



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St./11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Workspace CAT 1,2,5 and 6	
<b>Solicitation No. - N° de l'invitation</b> EP916-191891/A	<b>Date</b> 2018-11-09
<b>Client Reference No. - N° de référence du client</b> 20191891	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-981-75800	
<b>File No. - N° de dossier</b> pq981.EP916-191891	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-11-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacIsaac, James	<b>Buyer Id - Id de l'acheteur</b> pq981
<b>Telephone No. - N° de téléphone</b> (819) 639-4357 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

REQUEST FOR BID (RFB)  
LEL – CO-WORKING PROJECT

**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?

**Step 2. ☒ Competitive or ☐ Non-Competitive**

For Competitive Requirements:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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**

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

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**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:**

- Conditions
  - the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex 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.
- For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- The conditions in article 1 above must be met by the Bidder (the checked box applies):
  - ☐ by the closing date of the bid;
  - ☒ 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.
- Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - The Bidder's valid VOS clearance number issued by CISD;
  - 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.

**Bid Evaluation**

*This article is completed if non-Government of Canada personnel will evaluate bids.*

An evaluation team composed of representatives of Canada and \_\_\_\_\_ (name of firm or consultant) will evaluate the bids.

<b>RFB Issued to:</b>	
Supplier Name and Address: (City, Province)	
Contact:	
- Name:	
- Telephone Number:	
- E-mail:	
<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. 23 November, 2018 b. 2:00PM EST
To physical location (if applicable)	PWGSC/TPSGC BID RECEIVING UNIT 11 Laurier Street Place du Portage, Phase III Tower B, Room 0B2 Gatineau, QC K1A 0S5
e-post Connect	<a href="mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca">tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca</a>
<b>RFB Enquiries</b>	
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.	__5__ business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

1.	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	<b>Security Requirement</b> (the checked article applies)	
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.	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input checked="" type="checkbox"/>	<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausling in Annex B herein.
c.		<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	

4.1	<b>Contracting Authority (IU)</b>	
	Name:	James MacIsaac
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	PSPC
	Address:	
	Telephone No.:	819-639-4357
	E-mail address:	<a href="mailto:james.macisaac@tpsgc-pwgsc.gc.ca">james.macisaac@tpsgc-pwgsc.gc.ca</a>
4.2	<b>Project Authority</b> <i>The Project Authority (PA) 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.</i>  <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
5.	<b>Method of Payment</b>	
	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 type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	
	Address:	
7.	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1.

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

1. Category Selection

**Combined Categories Rule:**

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- ☒ **Category 1**
- ☒ **Category 2**
- ☒ **Category 5**

**Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

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. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. 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.

The requirement includes the following category (ies) of work:

- a. Category 1 – Interconnecting Panels and Freestanding Systems

- ☒ Category 1a – Interconnecting Panels (Refer to Annex C)
- ☒ Category 1b – Supporting components and freestanding furniture

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

- b. ☒ Category 2 – Freestanding Height Adjustable Desk / Table Products
- 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 as per 6B. 4.1 of the SA.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

d. ☐ Category 4 – Wood Veneer – Freestanding Products

e. ☒ Category 5 – Ancillary and Lighting Products

f. ☒ Category 6 - Support Space – Collaborative Furniture

**RULE:** 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.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g. ☒ Non-SA Product(s) – Category(ies): 2

## 2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. *(Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)*

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.



**Product Category(ies): 1A, 1B, 2, 5****Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A						
1	Refer to Annex C and Floor Plans.					\$
Category 1B						
2	WSxxPMLHRxxxxxxxx3024	SU-1	6		\$	\$
3	WSxxPMLHRxxxxxxxx4824	SU-2	6			
Category 2						
4	FSCAEA6024	TA-10	1		\$	\$
5	FSCAEA4830	TA-5	6			
6	FSCAEA5430	TA-4	9			
Category 5						
7	MADME	Dual monitor arms, edge clamp MS-A2	6		\$	\$
8	MASME	Single monitor arm-edge clamp MS-A1	8			
9	TLCWS	Task light TL-1	22			
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table.						
The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	NON-SA Product(s)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
10	DESK TOP POWER MODULES w/ 2 POWER DUPLEXES AND 2 USB PORTS – must be installed onto TA-10, TA-5 AND TA-4		22		\$	\$
Add more rows if necessary. **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: Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Outside Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b> **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank) Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time <b>Brian DiCola (PSPC) is responsible for the loading dock operations, if you have any questions or require information, please contact him at; 613-618-1746.</b>				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 Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <i>Add more rows if necessary.</i>				Installation Total:	\$

