

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.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
ISED / ISDE #186541	

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

Date of Solicitation – Date de la demande

October 12, 2017 / le 12 octobre 2017

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) indiqué(s). 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 : _____

Annex E - Standard RFB

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? 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 and 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:	
Identified User's (IU) Department/Agency/Crown Corporation: 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. October 23rd, 2017 b. 2:00 P.M.
- To physical location (if applicable)	
- To e-mail address (if applicable)	Innovation, Science and Economic Development Canada Contracts and Materiel Management 235 Queen Street Ottawa, ON K1A 0H5 Attention: Anna MacIntosh Email Address: anna.macintosh@canada.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	<u> 3 </u> 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.	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/> 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: Anna MacIntosh
	Title: Contracts and Procurement Officer
	Department/Agency/Crown Corporation: Innovation, Science and Economic Development Canada
	Address: 235 Queen Street, 2 nd Floor-East Tower, Ottawa, ON K1A 0H5
	Telephone No.: 343-291-2926
	Facsimile No.: 613-941-0319
	E-mail address: Anna.macintosh@canada.ca
4.2	Project Authority [To be left blank for RFB. IU to complete only when awarding contract]
	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
	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:
	Address: Innovation, Science and Economic Development (ISED) BOPP Accounts Payable/Receivables 235 Queen Street, 238B Ottawa, ON K1A 0H5 Att: Rock Gagnon
7.	Defence Contract. This clause applies if the box below is checked.
	<input type="checkbox"/> The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.

**ANNEX A-1
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following category (ies) of work

- a. Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products

RULE: Category 1 and 2

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

- Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- c. 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 forming part of an existing inventory. 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) _____ at article 3 of this Annex is _____.

- Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- d. Category 4 – Wood Veneer – Freestanding Products

- Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- e. Category 5 – Ancillary and Lighting Products

- Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- f. Category 6 - Support Space – Collaborative Furniture

RULE 1: Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

RULE 2: Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product/series.

Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

g. 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 – Category(ies) ____.

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) **1 and 2**.

Floor plan(s) are used for information purposes

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: _____ *(to be completed by IU at contract award)*

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: 1 and 2

Table 1 – Product

Scenario B: Refer to Annex C for floor plan.

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	Innovation, Science and Economic Development (ISED) CD Howe Building, 235 Queen Street, Ottawa Ontario Floor C3	2017-12-04	Outside 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.				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	Innovation, Science and Economic Development (ISED) CD Howe Building, 235 Queen Street, Ottawa Ontario Floor C3	2017-12-05	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:		\$

Table 4 – Optional Product**Table 5 – Optional Delivery****Table 6 – Optional Installation****Table 7 – Product Related Services****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 ten 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	Innovation, Science and Economic Development (ISED)
B	Dock	N/A
C	Lift	RAMP
D	Door	78" HIGH x 38" WIDE
2.2	Freight Elevator	AVAILABLE
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) or Annex C Total	\$
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	NSA Total (if applicable)	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

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 A-2
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following category (ies) of work

- a. Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products

RULE: Category 1 and 2

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

- Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- c. 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 forming part of an existing inventory. 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) 3 and 4 at article 3 of this Annex is 51".

- Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- d. Category 4 – Wood Veneer – Freestanding Products

- Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- e. Category 5 – Ancillary and Lighting Products
 Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB
 (approval by AB required before adding to requirement)

- f. Category 6 - Support Space – Collaborative Furniture

RULE 1: Category 6 can be further subdivided by space or like item in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like items are defined as products with similar design and construction.

RULE 2: Clients may exercise an option to upgrade products up to 15% of the Category 6 product total before applicable taxes after contract award for Category 6 products.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded in Category 6, Annex A. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 15% of Category 6 Product Total of Table 9 at Article 1. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product/series.

- Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB
 (approval by AB required before adding to requirement)

- g. 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 – Category(ies) 3

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) _____:

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 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 unit Price \$	Extended Total [Qty x Price] \$
1	PEDSFSD24xxBBFxxxxx	Pedestal, Freestanding, depth 610mm worksurface, Box,Box, File	33			
2	PEDSFSD24xxBFxxxxx	Pedestal, Freestanding, depth 610mm worksurface, Box , File	7			
3	PSTxW2FCxxx2424Lxxx	Personal storage towers, wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock, 24in x24in, Left	81			
4	PSTxW2FCxxx2424Rxxx	Personal storage towers, wardrobe one side, 2 file drawers at bottom and closed cupboard above, with lock, 24in x24in, Right	78			
**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	Innovation, Science and Economic Development (ISED) CD Howe Building, 235 Queen Street, Ottawa Ontario Floor C3	2017-12-04	Outside 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.				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	Innovation, Science and Economic Development (ISED) CD Howe Building, 235 Queen Street, Ottawa Ontario Floor C3	2017-12-05	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:		\$

