Lxxx and PSTxW2FCxxx2424Rxxx at article 3 of this Annex is 51.5 inches.**

- Category 4 – Wood Veneer – Freestanding Products
- Category 5 – Ancillary and Lighting Products
- Category 6 - Support Space – Collaborative Furniture
- Product Related Services

2. GoCUID identification and/or floor plan(s)

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a.  Does not include a floor plan for Category 3, 5, and 6 product.

Scenario b.  Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies)  
Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: \_\_\_\_\_

### 3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

#### Product Category: 3

**Table 1 – Product (Only applicable for Scenario A procurements)**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	LLFC3DFDxxx1836xxxx	Locking Lateral Filing Cabinet: - Metal. - Three (3) fixed front drawers. - 18 inch (d) x 36 inch (w).	3			
2	PSTxW2FCxxx2424Lxxx	Personal Storage Tower: - Wardrobe one side, 2 file drawers at bottom, and closed cupboard above with lock. - Metal. - 24 inch (d) x 24 inch (w). - Left valet. - White or off white colour.	36			
3	PSTxW2FCxxx2424Rxxx	Personal Storage Tower: - Wardrobe one side, 2 file drawers at bottom, and closed cupboard above with lock. - Metal. - 24 inch (d) x 24 inch (w). - Right valet. - White or off white colour.	36			
4	PEDSMCLC24xBFxxxxxx	Pedestal: - Mobile. - Box, file. - Cushion seat. - Lockable casters. - 24 inch deep.	100			
				Product Total		\$
**Must not exceed ceiling unit price in SA.						

**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1 - 4	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1 - 4	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 4 – Optional Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Manufacturer Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	PEDSMCLC24xBFxxxxxx	Pedestal: - Mobile. - Box, file. - Cushion seat. - Lockable casters. - 24 inch deep.	50			
2	PSTxW2FCxxx2424Lxxx	Personal Storage Tower: - Wardrobe one side, 2 file drawers at bottom, and closed cupboard above with lock. - Metal. - 24 inch (d) x 24 inch (w). - Left valet. - White or off white colour.	10			
**Must not exceed ceiling unit price in SA.				Product Total:		\$

**Table 5 – Optional Delivery**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$



**Table 6 – Optional Installation**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 7 – Product Related Services**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required <i>(check applicable box)</i>	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
___	Reconfiguration Services	Rearrange existing components			
___	Inventory and Assessment of existing furniture	___ Identification of manufacturer and series ___ Identification of type, finishes and colours, counts and sizes ___ Assessment of condition of existing furniture ___ Assessment of condition of existing electrical systems ___ Provide drawing of the existing furniture layout			
Desired completion date for services: _____ Can this date be met? ___yes, if not please provide best completion date: _____  Add more lines as necessary if there is more than one desired date.				Product Related Services Total: \$	

**Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Fisheries and Oceans Canada 200 Kent Street Ottawa, Ontario, K1A 0E6
B	Dock	Standard size.
C	Lift	N/A.
D	Door	Loading dock door: 8-ft x 8-ft
2.2	Freight Elevator	Loading Dock Elevator Door: Weight capacity – 1818 kg. Door size – 42.5 inch (w) x 84 inch (h) Elevator interior – 49 inch (d) x 75 inch (w) x 84 inch (h)
2.3	Other (specify, if any)	Freight Elevator: Weight capacity – 1814 kg. Door size – 48 inch (w) x 84 inch (h) Elevator interior – 72 inch (d) x 68 inch (w).
	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 – Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):</b>	\$\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

**Table 10 – Bidder’s Authorized Representative**

Table 6 – Bidder’s Authorized Representative		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**\*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.**

Product Category:   5  

**Table 1 – Product (Only applicable for Scenario A procurements)**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	TLCWS	Task Light: - Clamped to work surface type.	18			
**Must not exceed ceiling unit price in SA.				Product Total		\$

**Table 2 – Delivery**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$

**Table 3 – Installation**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Fisheries and Oceans Canada Boardrooms 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 4 – Optional Product**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Manufacturer Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	TLCWS	Task Light: Clamped to work surface type.	50			
**Must not exceed ceiling unit price in SA.				Product Total:		\$