**Table 4 – Optional Product** ☒ Not Applicable

**Table 5 – Optional Delivery** ☒ Not Applicable

**Table 6 – Optional Installation** ☒ Not Applicable

**Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
<b>2.</b>	<p><b>Canada’s Facilities to Accommodate the Delivery</b></p> <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	<b>Loading Dock/Location</b>	
A	Location	300 Laurier street, Ottawa, Ontario K1A 0S5
B	Dock	Maximum Truck Length during working hours is 35ft, any transport longer than 35 extends in the street and needs to be delivered after normal working hours
C	Lift	YES
D	Door	weight capacity, 1 ton maximum
E	Freight Elevator	Size: width – 12 inches, depth 2 feet
F	Other (specify, if any)	Loading zone as No specific address but its access is from Gloucester ( between O’Connor and Bank) Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time
<b>3.</b>	<b>Continuance of Certifications</b>	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total CAT 1a, 1b, 2, and 5(Canada may complete if not completed by the Bidder)**

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

**Table 9 – Bidder’s Authorized Representative**

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

**Product Category(ies): 6A****Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 6A</b>						
1	SCNCCQPFNLSAWNILNILCC INILNILNILNIL	Kitchenette Chair/Chaise de cuisinette CH-1	3		\$	\$
2	SREFRQPPNILAWANILOBCF FTFNILNILNIL	Lounge Chair/Fauteuil air de repos CH-2	2		\$	\$
3	SCNTDQPMRPFSAWNILNIL CPPSINILNILNIL	Bar Stool/Tabouret de bar ST-1	4		\$	\$
4	TTHBSCYCBPDRSLNILNIL41 4330xxNIL	Bar-Height Kitchenette Table/Table de cuisinette hauteur bar TA-1	2		\$	\$
5	TTDAQPMFBPDRSLNILNIL1 42124xxNIL	Side Table/Table d'appoint TA-2	1		\$	\$
6	TTPSPCBMNILRSSNILNILNIL 30xxNIL	Meeting room tables/Tables pour salles de réunion TA-3	3		\$	\$
**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 Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Outside Normal		\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b></p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p>Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank)</p> <p>Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time</p> <p><b>Brian DiCola (PSPC) is responsible for the loading dock operations, if you have any questions or require information, please contact him at; 613-618-1746.</b></p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <a href="#">Add more rows if necessary.</a>				Installation Total:	\$

**Table 4 – Optional Product** ☒ Not Applicable

**Table 5 – Optional Delivery** ☒ Not Applicable

**Table 6 – Optional Installation** ☒ Not Applicable

**Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	<b>Loading Dock/Location</b>	
A	Location	300 Laurier street, Ottawa, Ontario K1A 0S5
B	Dock	Maximum Truck Length during working hours is 35ft, any transport longer than 35 extends in the street and needs to be delivered after normal working hours
C	Lift	YES
D	Door	weight capacity, 1 ton maximum
E	Freight Elevator	Size: width – 12 inches, depth 2 feet
F	Other (specify, if any)	Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank) Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
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 8 - Bid Evaluation and Contract Total CAT 6A (Canada may complete if not completed by the Bidder)**

