



**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 0B2 / Noyau 0B2
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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet Workstations-Stations de travail	
Solicitation No. - N° de l'invitation EJ085-172336/B	Date 2017-01-13
Client Reference No. - N° de référence du client 20172336	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-424-72223	
File No. - N° de dossier pq424.EJ085-172336	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-26	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: Duchesneau, Jean	Buyer Id - Id de l'acheteur pq424
Telephone No. - N° de téléphone (873) 469-4894 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/TPSGC National Area (Ottawa) 280 SLATER ST OTTAWA Ontario K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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. Not applicable****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.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.
- 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.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

RFB Issued by:	
Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
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 26 th , 2017 b. 14:00 Eastern daylight Savings Time (EDT)
- To physical location (if applicable)	Bid Receiving Unit 0A1, Portage III 11 Laurier Street Gatineau, Quebec K1A 0S5
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority three business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	___3___ business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	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.	
2.	Security Requirement (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.	Contractor may be escorted; possession of security clearance not required. 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.	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
	c.	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	

4.1	Contracting Authority	
	Name:	Jean Duchesneau
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public services and Procurement Canada (PSPC)
	Address:	11 Laurier Street, Portage III, Gatineau, K1A 0S5
	Telephone No.:	873-469-4894
	Facsimile No.:	
	E-mail address:	Jean.duchesneau@tpsgc-pwgsc.gc.ca
4.2	Project Authority [Will be provided at contract award]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	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
6.	Invoicing (optional)	
	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: [Will be provided at contract award]	
	Address:	

ANNEX A REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

The requirement includes the following categories of work

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

2.2 For Categories 1-6:

Scenario a. ☒ Does not include a floor plan – Categories 5 & 6

Scenario b. ☒ Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Categories 1 & 2. Floor plan(s) are used for information purposes.

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 Categories: 1 & 2

Table 1 – Product (Refer to Floor Plan and Annex C)

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Refer to Floor Plan and Annex C					
2						
**Must not exceed ceiling unit price in SA. Add more rows if necessary.				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	280 Slater, 5 th floor Ottawa, On. K1P 5S1	17/04/13	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary. A 48 hour notice before delivery is required.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item #	Location	Desired Date	Desired Time:	Supplier will install on	Firm	Extended Total

from Table 1		(Y/M/D)	Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	the date and at the time below*	Price \$	(Qty x Firm Unit Price) \$
1	280 Slater, 5th floor Ottawa, On. K1P 5S1	Start 17/04/13 Completed by 17/04/21	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Installation Total:			\$

Tables 4, 5, 6 and 7 are not applicable

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

1.	Standard Finishes	
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>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	280 Slater
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
	Continuance of Certifications	
	<p>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:</p>	
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	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$\$
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**

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	MASME	Single arm monitor arms with clamp Support à moniteur simple avec pince.	88			
2	KMSLFP24	Keyboard tray With lever-free control, Foam Palm Support for 610mm (24") deep worksurface / Support à clavier avec mécanismes de réglage a sans-levier, support pour paume en mousse pour une surface de travail 610mm (24po.)	44			
**Must not exceed ceiling unit price in SA. Add more rows if necessary.				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	280 Slater, 5 th floor Ottawa, On. K1P 5S1	17/04/13	Normal	(Y) (M) (D)		

<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary. A 48 hour notice before delivery is required.</p>	Delivery Total:	\$
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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	280 Slater, 5th floor Ottawa,On. K1P 5S1	Start 17/04/13 Completed by 17/04/21	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.			Installation Total:			\$

Tables 4, 5, 6 and 7 are not applicable

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

1.	Standard Finishes	
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>	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	280 Slater
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight	Yes, next to dock

	Elevator	
2.3	Other (specify, if any)	
	Continuance of Certifications	
	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	Optional Product Total (Table 4)	\$
3	Delivery Total (Table 2)	\$
4	Optional Delivery Total (Table 5)	\$
5	Installation Total (Table 3)	\$
6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$\$
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: 6

Table 1 – Product

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	SREFRPMRPDPAWANILOMCFFTFNILNILNIL	Single seat seating fabric material with arms and swivel base with auto return mechanism Fauteuil simple avec bras, pivotant mécanisme de retour automatique	4			
2	SRESQDPANILAWANILOMCFFTFNILNILNIL	Soft seating for 2 adults fabric material, four legs with glides and with arms Fauteuil pour 2 adultes, 4 pattes avec patins et accoudoirs	2			
3	TTCCQPMFBPETSLNIL36XX1421NIL18xx	Coffee table four metal legs Table à café avec quatre pattes en métal	3			
4	TTPSPCBMNILRSLNILNILNIL36xxNIL	Meeting/kitchen table 36" round, center metal column with metal disk base Table de réunion/cuisine 36" rond, pied colonne avec base circulaire and métal	4			
6	SCNCCQPFNILSAWNILNILPPMNILNILNILNIL	Kitchen chair without arms in perforated molded plastic Chaise de cuisine sans accoudoirs en plastique perforé moulé	18			