Table 4 – Optional Product**Table 5 – Optional Delivery****Table 6 – Optional Installation****Table 7 – Product Related Services****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 ten 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	Innovation, Science and Economic Development (ISED)
B	Dock	N/A
C	Lift	RAMP
D	Door	78" HIGH x 38" WIDE
2.2	Freight Elevator	AVAILABLE
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) or Annex C Total	\$
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	NSA Total (if applicable)	\$
9	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
10	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7+8+9):	\$\$
11	Applicable Tax(es):	\$
12	Total Estimated Cost (10+11):	\$

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 RFB #186541
Security Classification / Classification de sécurité

**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	ISED / ISDE	2. Branch or Directorate / Direction générale ou Direction Facilities Management / Gestion des installations
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 & Installation of workstations on C3 / Livraison & installation pour les stations de travail au C3		
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? (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 / Non <input type="checkbox"/> Yes / 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 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		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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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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 checked="" 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

TBS/SCT 350-103(2004/12)

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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 / Asses / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION**13. Organization Project Authority / Chargé de projet de l'organisme**

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

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

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

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	
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 moulées)		Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

ANNEX C FLOOR PLAN(s)

Instructions to Bidder(s):

For scenario B procurements Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- 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:

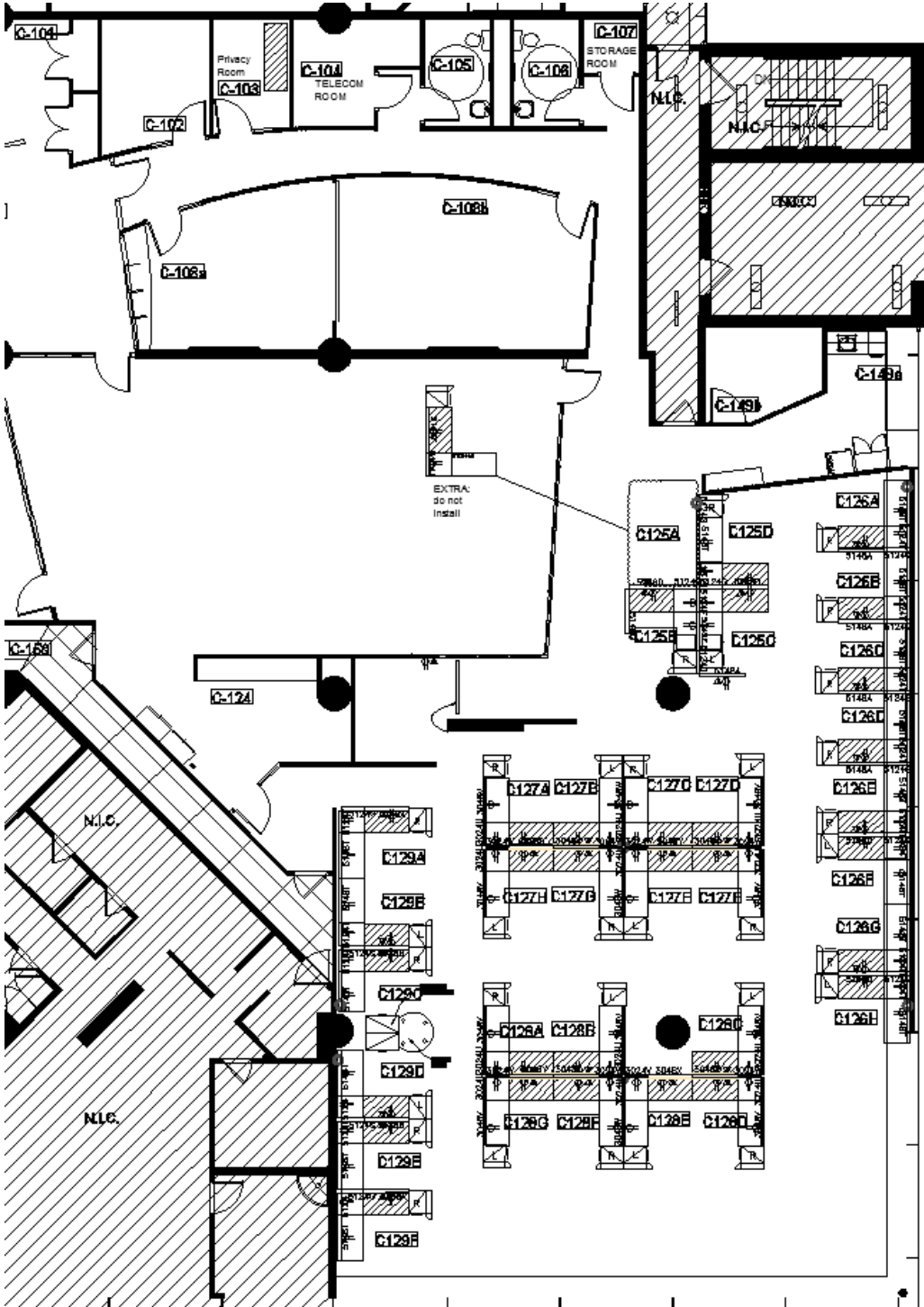
- Supplier part numbers;
- brief product descriptions;
- quantities;
- firm unit prices.

