



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

<p>Immigration and Refugee Board of Canada Jami Sayers, Procurement Officer Procurement.info@irb-cisr.gc.ca (514)496-6671</p>
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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
20171823	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à 2:00 pm 14h00	20171823
on – le January 22, 2017 22 janvier, 2017	

Date of Solicitation – Date de la demande
January 10, 2018
Address inquiries to – Adresser toute demande de renseignement à :
<p>Immigration and Refugee Board of Canada Jami Sayers, Procurement Officer Procurement.info@irb-cisr.gc.ca</p>
Destination
<p>Immigration and Refugee Board of Canada 344 Slater Street, 12th Floor Ottawa, ON K1A 0K1</p>

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 : _____

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 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;
 - b. before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
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;
 - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

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 clausing 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:	Jami Sayers
	Title:	Contracting Authority
	Department/Agency/Crown Corporation:	Immigration and Refugee Board of Canada
	Address:	344 Slater Street, 12th Floor, Ottawa, ON K1A 0K1
	Telephone No.:	514-496-6671
	E-mail address:	Info.procurement@irb-cisr.gc.ca
4.2	Project Authority	
	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: Immigration and Refugee Board of Canada 344 Slater Street, 12 th Floor Ottawa, ON K1A 0K1 Attention: Finance	

ANNEX A
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

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

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

Maximum Height for product #(s) at article 1 is 54”.

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

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 –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

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: 2****Table 1 – Product**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1	FSCAEA4224	Height adjustable table 42" x 24" – Electrically assisted. Height range minimum: 22.75" – 48.75"	23			
2	FSCAEA4824	Height adjustable table 48" x 24" – Electrically assisted. Height range minimum: 22.75" – 48.75"	41			
3	FSCAEA6024	Height adjustable table 60" x 24" – Electrically assisted. Height range minimum: 22.75" – 48.75"	61			
**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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-3	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/24	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.				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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-3	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/24	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.				Installation Total:		\$

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 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.</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	Immigration and Refugee Board 344 Slater Street Ottawa, Ontario K1A 0K1
B	Dock	Height limit of 12’3” (3.75 m)
C	Lift	none
D	Door	The freight elevator dimensions are 9.5’ (H) x 7.75’ (W) x 5’ (D) with elevator door width of 41”.
2.2	Freight Elevator	The freight elevator dimensions are 9.5’ (H) x 7.75’ (W) x 5’ (D) with elevator door width of 41”. Located on level P1
2.3	Other (specify, if any)	<p>Delivery To:</p> <p>Immigration and Refugee Board of Canada 344 Slater Street Ottawa, Ontario K1A 0K1</p> <p>Floors: 11, 12, 13 and 14</p>
	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	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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:
	Signature:	Other:

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

Product Category: 3**Table 1 – Product**

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	PSTxW2FCxxx2424Rxxx	Personal Storage Tower-Metal Wardrobe one side, 2 file drawers at bottom and closed cupboard above, with locks. 1372 mm (54”) high. Must have air grid for ventilation.	57			
**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)	Supplier will deliver on the date and at the time below*	Firm Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				Installation Total:		\$

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 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.</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	Immigration and Refugee Board 344 Slater Street Ottawa, Ontario K1A 0K1
B	Dock	Height limit of 12'3" (3.75 m)
C	Lift	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41".
D	Door	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41"
2.2	Freight Elevator	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41". Located on Level P1
2.3	Other (specify, if any)	Delivery To: Immigration and Refugee Board of Canada 344 Slater Street

	Ottawa, Ontario K1A 0K1 Floors: 11, 12, 13 and 14
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	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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:
	Signature:	Other:

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

Product Category: 4**Table 1**

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	SPWA610xxxxMA0914xxxx	Wardrobe, Two doors, a Hanging Rod and a Hat Shelf, 610mm (24 in.) in Depth.	1			
2	MTRTFCxxxxxMA0914xxxx	Meeting tables -Round, Four post legs with casters.	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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				Installation Total:		\$

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 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.</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	Immigration and Refugee Board 344 Slater Street Ottawa, Ontario K1A 0K1
B	Dock	Height limit of 12'3" (3.75 m)
C	Lift	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41".
D	Door	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41".
2.2	Freight Elevator	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41". Located on Level P1
2.3	Other (specify, if any)	Delivery To: Immigration and Refugee Board of Canada 344 Slater Street Ottawa, Ontario

	K1A 0K1 Floors: 11, 12, 13 and 14
	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	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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:
	Signature:	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 Unit Price \$	Extended Total [Qty x Price] \$
1	MASME	Monitor Arm- Single Monitor, Edge Clamp Mount	5			
2	MADME	Monitor Arm- Dual Monitor, Edge Clamp Mount	29			
**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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1-2	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				Installation Total:		\$

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 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.</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>	
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2.1	Loading Dock/Location	
A	Location	Immigration and Refugee Board 344 Slater Street Ottawa, Ontario K1A 0K1
B	Dock	Height limit of 12'3" (3.75 m)
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2.2	Freight Elevator	The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41". Located on Level P1
2.3	Other (specify, if any)	Delivery To: Immigration and Refugee Board of Canada 344 Slater Street Ottawa, Ontario

	K1A 0K1 Floors: 11, 12, 13 and 14
	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	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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:
	Signature:	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 Unit Price \$	Extended Total [Qty x Price] \$
1	TTPSQPMPNILOSSUEP72x xNILNIL48xx	Table- Four post metal legs with glides 72" Length x 48" Depth	1			

**Must not exceed ceiling unit price in SA.	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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.				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 Lot Price \$	Extended Total (Qty x Firm Unit Price) \$
1	Immigration and Refugee Board 344 Slater Street Ottawa, ON K1A 0K1	2018/03/25	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.	Installation Total:	\$
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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 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.</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	Immigration and Refugee Board 344 Slater Street Ottawa, Ontario K1A 0K1
B	Dock	Height limit of 12'3" (3.75 m)
C	Lift	<u>The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41".</u>
D	Door	<u>The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41".</u>
2.2	Freight Elevator	<u>The freight elevator dimensions are 9.5' (H) x 7.75' (W) x 5' (D) with elevator door width of 41". Located on Level P1</u>
2.3	Other (specify, if any)	Delivery To: Immigration and Refugee Board of Canada 344 Slater Street Ottawa, Ontario K1A 0K1 Floors: 11, 12, 13 and 14
	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	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$

5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4):	\$\$
6	Applicable Tax(es):	\$
7	Total Estimated Cost (5+6):	\$

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:
	Signature:	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.



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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 IRM	
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 Contractor will be providing furniture delivery and installation services for the IRB. Movement through the IRB floors at 344 Slater Street will be required. Access to IRB space will be minimal and only via escort.		
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 checked="" type="checkbox"/> No / Non <input 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 checked="" 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 checked="" 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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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui		
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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? No Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non 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? No Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non 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).