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

**Table 9 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

## Product Category(ies): 6B

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 6B</b>						
7	SREFRQPPDPASAWNILOBCF FTFNILNINIL	Lounge Chair/Fauteuil air de repos CH-5	2		\$	\$
8	SCNCCTSBNILAWANILNILRR UTFNINILNINIL	Kitchenette Chair/Chaise de cuisinette CH-3	3		\$	\$
9	SCNTDQPMRPFANILNINIL CCRSINILNINIL	Bar Stool/Tabouret de bar ST-2	4		\$	\$
10	SREBRQPPATWSAWDSTOB ABCTF467243541935	Ganging Banquette Seating/Banquette raccordable LC-1	2		\$	\$
11	TTPSPCBMNILTSSUEP84xxN ILNIL36xx	Meeting room tables/Tables pour salles de réunion TA-8	1		\$	\$
12	TTPCCPLHBDTSSAED96xx3 642NINIL48xx	Kitchenette Table with end gables/Table pour cuisinette TA-11	1		\$	\$
**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 Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Outside Normal		\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b></p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p>Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank)</p> <p>Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time</p> <p><b>Brian DiCola (PSPC) is responsible for the loading dock operations, if you have any questions or require information, please contact him at; 613-618-1746.</b></p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <a href="#">Add more rows if necessary.</a>				Installation Total:	\$

**Table 4 – Optional Product** ☒ Not Applicable

**Table 5 – Optional Delivery** ☒ Not Applicable

**Table 6 – Optional Installation** ☒ Not Applicable

**Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	<b>Loading Dock/Location</b>	
A	Location	300 Laurier street, Ottawa, Ontario K1A 0S5
B	Dock	Maximum Truck Length during working hours is 35ft, any transport longer than 35 extends in the street and needs to be delivered after normal working hours
C	Lift	YES
D	Door	weight capacity, 1 ton maximum
E	Freight Elevator	Size: width – 12 inches, depth 2 feet
F	Other (specify, if any)	Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank) Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
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 8 - Bid Evaluation and Contract Total CAT 6B (Canada may complete if not completed by the Bidder)**

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

**Table 9 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**Product Category(ies): 6C****Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
<b>Category 6C</b>						
13	SREFRQRRPDPADPNILOBCF FTFNILNILNIL	Lounge Chair/Fauteuil air de repos CH-7A	3		\$	\$
14	SREFRQRRPDPAPRNILOBCF FTFNILNILNIL	Lounge Chair/Fauteuil air de repos CH-7B	2		\$	\$
15	TTDAQPMFBPDRSLNILNIL1 42124xxNIL	Side Table/Table d'appoint TA-2	1		\$	\$
16	TTPSPACNIBSSDMQ96xx NILNIL42xx	Meeting room tables/Tables pour salles de réunion TA-6	1		\$	\$
17	TTPSPCBMNILTSSUEP60xxN ILNIL30xx	Meeting room tables/Tables pour salles de réunion TA-9	1		\$	\$
**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 Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Outside Normal		\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // <b>to be coordinated with Project Authority before proceeding with ordering products.</b></p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p> <p>Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank)</p> <p>Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time</p> <p><b>Brian DiCola (PSPC) is responsible for the loading dock operations, if you have any questions or require information, please contact him at; 613-618-1746.</b></p>				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	300 Laurier street, Ottawa, Ontario K1A 0S5	2019/02/11	Normal		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. <a href="#">Add more rows if necessary.</a>				Installation Total:	\$

**Table 4 – Optional Product** ☒ Not Applicable

**Table 5 – Optional Delivery** ☒ Not Applicable

**Table 6 – Optional Installation** ☒ Not Applicable

**Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>	
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.  Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.  The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	<b>Loading Dock/Location</b>	
A	Location	300 Laurier street, Ottawa, Ontario K1A 0S5
B	Dock	Maximum Truck Length during working hours is 35ft, any transport longer than 35 extends in the street and needs to be delivered after normal working hours
C	Lift	YES
D	Door	weight capacity, 1 ton maximum
E	Freight Elevator	Size: width – 12 inches, depth 2 feet
F	Other (specify, if any)	Loading zone as No specific address but its access is from Gloucester ( between O'Connor and Bank) Hours of Operation 6:00 am to 6:00 pm are from and needs to be reserved ahead of time
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.  Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
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 8 - Bid Evaluation and Contract Total CAT 6 C (Canada may complete if not completed by the Bidder)**

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

**Table 9 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B**  
**SECURITY REQUIREMENTS**

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**  
**PWGSC FILE # EP916-191891**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - b) *Industrial Security Manual* (Latest Edition).



