

## Annex E - Standard REQUEST FOR BID (RFB)

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Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

**STANDARD REQUEST FOR BID****INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande  ISED-190917	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin :  at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier  ISED-190917
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**Date of Solicitation – Date de la demande**

January 04, 2019

**Address inquiries to – Adresser toute demande de renseignement à :**

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

**Destination**

See Section 2, Annex A.

Voir Section 2, Annexe A.

**Instructions:**

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

**Supplier Name and Address – Nom et adresse du fournisseur**

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

**Name and title of person authorized to sign on behalf of supplier (type or print)**

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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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? No

**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****Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

**Security Requirement:**

1. Conditions
  - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;

- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
- 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.
4. 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.

<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. <b>January 17, 2019</b> b. <b>2:00pm EST</b>
To e-mail address (if applicable)	<a href="mailto:Joanne.Plummer@canada.ca">Joanne.Plummer@canada.ca</a> and CC <a href="mailto:Melyssa.zawadka@Canada.ca">Melyssa.zawadka@Canada.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.	___ 3 ___ business days

**SECTION 2 - RESULTING CONTRACT CLAUSES**

<b>1.</b>	<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.
<b>2.</b>	<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.	<b>X Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<b>There is no security requirement associated with this contract.</b>
<b>3.</b>	<b>Requirement</b>

3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Joanne Plummer
	Title:	Contract and Procurement Officer
	Department/Agency/Crown Corporation:	Innovation, Science and Economic Development Canada
	Address:	235 Queen Street, Ottawa On K1A 0H5
	Telephone No.:	343-291-2022
	E-mail address:	Joanne.Plummer@canada.ca
4.2	<p><b>Project Authority [To be completed at contract award]</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></p> <p><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></p>	
	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.	
<b>5.</b>	<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 checked="" type="checkbox"/>	Multiple Payment
<b>6.</b>	<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: <i>[To be completed at contract award]</i>	
	Address:	
<b>7.</b>	<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 <u><a href="#">Defence Production Act</a></u> , R.S.C. 1985, c. D-1.

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

1. Category Selection

<p><b>Combined Categories Rule:</b></p> <p>For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:</p> <p>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;</p> <p><input checked="" type="checkbox"/> <b>Category 1</b></p> <p><input checked="" type="checkbox"/> <b>Category 2</b></p> <p><input type="checkbox"/> <b>Category 5</b></p>
<p><b>Design Upgrade Rule:</b></p> <p>The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.</p> <p>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.</p> <p>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.</p> <p>Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.</p>

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): 1 & 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**

**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] \$
<b>Category 1A</b>						
	Refer to Annex C and Floor Plans.					\$
<b>Category 1B</b>						
1	ACPSMMxxxxxxxxxxxxxx	Accessories, Paper Sorter, Panel Mounted, Metal 	6		\$	\$
2	ACIOPMMxxxxxxxxxxxxxx	Accessories, In-Out Trays, Panel Mounted, Metal	6		\$	\$

						
3	ACPRPMAFxxxxxxx0924xx	Accessories, Privacy Screens, Panel Mounted, Frosted Height 9" Width 24"	5		\$	\$
4	ACPRPMAFxxxxxxx0936xx	Accessories, Privacy Screens, Panel Mounted, Frosted Height 9" Width 36	3		\$	\$
5	ACPRPMAFxxxxxxx0948xx	Accessories, Privacy Screens, Panel Mounted, Frosted Height 9" Width 48"	5		\$	\$
6	SPPDFSLxxxxBFxxxxx24	Storage Products, Pedestals, Freestanding, Laminate, Box, File  Depth: 24" Width: 15"  <b>NOTE:</b> Product to be compatible with ITEMS # 7, 8, 9, 10, 11, 15, 16 and 17  *To be compatible/ fit Under ITEM # 8  ** See Annex C for reference	14		\$	\$
						