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 or workstation layouts stipulated at Annex C.

***At contract award, “By submitting a bid, the Bidder...” becomes “The Contractor...”.**

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

Please refer to zip file for CAD drawing



Legend/ Légende

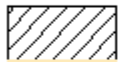
Storage Products ,Personal Storage Tower. Freestanding , Laminate
Wardrobe Right ,File - File, Closed -Drawer, 54in high, 24inx24in/
Produits de rangement, Armoire de rangement personnel,
Autostables, Strati  , Penderie droite, Ferm   - tiroir, 54po de
hauteur, 24px24po



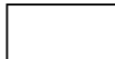
Storage Products ,Personal Storage Tower. Freestanding , Laminate
Wardrobe Left ,File - File, Closed -Drawer, 54in high, 24inx24in /
Produits de rangement, Armoire de rangement personnel,
Autostables, Strati  , Penderie gauche, Ferm   - tiroir, 54po de
hauteur, 24px24po



Electrically assisted Sit/Stand Range Height
Adjustable Work Surface / Surface de travail   
hauteur d'une plage de hauteurs en position
assise ou debout    commande   lectrique



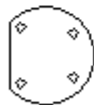
Electrically assisted Sit/Stand Range Height
Adjustable Work Surface with Accessories,
Privacy Screen, Work surface Mounted, Frosted.
15" high / Surface de travail    hauteur d'une
plage de hauteurs en position assise ou debout   
commande   lectrique avec accessoires,
panneaux d'itimit  , mont   sur surface de travail,
givr  , 15" de haut.



Work Surfaces Panel mounted / Surfaces de
travail Mont   sur cloison



Metal Filing and Storage, Locking Lateral Filing
Cabinet, Two drawers with cushion top, 18in x 30in /
Classeurs et armoires de rangement de m  tal,
classeurs lat  raux    serrure, deux tiroirs avec dessus
coussin  , 18po x 30po



Laminate Table on casters.



Power pole hardwire ceiling fed/ Pole   lectrique
aliment  e du plafond



Electrical outlet triplex or duplex/ Prise   lectrique
duplex ou triplex



Data outlet (1 data, 1 auxiliary)/ Prise voix/r  seau
(1 r  seau, 1 auxiliaire (data))

2) Product Descriptions

- a. Panel height: Seated Privacy Add-on Height and Base Height (please refer to panel Matrix in section 4)
- b. Type of power feeds: must be ceiling feeds (power poles).
- c. Powered outlets are below worksurface.
- d. All 42" and 48" worksurfaces must have one centered grommet or scallop.
- e. Electrical sit and stand must offer extended range height up to at least 48" high.

