



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

Bid Receiving –
National Defence Headquarters
101 Colonel By Drive
Ottawa ON
K1A 0K2
Attn: Matt Davies, DLP 7-2-1-3
(819) 939-7620
Matt.Davies@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Title/Titre Lab Furniture & Installation	Solicitation No – N° de l'invitation W8486-195093/A
Date of Solicitation – Date de l'invitation 1-June-2018	
Address Enquiries to – Adresser toutes questions à Matt Davies DLP 7-2-1-3 Matt.Davies@forces.gc.ca	
Telephone No. – N° de téléphone 819-939-7620	FAX No – N° de fax
Destination DSEF 3 rd Floor 105 Hotel-de-Ville Gatineau, QC J8X 4H7	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<p>Solicitation Closes – L'invitation prend fin</p> <p>At – à :</p> <p>On - le :</p>
--

Delivery required - Livraison exigée On or before July 27, 2018	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION..... 2

1.1 SECURITY REQUIREMENTS 2

1.2 STATEMENT OF WORK 2

1.3 DEBRIEFINGS..... 2

1.4 TRADE AGREEMENTS..... 2

PART 2 - BIDDER INSTRUCTIONS..... 2

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... 2

2.2 ELECTRONIC SUBMISSION OF BIDS 3

2.3 ENQUIRIES - BID SOLICITATION 3

2.4 APPLICABLE LAWS..... 4

PART 3 - BID PREPARATION INSTRUCTIONS 4

3.1 BID PREPARATION INSTRUCTIONS 4

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 5

4.1 EVALUATION PROCEDURES 5

4.2 BASIS OF SELECTION 5

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 5

5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 5

PART 6 - RESULTING CONTRACT CLAUSES..... 6

6.1 SECURITY REQUIREMENTS 6

6.2 STATEMENT OF WORK 6

6.3 STANDARD CLAUSES AND CONDITIONS..... 6

6.4 DELIVERY DATE..... 7

6.5 AUTHORITIES..... 7

6.6 PAYMENT 8

6.7 INVOICING INSTRUCTIONS 8

6.8 CERTIFICATIONS..... 8

6.9 APPLICABLE LAWS..... 9

6.10 PRIORITY OF DOCUMENTS 9

6.11 DEFENCE CONTRACT 9

6.12 INSURANCE..... 9

6.13 PACKAGING REQUIREMENT 9

ANNEX "A"10

STATEMENT OF WORK..... 10

ANNEX "B"14

SECURITY REQUIREMENTS CHECK LIST..... 14

ANNEX "C" PRICING SCHEDULE17

ANNEX "D" TO PART 3 OF THE - BID SOLICITATION18

ELECTRONIC PAYMENT INSTRUMENTS..... 18

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

The SRCL contains the following security measures: Unscreened personnel will be used for portions of the work. They will be escorted.

1.2 Statement of Work

Refer to Annex "A", Statement of Work.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.

2.1.1 SACC Manual Clauses

Equivalent Products:

- 1) Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a) designates the brand name, model and/or part number of the substitute product;
- 2) Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate sections as follows:

- Section I: Technical Bid (1 soft copy)
- Section II: Financial Bid (1 soft copy)
- Section III: Certifications (1 soft copy)
- Section IV: Additional Information (1 soft copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Bidders may use the Pricing Schedule (Annex C) to indicate their prices. If Bidders choose to use the Pricing Schedule to indicate their prices, Bidders must include the Pricing Schedule in their financial bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at (Ottawa) Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Bids must be submitted in Canadian dollars.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

-
- b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
- 3) In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specification, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within 15 calendar days of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

Equivalent Products and Replacement Part Number from OEM – Samples

- 1) If the Bidder offers an equivalent product or a replacement part number from the OEM, Canada reserves the right to request a sample from the Bidder in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the bid solicitation.
- 2) The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within 15 calendar days from the date of request. The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirement of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Enquiries - Bid Solicitation

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Mandatory Technical Criteria

Bidders must provide the Part Number or equivalent as noted in Annex A – Statement of Work

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at (Ottawa) Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The SRCL contains the following security measures: Unscreened personnel will be used for portions of the work. They will be escorted.

6.2 Statement of Work

The Contractor must provide the items detailed under the "Statement of Work" at Annex "A"

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Delivery Date

All the deliverables must be received on or before July 27, 2018.