7	SPHxSSLxRDDxxCxxx5412	Storage Products, Hutches, storage Supported, Laminate, Rectangular, Two Hinged Doors, Closed Cupboard  Width: 54" Depth: 12"  <b>NOTE:</b> Product to be compatible with ITEMS # 6, 8, 9, 10, 11, 15, 16 and 17  *To fit on top of ITEM # 8  **See Annex C for reference	14		\$	\$



						
8	WSxxGGLHRxxxxxxxxxx5424	<p>Work Surfaces, 2 Full Gable Ends (w/ modesty), High Pressure Laminate, Rectangular</p> <p>Width: 54"</p> <p>Depth: 24"</p> <p><b>NOTE:</b> Product to be compatible with ITEMS # 6, 7, 9, 10, 11, 15, 16 and 17</p> <p><b>** Partial modesty for access to power and data</b></p> <p><b>*** See Annex C for reference</b></p> 	14		\$	\$
9	MTxxDPLxDxxxxxxxxxx36xx	<p>Meeting Tables, Flat Disc with Single Center Post, Laminate, Round</p> <p>Diameter: 36"</p> <p><b>NOTE:</b> Finishes to be compatible with ITEMS # 6, 7, 8, 10, 11, 15, 16 and 17</p> <p><b>*** See Annex C for reference</b></p> 	13		\$	\$

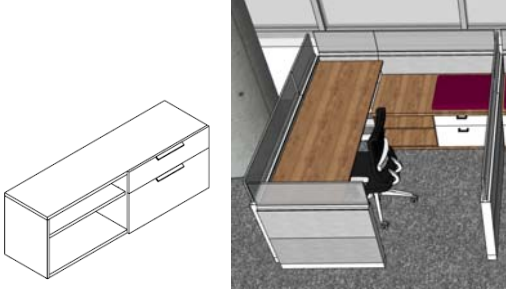
10	SPLSxxFAxxxxxCSxxxxxx	Storage Products, Low Storage - Credenza Unit, Nil, Fabric, Cushion Seat  24"W x 24"D  <b>NOTE: To be installed on top of the NSA ITEMS #12 &amp; 13</b>	3			
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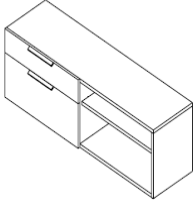

**Category 2**

11	FSCAEA4824	Sit/Stand Range Height Adjustable Work Surfaces, Electrically assisted, 48" width, 24" depth  <b>NOTE:</b>  <b>Must offer extended range (up to at least 48"high)</b>	14		\$	\$
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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] \$
12	<p>Credenza – Right</p> <p>Storage Products, Low Storage, Laminate (dual laminate option), Rectangular, 1 box drawer and 1 File drawer with lock on left side, Open cubby with one adjustable shelf on right side, 48"W x24"D x 22"H</p> <p>Back must be laminate.</p> <p>Credenza must provide support for the panels, (see plan)</p> <p><b>ITEM #10 To be installed on top</b></p>  <p>Note: Tolerance +/- 2"</p>	1		\$	\$
13	<p>Credenza – Left</p> <p>Storage Products, Low Storage, Laminate (dual laminate option), Rectangular, 1 box drawer and 1 File drawer with lock on right side, Open cubby with one adjustable shelf on left side, 48"w x18"d x 22"h</p> <p>Back must be laminate.</p> <p>Credenza must provide support for the panels, (see plan)</p> <p><b>ITEM #10 To be installed on top</b></p>	2		\$	\$