3) Product Configurations

#	GoCUID	Description of Product
1	ACPRPMAFxxxxxxx0624xx (x20)	Accessories, Privacy screen, Panel Mounted, Frosted, 6in x 24in
2	ACPRPMAFxxxxxxx0660xx (x12)	Accessories, Privacy screen, Panel Mounted, Frosted, 6in x 60in
3	ACPRSMAFxxxxxxx1548xx (x15)	Accessories, Privacy screen, Worksurface Mounted, Frosted, 15in x 48in
4	SPLFxxFAxxxxxCSxx3018 (x2)	Storage Product, two Drawer Lateral Filing Cabinet, Fabric, Cushion Seat, 30"x18"
5	WSxxPMLHRxxxxxxx2424 (x33)	Worksurfaces, Panel Mounted, High Pressure Laminate, Rectangular, 24"x24"
6	WSxxPMLHRxxxxxxx4224 (x3)	Worksurfaces, Panel Mounted, High Pressure Laminate, Rectangular, 42"x24"
7	WSxxPMLHRxxxxxxx4824 (x30)	Worksurfaces, Panel Mounted, High Pressure Laminate, Rectangular, 48"x24"
8	SPPTFSLxxLWFFCD542424 (x13)	Storage Product, Personal Storage Tower, Freestanding, Laminate, Wardrobe Left, File File, Closed Drawer, 54"h x24"w x24"d
9	SPPTFSLxxRWFFCD542424 (x19)	Storage Product, Personal Storage Tower, Freestanding, Laminate, Wardrobe Right, File File, Closed Drawer, 54"h x24"w x24"d
10	FSCAEA4824 (x33)	Sit/Stand Range Height Adjustable work surfaces, Electrically assisted, 48" x 24"

4) Panel Matrix

a. Panel Matrix

SEATED PRIVACY HEIGHT ADD-ON / PANNEAU ADDITIONNEL POUR INTIMITÉ EN POSITION ASSISE (51")
Powered outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail

PANEL MATRIX A:
MATRICE DU PANNEAU A:

Upper Panel 1 / Réseau supérieur 1 Fabric / Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX D:
MATRICE DU PANNEAU D:

Upper Panel 1 / Réseau supérieur 1 Fabric / Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Lower Panel 2 / Réseau inférieur 2 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu

PANEL MATRIX F:
MATRICE DU PANNEAU F:

Upper Panel 1 / Réseau supérieur 1 Accessory Rail / Rail d'accessoires	Upper Panel 2 / Réseau supérieur 2 Accessory Rail / Rail d'accessoires
Lower Panel 1 / Réseau inférieur 1 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Lower Panel 2 / Réseau inférieur 2 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu

PANEL MATRIX G:
MATRICE DU PANNEAU G:

Upper Panel 1 / Réseau supérieur 1 Fabric / Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX J:
MATRICE DU PANNEAU J:

Upper Panel 1 / Réseau supérieur 1 Accessory Rail / Rail d'accessoires	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX T:
MATRICE DU PANNEAU T:

Upper Panel 1 / Réseau supérieur 1 Accessory Rail / Rail d'accessoires	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

BASE HEIGHT 30" - WITH ACCESSORIES, PRIVACY SCREENS PANEL MOUNTED, FROSTED, 6"H /
HAUTEUR DE BASE 30" - AVEC ASSESSOIRES, PANNEAUX D'INTIMITÉ, MONTÉ SUR CLOISON, GIVRÉ, 6":

PANEL MATRIX U:
MATRICE DU PANNEAU U:

Upper Panel 1 / Réseau supérieur 1 Fabric / Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX V:
MATRICE DU PANNEAU V:

Upper Panel 1 / Réseau supérieur 1 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX W:
MATRICE DU PANNEAU W:

Upper Panel 1 / Réseau supérieur 1 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Upper Panel 2 / Réseau supérieur 2 Control(s) for Power, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

BASE HEIGHT / HAUTEUR DE BASE (30")

PANEL MATRIX X:
MATRICE DU PANNEAU X:

Upper Panel 1 / Réseau supérieur 1 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Upper Panel 2 / Réseau supérieur 2 Fabric / Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

PANEL MATRIX Y:
MATRICE DU PANNEAU Y:

Upper Panel 1 / Réseau supérieur 1 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu	Upper Panel 2 / Réseau supérieur 2 Control(s) for Power & Data, Fabric / Carbone(s) FRAND pour Transmission de puissance et d'informations, Tissu
Lower Panel 1 / Réseau inférieur 1 Fabric / Tissu	Lower Panel 2 / Réseau inférieur 2 Fabric / Tissu

5. Product and Pricing

1	Product Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 1 FOR THE RESPECTIVE CATEGORY
2	Delivery Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 3 FOR THE RESPECTIVE CATEGORY
3	Installation Total	INSERT \$ AT ANNEX A, ARTICLE 3, TABLE 9, LINE 5 FOR THE RESPECTIVE CATEGORY