6.4.1 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" Ottawa.
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting Michel Salvas at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

105 Hotel-de-Ville
Gatineau, Qué.
Telephone (Work): 819-939-7230
Telephone (Cell): 613-204-9971
E-mail: Michel.Salvas@forces.gc.ca

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Matt Davies
Title: Procurement Officer
Department of National Defence
Directorate: DLP 7-2-1-3
Address: Gatineau, QC

Telephone: 819-939-7620
E-mail address: Matt.Davies@forces.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: Michel Salvas
Title: Technical Authority
Organization: DLCSPM 8-2-2
Address: Gatineau, QC

Telephone: 819-939-7230
E-mail address: Michel.Salvas@forces.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the

Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Method of Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);

6.7 Invoicing Instructions

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

- a. The original and one (1) copy must be forwarded to the consignee
- b. The original and one (1) copy must be forwarded to the following address for certification and payment.
National Defence Headquarters – MGen George R. Pearkes Building
101 Colonel By Drive, Ottawa, ON, K1A 0K2 Att: Matt Davies, DLP 7-2-1-3

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2016-04-04) General Conditions – Goods (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List
- (e) the Contractor's bid dated _____.

6.11 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13 Packaging Requirement

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

SACC Manual clause D2000C (2007-11-30), Markings

SACC Manual clause D2001C (2007-11-30), Labelling

SACC Manual clause D2025C (2017-08-17), Wood Packing Materials

ANNEX "A"

STATEMENT OF WORK

TECHNICAL STATEMENT OF WORK (SOW) FOR THE PROCUREMENT OF DSEF LAB FURNITURE

PURPOSE

This statement of work (SOW) establishes the requirement for Lab Furniture for the DLCSPM Software Engineering Facility (DSEF) managed by Department of National Defence (DND).

SCOPE

The scope of this SOW is to procure, assemble and install the Lab Furniture at 105 Hotel de Ville, Gatineau, Quebec for DND.

BACKGROUND

DND has a need to furnish an area to serve as a lab with sturdy work surfaces where it can operate, assemble and de-assemble laptops, desktops, servers and other electronic devices that needs to be protected from electrostatic discharge.

APPLICABLE DOCUMENTS

The following documents of the exact issue and revision form a part of the SOW to the extent specified herein. In the event of conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW shall apply.

ESD Association Standard ESD-S4.1

DESCRIPTION

The items to be procured are:

- a. Rectangular Work Surface 30" x 96":
 - i. Model: SYMBIOTE-UDR3096 or equivalent
 - ii. Static Dissipative Laminates surface
 - iii. Full-round front edge
 - iv. Light Grey
 - v. Qty: 4
- b. Rectangular Work Surface 30" x 48":
 - i. Model: SYMBIOTE-UDR3048 or equivalent
 - ii. Static Dissipative Laminates surface
 - iii. Full-round front edge
 - iv. Light Grey
 - v. Qty: 4
- c. Corner Work Surface 30" x 48":
 - i. Model: SYMBIOTE-UCDR3048 or equivalent
 - ii. Static Dissipative Laminates surface

-
- iii. Full-round front edge
 - iv. Light Grey
 - v. 48" x 48" corner piece with a cut-out for a 30" wide workbench
 - vi. Qty: 4
 - d. Rectangular Shelves 18" x 48":
 - i. Model: SYMBIOTE-MFS1848 or equivalent
 - ii. Static Dissipative Laminates surface
 - iii. Light Grey
 - iv. Qty: 10
 - e. Corner Shelves 18" x 48":
 - i. Model: SYMBIOTE-CSD1848 or equivalent
 - ii. Static Dissipative Laminates surface
 - iii. Light Grey
 - iv. Qty: 2
 - f. Rectangular Work Top 36" x 72":
 - i. Model: SYMBIOTE-WDR3672 or equivalent
 - ii. Static Dissipative Laminates surface
 - iii. Full-round front and back edge
 - iv. Light Grey
 - v. Qty: 2
 - g. Work Table support with Casters 30" x 72":
 - i. Model: SYMBIOTE-WTPRC3072WGL or equivalent
 - ii. Static Dissipative surface
 - iii. Light Grey
 - iv. Qty: 2
 - h. Monitor Arms Double Elbow:
 - i. Model: SYMBIOTE-FSW1DMBK or equivalent
 - ii. Static Dissipative surface
 - iii. Qty: 12
 - i. Monitor Arms Mounting Rails:
 - i. Model: SYMBIOTE-SRU48 or equivalent
 - ii. Static Dissipative surface
 - iii. Light Grey
 - iv. Qty: 8
 - j. Electrical plug Strip, 15 Amp:
 - i. Model: SYMBIOTE-EPS48 or equivalent
 - ii. Static Dissipative surface
 - iii. Light Grey
 - iv. Qty: 16
 - k. Complete with:
 - i. Legs Support
 - ii. Surface Cantilever Support
 - iii. Panel Connectors
 - iv. Corner Connectors
 - v. Frames, Rails and Support
 - vi. End Cover
 - vii. Mounting and Assembly Hardware