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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 du organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPO-PMSL																						
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 Furnish procurement for UEL location																									
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
6. Indicate the type of access required / Indiquer le type d'accès requis																									
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (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) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTEGES et/ou CLASSIFIES? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTEGES et/ou CLASSIFIES n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui																									
6. c) Is this a commercial carrier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui																									
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès																									
<table border="1"> <tr> <td>Canada <input type="checkbox"/></td> <td>NATO / OTAN <input type="checkbox"/></td> <td>Foreign / Étranger <input type="checkbox"/></td> </tr> </table>					Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																		
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7. b) Release restrictions / Restrictions relatives à la diffusion																									
<table border="1"> <tr> <td>No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/></td> <td>All NATO countries Tous les pays de l'OTAN <input type="checkbox"/></td> <td>No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/></td> </tr> <tr> <td>Not releasable À ne pas diffuser <input type="checkbox"/></td> <td>Restricted to / Limité à : <input type="checkbox"/></td> <td>Restricted to / Limité à : <input type="checkbox"/></td> </tr> <tr> <td>Restricted to / Limité à : <input type="checkbox"/></td> <td>Specify country(ies) / Préciser le(s) pays : <input type="text"/></td> <td>Specify country(ies) / Préciser le(s) pays : <input type="text"/></td> </tr> </table>					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"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays : <input type="text"/>	Specify country(ies) / Préciser le(s) pays : <input type="text"/>												
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7. c) Level of information / Niveau d'information																									
<table border="1"> <tr> <td>PROTECTED A PROTÉGÉ A <input type="checkbox"/></td> <td>NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/></td> <td>PROTECTED A PROTÉGÉ A <input type="checkbox"/></td> </tr> <tr> <td>PROTECTED B PROTÉGÉ B <input type="checkbox"/></td> <td>NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/></td> <td>PROTECTED B PROTÉGÉ B <input type="checkbox"/></td> </tr> <tr> <td>PROTECTED C PROTÉGÉ C <input type="checkbox"/></td> <td>NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/></td> <td>PROTECTED C PROTÉGÉ C <input type="checkbox"/></td> </tr> <tr> <td>CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/></td> <td>NATO SECRET NATO SECRET <input type="checkbox"/></td> <td>CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/></td> </tr> <tr> <td>SECRET SECRET <input type="checkbox"/></td> <td>OSMIC TOP SECRET OSMIC TRÈS SECRET <input type="checkbox"/></td> <td>SECRET SECRET <input type="checkbox"/></td> </tr> <tr> <td>TOP SECRET TRÈS SECRET <input type="checkbox"/></td> <td></td> <td>TOP SECRET TRÈS SECRET <input type="checkbox"/></td> </tr> <tr> <td>TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/></td> <td></td> <td>TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/></td> </tr> </table>					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"/>	OSMIC TOP SECRET OSMIC 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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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			INFO				DURSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	INFO REFUSED / INFO REFUSÉES	INFO CONFIDENTIAL / INFO CONFIDENTIAL	INFO SECRET / INFO SECRET	SECRET / TOP SECRET / TRÈS SECRET	CONFIDENTIAL / CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
Information / renseignements														
Personnel / personnel														
IT Media / Support IT														
IT Tools / Outils IT														
IT Services / Services IT														

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

La description du travail visé par le présent L/VERS 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 L/VERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with

attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

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**PART 3 - AUTHORIZATION / PARTIE 3 - AUTORISATION**

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

Name (print) - Nom (en lettres majuscules)

Title - Titre

Signature

Begum, Ismat

Project Manager

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613-948-3053- 066-6075

613-900-0800

Ismat.Begum@pwgc-pwgc.gc.ca

2018/10/09

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

Name (print) - Nom (en lettres majuscules)

Title - Titre

Signature

Lamontagne, Stephen

SO

Digitally signed by  
Lamontagne, Stephen  
Date: 2018.10.11 09:03:45

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613-908-6120

613-948-2331

stephen.lamontagne@pwgc-pwgc.gc.ca

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No

Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres majuscules)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613-908-6120