	  <p>Note: Tolerance +/- 2"</p>				
14	Sit/Stand Range Height Adjustable Work Surfaces, Electrically assisted, 72" width, 24" depth Must offer extended range (up to at least 48"high)	3			
15	Storage Products, Wardrobe, Freestanding, Laminate, Two Hinged Doors  Both doors are to be attached together in order to open at the same time. Overall look is to look like one door.  Closed Cupboard  Height: 72" Width: 18" Dept: 24"  <i>* See Annex C for reference</i>	14			
16	Wall panel for overhead cabinets  Laminate  Attach to the rear and under the high secondary desk  With power and data  Accessory rail with light shelf  Wire cover  <i>*** See Annex C for reference</i>	14			
17	Meeting table, Rectangular, Laminate  One recessed box with 4 power and 4 data with a flexible casing  Width : 48"  Length: 96"  Height: 30"  <i>*** See Annex C for reference</i>	1			
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: Normal Business Hours Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
All	Innovation, Science and Economic Development Canada 235 Queen Street Ottawa, On Floor: 2 East – PHASE 2  <i>* Receipt of goods to be confirmed by Project Authority on site for sign-off by March 31<sup>st</sup>, 2019.</i>  <i>**All items are to be stored at supplier's facility until delivery date</i>	TBD  Tentative: September 2019	Normal	(Y) (M) (D)	\$
*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.				Delivery Total:	\$

**Table 3a – 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 \$
All	Innovation, Science and Economic Development Canada 235 Queen Street Ottawa, On Floor: 2 East	TBD  Tentative: September 2019	Normal	(Y) (M) (D)	\$
*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.				Installation Total:	\$

**Table 3b – Storage**

- a) *All items are to be stored at the supplier's facility until delivery dates are scheduled; dates will be confirmed by Project Authority.*
- b) *All items will be scheduled for delivery and installation between April 01, 2019 and September 30, 2019.*

- c) All items are to be received at supplier's facility by March 23<sup>rd</sup>, 2019.  
d) Site verification for receipt of goods to be completed by Project Authority by March 25<sup>th</sup>, 2019.  
e) If required, access to storage will be provided to Project Authority for confirmation of inventory throughout duration of contract.

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Storage Requirement	Storage Start Date:	Storage End Date:		Firm Lot Price \$
All	Storage at supplier's facility required for the time frame indicated	April 01, 2019	TBD  Tentative: September 2019		\$
				Storage 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>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	<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	Loading Dock/Location	
A	Location	235 Queen Street, Ottawa, ON
B	Dock	Yes (240 Sparks Street)
C	Lift	Ramp
D	Door	78"H x 38"W
E	Freight Elevator	Available off loading dock
F	Other (specify, if any)	
<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 (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 3a)	\$
4	<b>Firm</b> Storage Total (Table 3b)	\$
5	<b>Optional</b> Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	N/A
6	<b>Optional</b> Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	N/A
7	<b>Optional</b> Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	N/A
8	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
9	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7)</b> <i>[to be removed at contract award]</i>	\$
10	<b>Contract Price(1+2+3+7):</b> <i>[applicable at contract award only]</i>	\$
11	<b>Applicable Tax(es):</b> <i>[applicable at contract award only]</i>	\$
12	<b>Total Estimated Cost (9+10):</b> <i>[applicable at contract award only]</i>	\$

\* Applicable taxes extra.

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

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:
		PWGSC Security Clearance #
2.	Names of all Installers and movers	
		DOB:
		PWGSC Security Clearance #
		DOB:
		PWGSC Security Clearance #
		DOB:
		PWGSC Security Clearance #
		DOB:
		PWGSC Security Clearance #

**ANNEX B  
SECURITY REQUIREMENTS**

B. The security requirements set out in the attached Security Requirements Check List (SRCL) and in the terms below apply to and form part of the Contract.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	ISED / ISED	2. Branch or Directorate / Direction générale ou Direction CFSB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail DELIVERY AND INSTALLATION OF FURNITURE ON 2E LIVRAISON ET INSTALLATION DE MOBILIER AU 2E ET		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	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:	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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  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<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

Special comments:

Commentaires spéciaux : The person escorting the contractor must have a minimum of secret

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C					
Information / Assocs / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Liaison 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).**