SCOPE OF WORK

The Scope of work is to provide fully assembled work surfaces with shelving, monitor mounts and two (2) tables on wheels to DND as per figure 1 below.

The contractor will provide all the required labour personnel, hardware and accessories to assemble the furniture. The assembled work surfaces and shelves will have open backs and the power strip will be mounted in such a way to provide easy access.

The contractor will provide all require protective equipment and supervision to ensure that the floor and wall surface stay free form damage during the delivery and assembly process.

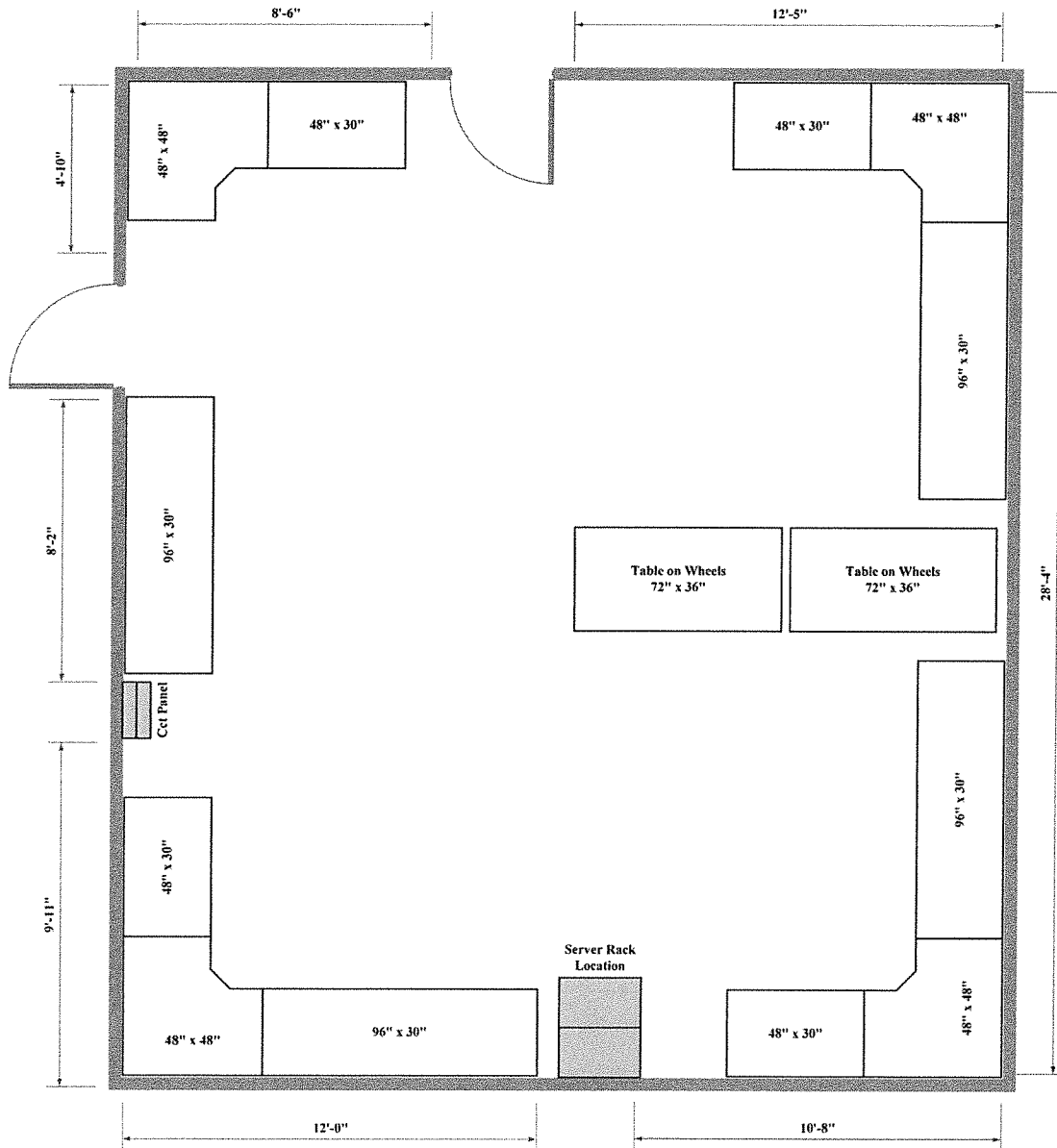


Figure 1

DELIVERY – PREPARATION

Canadian Forces Packaging Specification D-LM-008-036/SF-000, Department of National Defence's Minimum Requirements for Manufacturers' Standard Pack does not apply since the contract includes installation at the location. However, preparation for the delivery must take into account not to damage the items or floor surface of the lab.

QUALITY ASSURANCE PLAN

The Contractor shall establish and maintain a Quality Assurance (QA) Programme that meets the requirements of the following:

QA code C Contractors Quality Assurance plan

SECURITY

The work performed and the documentation prepared by the contractor shall be Unclassified.

TECHNICAL REVIEW MEETINGS

The supplier or the DND Technical Authority may convene Technical Review Meetings to discuss or resolve technical issues as required.

DELIVERIES OF PROCURED EQUIPMENT

On site delivery and assembly at 105 Hotel De Ville, Gatineau is required.

GOVERNMENT FURNISHED EQUIPMENT (GFE)

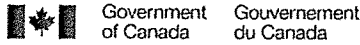
None.

GOVERNMENT SUPPLIED DOCUMENTS

This paragraph is not applicable.

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



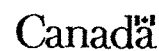
Contract Number / Numéro du contrat W8486-195093
Security Classification / Classification de sécurité UNCLASS

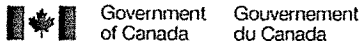