17. Contracting Security Authority / Autorité contractuelle de sécurité

Name (print)

Andrew Francis

Contract Security Officer, Contract Security Division

Andrew.Francis@pwgc-pwgc.gc.ca

Signature

Francis, Andrew

Digitally signed by  
Francis, Andrew  
Date: 2018.10.11 14:57:30 -0400

Telephone

E-mail address - Adresse courriel

Date

TB9/SC1 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the 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 including NSA products forming part of this category;
    - brief product descriptions;
    - quantities;
    - firm unit prices.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

**Category 1a Requirement:**

**1) Floor Plan(s) – CATEGORY 1A&B, 2 and 5**

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*





A Seated Privacy Add-on   Panneau additionnel pour intimité en position assise		B Seated Privacy Add-on   Panneau additionnel pour intimité en position assise	
Upper Element   élément supérieur 1: Fabric   tissu	Upper Element   élément supérieur 2: Fabric   tissu	Upper Element   élément supérieur 1: Fabric   tissu	Upper Element   élément supérieur 2: Fabric   tissu
Lower Element   élément Inférieur 1: Plastic Laminate   Plastique stratifié	Lower Element   élément Inférieur 2: Plastic Laminate   Plastique stratifié	Lower Element   élément Inférieur 1: Plastic Laminate   Plastique stratifié  Cut-outs for Power below the worksurface   sortie(s) de courant, au-dessous de la surface de travail	Lower Element   élément Inférieur 2: Plastic Laminate   Plastique stratifié
C Seated Privacy Add-on   Panneau additionnel pour intimité en position assise		D Work Surface Privacy Add On / Panneau additionnel pour intimité à la surface de travail	
Upper Element   élément supérieur 1: Fabric   tissu	Upper Element   élément supérieur 2: Fabric   tissu	Upper Element   élément supérieur 1: Fabric   tissu	Upper Element   élément supérieur 2: Fabric   tissu
Lower Element   élément Inférieur 1: Plastic Laminate   Plastique stratifié  Cut-outs for Power below the worksurface   sortie(s) de courant, au-dessous de la surface de travail	Lower Element   élément Inférieur 2: Plastic Laminate   Plastique stratifié  Cut-outs for Power below the worksurface   sortie(s) de courant, au-dessous de la surface de travail	Lower Element   élément Inférieur 1: Plastic Laminate   Plastique stratifié	Lower Element   élément Inférieur 2: Plastic Laminate   Plastique stratifié

#### 4) Workstation Layout

\*\*\*See attached Workstation Layout\*\*\*

WORKSTATION

WS-A7

POSTE DE TRAVAIL

FURNITURE  
LAYOUT

AMÉNAGEMENT DU  
MOBILIER

PANEL LAYOUT

AMÉNAGEMENT  
DES PANNEAUX

Code No. | Description

No. de code

**Category | Catégorie 1A**

P5 Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise  
1372 (54")

Powered outlet(s) Below Work Surface |

Prise(s) électrique(s) au dessous de la surface de travail

Lower Element | élément inférieur 1: Plastic Laminate / Plastique stratifié

Lower Element | élément inférieur 2: Plastic Laminate | Plastique stratifié

Upper Element | élément supérieur 1: Fabric | tissu

Upper Element | élément supérieur 2: Fabric | tissu

P6 Work Surface Privacy Add On / Panneau additionnel pour intimité à la surface de travail  
762 (30")

Non-Powered / Non-électrifié

Lower Element | élément inférieur 1: Plastic Laminate / Plastique stratifié

Lower Element | élément inférieur 2: Plastic Laminate | Plastique stratifié

Upper Element | élément supérieur 1: Fabric | tissu

Upper Element | élément supérieur 2: Fabric | tissu

**Category | Catégorie 2**

TA-4 Sit/Stand Range Height Adjustable Work Surface | Surface de travail à hauteur d'une plage de hauteurs en position assise ou debout  
Electrically assisted / commande électrique  
1372mm (54 in./po) x 762mm (30 in./po)