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées) MARIE-PIER NAULT		Title - Titre PLANNING AND COORDINATING OFFICER / AGENT DE PLAN. ET COORDINATION		Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-447-8245	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel marie-pier.nault@canada.ca	Date 20/12/18	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées) Pierre Laurendeau-Fitzpatrick		Title - Titre Security Analyst		Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-314-7382	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel pierre.laurendeau-fitzpatrick@canada.ca	Date 21/12/2018	
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?				
				<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO 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)**

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

**2) Panel Details**

- a. All required panel heights:

Work Surface Privacy Add-on Height – [Panel height: 1067mm (42in.)] which consist of a 36" base with 6" add-on and 9" glass blade - 51" (Total height)

Note: tolerance +/- 1"

- b. When power is required, the power is located below work surface height, unless specified otherwise on the matrices; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed:  
Power pole / ceiling feed  
NOCOM conversion must be included  
Ceiling height is approx. 2616-2667mm (103-105in./po)
- d. All furniture and components are to be stored at the supplier's facility until delivery date.
- e. Floor level issues, more than 1" in some areas; extended glides are required.
- f. All supporting hardware and electrical components must be supplied.

g. Quantity on the plan (Annex C) takes precedent to the quantity listed in table 1.

**3) Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix or Workstation Layout\*\*\*

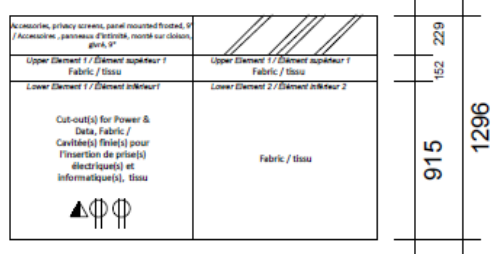
**a. Panel Matrix**

Please note that the letters at the end of the measurements above each panel refers to the Panel Matrix:  
 Example: 4224AF (42 is the height in inches, 24 is the width in inches and AF refers to the Panel Matrix listed below).

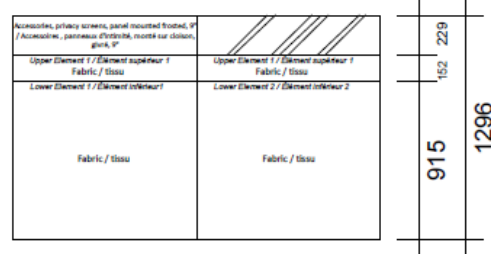
For any types, the panels are powered below the work surface.

**WORK SURFACE PRIVACY ADD ON 42" HEIGHT**

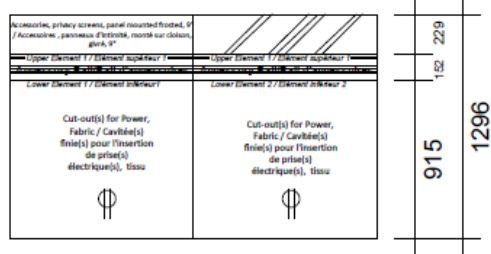
**PANEL MATRIX AE  
 MATRICE DU PANNEAU AE:**



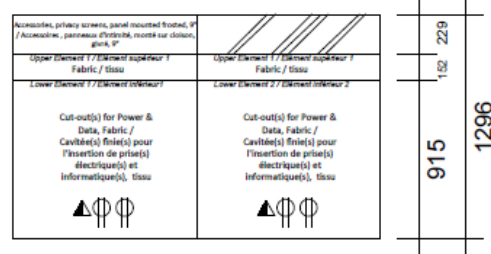
**PANEL MATRIX AF  
 MATRICE DU PANNEAU AF:**



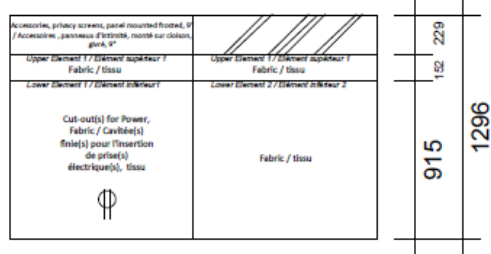
**PANEL MATRIX AH  
 MATRICE DU PANNEAU AH:**