**Table 5 – Optional Delivery**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$

**Table 6 – Optional Installation**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 7 – Product Related Services**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required <i>(check applicable box)</i>	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
—	Reconfiguration Services	Rearrange existing components			
—	Inventory and Assessment of existing furniture	___ Identification of manufacturer and series ___ Identification of type, finishes and colours, counts and sizes ___ Assessment of condition of existing furniture ___ Assessment of condition of existing electrical systems ___ Provide drawing of the existing furniture layout			
Desired completion date for services: _____ Can this date be met? ___yes, if not please provide best completion date: _____  Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

**Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Fisheries and Oceans Canada 200 Kent Street Ottawa, Ontario, K1A 0E6
B	Dock	Standard size.
C	Lift	N/A
D	Door	Loading dock door: 8-ft x 8-ft
2.2	Freight Elevator	Loading Dock Elevator Door: Weight capacity – 1818 kg. Door size – 42.5 inch (w) x 84 inch (h). Elevator interior – 49 inch (d) x 75 inch (w) x 84 inch (h).

2.3	Other (specify, if any)	Freight Elevator: Weight capacity – 1814 kg. Door size – 48 inch (w) x 84 inch (h). Elevator interior – 72 inch (d) x 68 inch (w).
<b>Continuance of Certifications</b>		
The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:		
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 – Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
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4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):</b>	\$\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

**Table 10 – Bidder's Authorized Representative**

<b>Table 6 – Bidder's Authorized Representative</b>		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".



Product Category:   6  

**Table 1 – Product (Only applicable for Scenario A procurements)**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	TRFTPTARNILTSLCED6 0xxNILNIL30xx	Flip-top table: <ul style="list-style-type: none"> <li>- T-legs with lockable casters.</li> <li>- Laminate surface.</li> <li>- With cable and electrical-data connectivity.</li> <li>- Modular interconnected electrical/power connectivity between tables to allow configurations of 5, 7, and 18 tables.</li> <li>- 30 inch (d) x 60 inch (w).</li> </ul>	54			
2	TRFTPTARNILTSPCED6 0xxNILNIL30xx	Flip-top table: <ul style="list-style-type: none"> <li>- T-legs with lockable casters.</li> <li>- Wood veneer surface.</li> <li>- With cable and electrical-data connectivity.</li> <li>- Modular interconnected electrical/power connectivity between tables to allow configuration of 12 tables.</li> <li>- 30 inch (d) x 60 inch (w).</li> </ul>	12			
3	TTPSPCBMILRSLNILNI LNIL30xxNIL	Meeting Room Table: <ul style="list-style-type: none"> <li>- 30 inch Round top.</li> <li>- Laminate surface.</li> <li>- Center metal column with metal disc base.</li> </ul>	1			
4	TTPSPCBMILRSLNILNI LNIL36xxNIL	Meeting Room Table: <ul style="list-style-type: none"> <li>- 36 inch Round top.</li> <li>- Laminate surface.</li> <li>- Center metal column with metal disc base.</li> </ul>	1			
5	TTPSPACNILTSPUEP8 4xxNILNIL36xx	Meeting Room Table: <ul style="list-style-type: none"> <li>- Rectangular top.</li> <li>- Wood veneer panel base with wire access.</li> <li>- Wood veneer surface.</li> <li>- One recessed box with 4 power and 4 data with a flexible casing.</li> <li>- 36 inch (d) x 84 inch (w).</li> </ul>	1			