<p>**Must not exceed ceiling unit price in SA.</p> <p>Add more rows if necessary.</p>	Product Total	\$
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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	280 Slater, 5 th floor Ottawa, On. K1P 5S1	17/04/13	Normal	(Y) (M) (D)		
<p>*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary. A 48 hour notice before delivery is required.</p>				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	280 Slater, 5th floor Ottawa, On. K1P 5S1	Start 17/04/13 Completed by 17/04/21	Normal	(Y) (M) (D)		

*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.	Installation Total:	\$
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Tables 4, 5, 6 and 7 are not applicable

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

1.	Standard Finishes	
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.	
2.	Canada's Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	280 Slater
B	Dock	Ground level outside
C	Lift	No lift
D	Door	7'-0" h x 8'-0"w
2.2	Freight Elevator	Yes, next to dock
2.3	Other (specify, if any)	
	Continuance of Certifications	
	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)	\$
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3	Delivery Total (Table 2)	\$
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6	Optional 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	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8):	\$
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”.



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	Contract Number / Numéro du contrat Security Classification / Classification de sécurité Unclassified
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction SFAD	
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 Delivery and installation of Furniture/workstations		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
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 <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité





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Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
- If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
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 la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No
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 la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Michel Pambrun		Title - Titre Accommodation and design officer	Signature 	Date Jan. 6th 2017
Telephone No. - N° de téléphone 613-295-7043	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Michel.pambrun@canada.ca		

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

Name (print) - Nom (en lettres moulées) Fanny Cléroux		Title - Titre Personnel Security Officer	Signature 	Date 2016-01-06
Telephone No. - N° de téléphone 613 943 1048	Facsimile No. - N° de télécopieur 613 995 2644	E-mail address - Adresse courriel Fanny.Cleroux@canada.ca		

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?

☐ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

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

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ANNEX C FLOOR PLANS(s)

Instructions to Bidder(s):

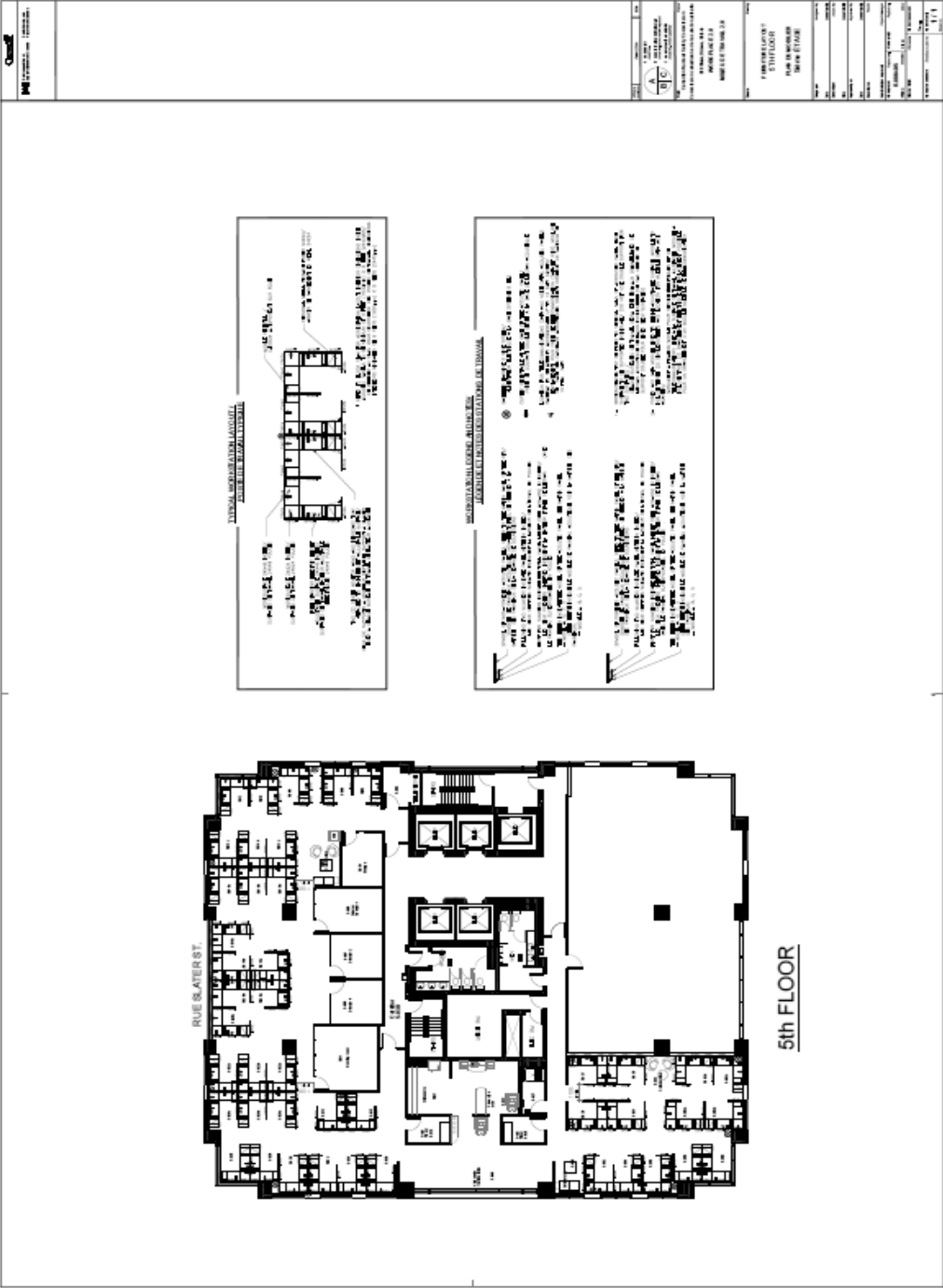
For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products in hard copy and **in an electronic version (Autocad)**;
- b) a product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