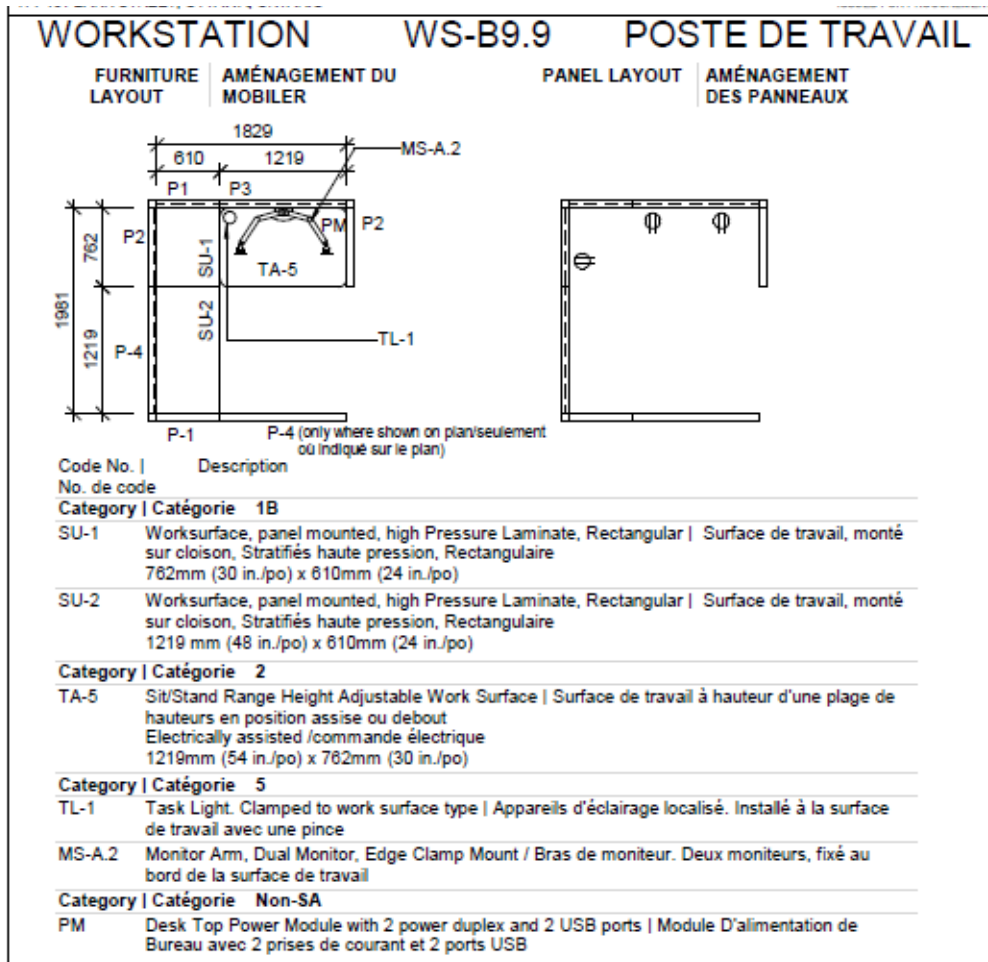
**Category | Catégorie 5**

TL-1 Task Light. Clamped to work surface type | Appareils d'éclairage localisé. Installé à la surface de travail avec une pince

MS-A.1 Monitor Arm, Single Monitor, Edge Clamp Mount / Bras de moniteur. Moniteur unique, fixe au bord de la surface de travail

**Category | Catégorie Non-SA**

PM Desk Top Power Module with 2 power duplex and 2 USB ports | Module D'alimentation de Bureau avec 2 prises de courant et 2 ports USB



#### b. Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

## ANNEX D NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

### 1. Specifications

DESK TOP POWER MODULES – surface clamp connection to be mounted onto category 2 – height adjustable tables and must not interfere with the height adjustability of the table/ must have 2 POWER DUPLEXES AND 2 USB PORTS, must be accessible to the user and must be CERTIFIED TO CSA

### 2. Certification

#### **NSA Product Conformance** *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

---

Supplier's Signature

---

Date

#### **NSA Product Conformance Certification** *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.