6	TTPSQRMRNILCSSNIL3 6xxNILNIL36xx	Meeting Room Table: <ul style="list-style-type: none"> <li>- Square top.</li> <li>- Laminate surface.</li> <li>- Four post metal legs with lockable casters.</li> <li>- 36 inch (d) x 36 inch (w).</li> <li>- No power/data or grommet required.</li> </ul>	1			
7	MLUTMRVDTOONILSLA ED17304248NIL1624	Lectern: <ul style="list-style-type: none"> <li>- Mobile base with lockable casters standing height.</li> <li>- Open shelves.</li> <li>- Laminate surface.</li> <li>- With power and data.</li> </ul>	2			
8	MBCRAPWGTTPNILSLP CC30xx28xxNIL20xx	Credenza: <ul style="list-style-type: none"> <li>- With glides.</li> <li>- Open shelf, doors, ventilated.</li> <li>- Lockable.</li> <li>- Laminate.</li> <li>- Center Grommet.</li> <li>- 20 inch (d) x 30 inch (w) x 28 inch (h).</li> </ul>	3			
9	MBCRAPWGPVDNILSPP CC30xx28xxNIL24xx	Credenza: <ul style="list-style-type: none"> <li>- With glides.</li> <li>- Doors, ventilated.</li> <li>- Lockable.</li> <li>- Wood veneer.</li> <li>- Center Grommet.</li> <li>- 20-24 inch (d) x 30 inch (w) x 28 inch (h).</li> </ul>	1			
10	MBCRAPWGPVDNILSPP CC36xx28xxNIL24xx	Credenza: <ul style="list-style-type: none"> <li>- With glides.</li> <li>- Doors, ventilated.</li> <li>- Lockable.</li> <li>- Wood veneer.</li> <li>- Center grommet.</li> <li>- 20-24 inch (d) x 36 inch (w) x 28 inch (h).</li> </ul>	1			
11	MBCRAPWGPVDNILSPP CCD60xx28xxNIL24xx	Credenza: <ul style="list-style-type: none"> <li>- With glides.</li> <li>- Doors, ventilated.</li> <li>- Lockable.</li> <li>- Wood veneer.</li> <li>- Left and Right grommet.</li> <li>- 20-24 inch (d) x 60 inch (w) x 28 inch (h).</li> </ul>	1			
12	EDRTBARVNILNILEDONI LNILTB36xx51xxNIL	White Board: <ul style="list-style-type: none"> <li>- With lockable casters.</li> <li>- One straight screen.</li> <li>- White board on both sides.</li> <li>- 36 inch (w) x 51 inch (h).</li> </ul>	6			

1 3	SREBMQPNSTDSAWUS OOMABCTF2535NIL1934	Modular Benching Unit: - Four legs. - Without side table. - Without arms. - One seat. - Metal frame. - Fabric.	7			
1 4	SRETRPARNILSAWSPR OMNILTFNILNIL20xx	Upholstered Stool: - Legs with casters. - Without arms. - Metal frame. - Solid round seat shape.	3			
1 5	MAPEAVPWUBSNILSLNI L30xx66xxNIL24xx	Wardrobe Cabinet: - With glides. - Hanging rod and hat shelf and lockable hinged doors. - 18-24 inch (w) x 30 inch (w) x 66 inch (h).	2			
**Must not exceed ceiling unit price in SA.					Product Total	\$

**Table 2 – Delivery**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1 – 15	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$

**Table 3 – Installation**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1 – 15	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 4 – Optional Product**

Section A – IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Manufacturer Part Number	Firm Price** \$	Extended Total [Qty x Price] \$
1	TRFTPTARNILTSLCED6 0xxNILNIL30xx	Flip-top table: <ul style="list-style-type: none"> <li>- T-legs with lockable casters.</li> <li>- Laminate surface.</li> <li>- With cable and electrical-data connectivity.</li> <li>- Modular interconnected electrical/power connectivity between tables to allow configurations of 5 tables.</li> <li>- 30 inch (d) x 60 inch (w).</li> </ul>	20			
2	EDRTBARVNILNILEDONI LNILTB36xx51xxNIL	White Board: <ul style="list-style-type: none"> <li>- With lockable casters.</li> <li>- One straight screen.</li> <li>- White board on both sides.</li> </ul> 36 inch (w) x 51 inch (h).	5			
**Must not exceed ceiling unit price in SA.				Product Total:		\$

**Table 5 – Optional Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Delivery Total:		\$

**Table 6 – Optional Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Fisheries and Oceans Canada 200 Kent Street, Ottawa, ON, K1A 0E6	Prior to March 15 <sup>th</sup> , 2017	8h00 – 16h00	(Y) (M) (D)		
Delivery and installation dates will be confirmed by DFO Project Authority when the construction is complete.				Installation Total:		\$