By submitting a bid, the Bidder certifies that their submission includes all components and quantities required and identified in the floor plan(s) in accordance with the product descriptions, the product configurations and panel matrices stipulated at Annex C.

1) Floor Plan(s) in PDF or AutoCAD version

For the CAD drawings version please contact Jean Duchesneau at: jean.duchesneau@tpsgc-pwgsc.gc.ca



2) Product Descriptions

- All required panel heights: Base Height, Work Surface Privacy Add-on Height, Seated Privacy Add-on Height;
- When power is required, whether the power is located below or above work surface height;
- Type of power feed (either base feed or power poles).

3) Product Configurations

#	GoCUID	Description of Product
1	PEDSMCLC24xBFxxxxxx Additional note : All doors and drawers to be keyed alike per workstation Note additionnelle : une seule et même clé pour toutes les portes & tiroirs, par station de travail.	Pedestal: -Freestanding; on wheels -Drawers (configuration):B/F. Cushion seat Caisson -Auto portant sur roues -Tiroirs (configuration) B/F -Coussin sur dessus
2	PSTxW2FCxxx2424Lxxx Additional note : All doors and drawers to be keyed alike per workstation Note additionnelle : une seule et même clé pour toutes les portes & tiroirs, par station de travail.	Metal Personal Storage Tower: - Hinged Left; - Height range of 50" to 54". -2 drawers -Closed shelf -with locks Armoire de rangement, en métal : -Charnières gauche; -Entre 50" et 54" de haut -Deux tiroirs classeurs; -Tablette fermé -Avec serrures;
3	PSTxW2FCxxx2424Rxxx Additional note : All doors and drawers to be keyed alike per workstation Note additionnelle : une seule et même clé pour toutes les portes & tiroirs, par station de travail.	Metal Personal Storage Tower: - Hinged right; - Height range of 50" to 54". -2 drawers -Closed shelf -with locks Armoire de rangement, en métal : - Charnières droite; - Entre 50" et 54" de haut. - Deux tiroirs classeurs; -Tablette fermé -Avec serrures;
4	WSxxPMLHRxxxxxx2424 Additional note: -The work surface is not freestanding. Must be attached to panels -Work surfaces adjacent must not be fixed together.	Work surface, panel mounted : - 24 x 24 inches Surface de travail, montée sur cloison : - 24 x 24 pces;