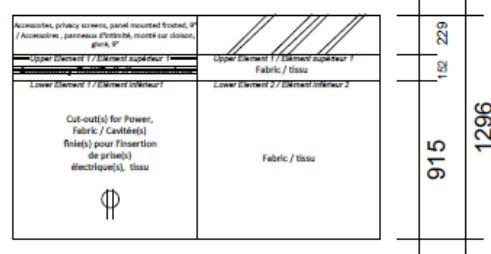
**PANEL MATRIX Ai  
 MATRICE DU PANNEAU Ai:**



**PANEL MATRIX AJ  
 MATRICE DU PANNEAU AJ:**



**PANEL MATRIX AN  
 MATRICE DU PANNEAU AN:**

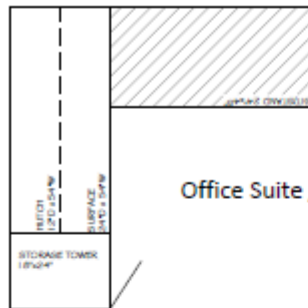


**b. Workstation Layout(s)**

- 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.

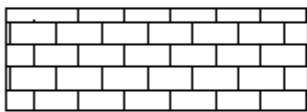
## LEGEND/LÉGENDE



Office Suite / Bureau



Sit/Stand Range Height Adjustable Work Surface 48"/  
Surface de travail à hauteur d'une plage de hauteurs en  
position assise ou debout 48"



Sit/Stand Range Height Adjustable Work Surface 72"/  
Surface de travail à hauteur d'une plage de hauteurs en  
position assise ou debout 72"



Power pole hardwire ceiling fed/  
Pole électrique alimentée du plafond



Electrical outlet triplex or duplex/  
Prise électrique triplex ou duplex



Data outlet (1 data, 1 auxiliary)/  
Prise voix/réseau (1 réseau, 1 auxiliaire (data))



Credenza - Left Storage Products, Low Storage, Laminate (dual laminate option).  
Rectangular, 1 box drawer and 1 File drawer with lock on left side. Open cubby with  
one adjustable shelf on right side, 48"W x24"D x 22"H

Produits de rangement, Rangement bas Stratifié (Option d'avoir deux couleurs de  
stratifié) Rectangulaire, 1 tiroir-boîte et 1 tiroir-filière avec serrure à gauche  
Compartiment ouvert sur la côté droit avec une tablette ajustable 48L"x18"Px22"H



Credenza - Right Storage Products, Low Storage, Laminate (dual laminate option).  
Rectangular, 1 box drawer and 1 File drawer with lock on left side. Open cubby with  
one adjustable shelf on left side, 48"W x24"D x 22"H

Produits de rangement gauche, Rangement bas, Stratifié (Option d'avoir deux  
couleurs de stratifié), Rectangulaire, 1 tiroir-boîte et 1 tiroir-filière avec serrure à  
droite  
Compartiment ouvert sur la côté gauche avec une tablette ajustable 48L"x18"Px22"H



**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**

**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.

Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada

## PURCHASING OFFICE - BUREAU DES ACHATS

**CONTRACT – CONTRAT**

Use "Canada accepts your bid" when you issued an RFB document, with Sections 1 and 2 completed, and the bidder has submitted a bid document.

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Use "You are Requested" when you conducted a verbal solicitation, did not send a RFB document to the bidder with Section 2 completed, and you did not review terms and conditions of Section 2 with the bidder

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

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

Supplier to sign for a "You are Requested" contract only.

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat	
Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)	
Signature	Date

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

PWGSC-TPSGC 9400-4 (11/2008) modified by Furniture Division July 2018

File No. – N° de dossier	
Date of Contract – Date du Contrat	
Contract No. - N° du contrat	Amendment No. - N° de modification
Client Reference No. (optional) - N° du référence du client (facultatif)	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Included Inclus <input type="checkbox"/> Excluded En sus
FOB – FAB	
DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L'original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	