**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	
2. Branch or Directorate / Direction générale ou Direction	DGLEPM/DLCSPM	
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 PIR 817033 – DSEF Lab Furnitures		
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 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"/>	
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASS





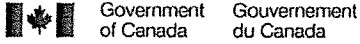
Contract Number / Numéro du contrat W8486-195093
Security Classification / Classification de sécurité UNCLASS

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 Non <input type="checkbox"/> Yes 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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 type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASS





Contract Number / Numéro du contrat W8486-195093
Security Classification / Classification de sécurité UNCLASS

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÉS SECRET	
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "C" PRICING SCHEDULE

Part Number/ Numéro de pièces	Item/ Articles	Description/ Description	Qty	Firm Unit Price, Applicable Tax Excluded	Extended Price, Applicable Tax Excluded	Total Price, Applicable Tax Included
SYMBIOTE- UDR3096 or equivalent	1	Rectangular Work Surface 30" x 96"	4			
SYMBIOTE- UDR3048 or equivalent	2	Rectangular Work Surface 30" x 48"	4			
SYMBIOTE- UCDR3048 or equivalent	3	Corner Work Surface 30" x 48"	4			
SYMBIOTE- MFS1848 or equivalent	4	Rectangular Shelves 18" x 48"	10			
SYMBIOTE- CSD1848 or equivalent	5	Corner Shelves 18" x 48"	2			
SYMBIOTE- WDR3672 or equivalent	6	Rectangular Work Top 36" x 72"	2			
SYMBIOTE- WTPRC3072W GL or equivalent	7	Work Table support with Casters 30" x 72"	2			
SYMBIOTE- FSW1DMBK or equivalent	8	Monitor Arms Double Elbow	12			
SYMBIOTE- SRU48 or equivalent	9	Monitor Arms Mounting Rails	8			
SYMBIOTE- EPS48 or equivalent	10	Electrical plug Strip, 15 Amp	16			
Service	11	Installation of furniture	1 day			
				TOTAL:	\$	\$

ANNEX "D" to PART 3 OF THE - BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);