	<p>Note additionnelle :</p> <ul style="list-style-type: none"> - La surface de travail n'est pas auto stable, elle est fixée à l'écran à l'aide de support - Les surfaces adjacentes les unes aux autres ne doivent pas être fixées entre elles, elles doivent être autonomes; 	
5	<p>WSxxPMLHRxxxxxx4824</p> <p>Additional note:</p> <ul style="list-style-type: none"> -The work surface is not freestanding. Must be attached to panels -Work surfaces adjacent must not be fixed together. -Grommet required if not in a pre-cut form to accommodate wiring <p>Note additionnelle :</p> <ul style="list-style-type: none"> - La surface de travail n'est pas autostable, elle est fixée à l'écran à l'aide de support - Les surfaces adjacentes les unes aux autres ne doivent pas être fixées entre elles, elles doivent être autonomes; -Passe fils si surface n'est pas pré-couper 	<p>Worksurface, panel mounted :</p> <ul style="list-style-type: none"> - 24 x 48 inches <p>Surface de travail, montée sur cloison :</p> <ul style="list-style-type: none"> - 24 x 48 pces;
6	<p>WSxxGGLHRxxxxxxx5424</p> <p>Additional note: -The work surface is freestanding. For rooms 5-019, 5-025</p> <p>Note additionnelle :</p> <ul style="list-style-type: none"> - La surface de travail est auto stable. Pour salle 5-019,5-025 	<p>Work surface 24x54 with full gable end and modesty</p> <p>Surface de travail 24x54 avec 2 pleins panneaux et 1 panneau de fonds</p>
7	<p>FSCAEA4824</p> <p>Additional note: -Grommet required if not in a pre-cut form to accommodate wiring</p> <p>Note additionnelle: -Passe fils si surface n'est pas pré-couper</p>	<p>Electrically assisted sit and stand work surface 24x48 with range from 25" to 50" (635mm to 1270mm)</p> <p>Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout électrique 24x48. Avec gamme entre 25" et 50" (635mm à 1270mm)</p>

4) Panel Matrix

Panel Matrix

Type A

<i>Frosted glass/ Vitre givré</i>	<i>Frosted glass/ Vitre givré</i>
<i>Fabric/Tissu</i>	<i>Fabric/Tissu</i>
<i>Cut-out(s) for power and data in raceway/ Cavité(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>	<i>Cut-out(s) for power and data in raceway/ Cavité(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>

Side 1

Side 2

Frosted glass/ Vitre givré approx. 15" high/de haut

Fabric/Tissu approx. 35" high/de haut

Raceway/Moulure approx. 4" high/ de haut

-Data and power infrastructure must remain accessible without the need to remove work surface to access/ Infrastructure télécommunication et électrique doivent être accessibles sans le besoin de retirer les surfaces de travail.

Type B

<i>Fabric/Tissu</i>	<i>Fabric/Tissu</i>
<i>Cut-out(s) for power and data in raceway/ Cavité(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>	<i>Cut-out(s) for power and data in raceway/ Cavité(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>

Side 1

Side 2

Fabric/Tissu approx.50" high/de haut
Raceway/Moulure approx.4" high/ de haut

- Data and power infrastructure must remain accessible without the need to remove work surface to access/ Infrastructure télécommunication et électrique doivent être accessible sans le besoin de retirer les surfaces de travail.

Type C

<i>Open frame/cadre ouvert</i>	<i>Open frame/cadre ouvert</i>
<i>Cut-out(s) for power and data in raceway/ Cavitée(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>	<i>Cut-out(s) for power and data in raceway/ Cavitée(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>

Side 1

Side 2

Open frame.32" high/de haut
Raceway/Moulure approx.4" high/ de haut

Data and power infrastructure must remain accessible without the need to remove work surface to access/ Infrastructure télécommunication et électrique doivent être accessible sans le besoin de retirer les surfaces de travail.

Type D

<i>Writable-whiteboard glass/ Vitre inscriptible-tableau blanc</i>	<i>Writable-whiteboard glass/ Vitre inscriptible-tableau blanc</i>
<i>Fabric/Tissu</i>	<i>Fabric/Tissu</i>
<i>Cut-out(s) for power and data in raceway/ Cavitée(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>	<i>Cut-out(s) for power and data in raceway/ Cavitée(s) fini(s) pour l'insertion de prise(s) électrique(s) dans une moulure</i>

Side 1

Side 2

Writable-whiteboard glass/ Vitre inscriptible-tableau blanc approx.15" high/de haut

Fabric/Tissu approx. 35" high/de haut

Raceway/Moulure approx.4" high/ de haut

Data and power infrastructure must remain accessible without the need to remove work surface to access/ Infrastructure télécommunication et électrique doivent être accessible sans le besoin de retirer les surfaces de travail.