**Table 7 – Product Related Services**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Service Required <i>(check applicable box)</i>	Service	Description of Service (refer to Annex A for full definition of services)	Qty (number of hours)	Firm Hourly Rate** as per SA \$	Extended Total [Qty x Price] \$
—	Reconfiguration Services	Rearrange existing components			
—	Inventory and Assessment of existing furniture	___ Identification of manufacturer and series ___ Identification of type, finishes and colours, counts and sizes ___ Assessment of condition of existing furniture ___ Assessment of condition of existing electrical systems ___ Provide drawing of the existing furniture layout			
Desired completion date for services: _____ Can this date be met? ___yes, if not please provide best completion date: _____  Add more lines as necessary if there is more than one desired date.				Product Related Services Total:	\$

**Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada’s Facilities to Accommodate the Delivery</b>	
2.1	Loading Dock/Location	
A	Location	Fisheries and Oceans Canada 200 Kent Street Ottawa, Ontario, K1A 0E6
B	Dock	Standard size.
C	Lift	N/A
D	Door	Loading dock door: 8-ft x8-ft
2.2	Freight Elevator	Loading Dock Elevator Door: Weight capacity – 1818 kg. Door size – 42.5 inch (w) x 84 inch (h). Elevator interior – 49 inch (d) x 75 inch (w) x 84 inch (h).

2.3	Other (specify, if any)	Freight Elevator: Weight capacity – 1814 kg. Door size – 48 inch (w) x 84 inch (h). Elevator interior – 72 inch (d) x 68 inch (w).
<b>Continuance of Certifications</b>		
The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:		
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	<b>Optional</b> Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	Product Related Services Total (if applicable) (Table 7)	\$
8	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
9	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):</b>	\$\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$


**Table 10 – Bidder's Authorized Representative**

<b>Table 6 – Bidder's Authorized Representative</b>		
1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**\*At contract award, "Total Evaluated (Bid) Price" becomes "Contract Price".**

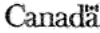
## ANNEX B SECURITY REQUIREMENTS

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

 Government of Canada Gouvernement du Canada	<table border="1" style="margin: auto;"> <tr> <td style="font-size: small;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center; font-size: large;">FPB02-160345</td> </tr> <tr> <td style="font-size: small;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat	FPB02-160345	Security Classification / Classification de sécurité
Contract Number / Numéro du contrat				
FPB02-160345				
Security Classification / Classification de sécurité				
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>				
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine /	2. Branch or Directorate / Direction générale ou Direction Real Property Environmental Management (RPEM)			
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 DFD is the major tenant at Centennial Towers located at 200 Kent Street in Ottawa, ON. DFD is planning to flip of several boardrooms with new furniture and an Information Management (IT) services desk area with new furniture for employees.				
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / 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?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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. / 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.				
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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				
<input type="checkbox"/> Canada	<input type="checkbox"/> NATO / OTAN	<input type="checkbox"/> Foreign / Étranger		
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions / Aucune restriction relative à la diffusion	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Not releasable / À ne pas diffuser	Restricted to / Limité à:	Restricted to / Limité à:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information				
PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECRET / SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TOP SECRET / TRÈS SECRET		TOP SECRET / TRÈS SECRET		
<input type="checkbox"/>		<input type="checkbox"/>		
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		
<input type="checkbox"/>		<input type="checkbox"/>		

TBS/SCT 240-103(2004/12)

Security Classification / Classification de sécurité





**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 / SUPPLIERS / PARTIE B: PERSONNEL / FOURNISSEURS**

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input 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: NA

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



**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 / SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Anciens renseignements / Révisé / Révisé																
Production																
IT Needs / Support IT																
IT Use / Utiliser l'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 / Non  Yes / 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 le 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 / Non  Yes / 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 le case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

*Original has been Signed*

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres mouées)	Title - Titre	Signature	
Telephone No. - N° de téléphone 613 218 2474	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres mouées)	Title - Titre	Signature	
Telephone No. - N° de téléphone 613 991 3996	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres mouées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres mouées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Requirement:  
See Annex "A"  
Exigence de Sécurité:  
Voir l'annexe "A"

## Annex A

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER**

1. The Contractor/Offeror at all times during the performance of the Contract MUST NOT access PROTECTED and/or CLASSIFIED information or asset.
2. The Contractor/Offeror personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s) and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable)
  - b. Industrial Security Manual (Latest Edition).