



**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  
L'Esplanade Laurier,  
East Tower 7th Floor  
Tour est 7<sup>e</sup> étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Office Furniture	
<b>Solicitation No. - N° de l'invitation</b> EP076-200030/A	<b>Date</b> 2019-04-18
<b>Client Reference No. - N° de référence du client</b> 20200030	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-994-76934	
<b>File No. - N° de dossier</b> pq994.EP076-200030	<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 2019-05-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Racette(pq994), Christopher	<b>Buyer Id - Id de l'acheteur</b> pq994
<b>Telephone No. - N° de téléphone</b> (819) 664-1606 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 Canada	

**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>

## STANDARD REQUEST FOR BID

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.

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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

### 1. Procurement Strategy

☒ 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.

☒ General

### 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):
  - a. ☐ by the closing date of the bid;
  - b. ☒ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

## Bid Evaluation

An evaluation team composed of representatives of Canada and will evaluate the bids.

<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:	See first page
To physical location (if applicable)	
To e-mail address (if applicable)	
<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

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 clausings 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:	Christopher Racette
	Title:	Supply Specialist
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	140 O'Connor, Ottawa, ON,
	Telephone No.:	819-664-1606
	E-mail address:	Christopher.racette@tpsgc.pwgsc.gc.ca
4.2	<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>  <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 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:	

**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:

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.

- ☒ Category 2 – Freestanding Height Adjustable Desk / Table Products
- ☒ Category 5 – Ancillary and Lighting Products
- ☒ 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.

**Category 6 is subdivided into XXXX (XXXX) sections/groupings.**

- ☒ Non-SA Product(s) – Categories: 1 and 2, and 6

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: 1, 2 & 5

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] \$
Category / Catégorie 1A						
1	Refer to Annex C and Floor Plans. Se référer à l'annexe C et les plans de plancher.					\$
Category / Catégorie 1B						
2	SPPDWLLxxx2Fxxxxxx22	Storage Products / Produits de rangement Pedestals / Caissons Locking Casters / Roulettes blocables Laminate / Stratifié Box, Box File / Deux tiroirs ordinaire et un tiroir classur TAG : PT	144		\$	\$
3	WSxxPMLHTxxxxxx302424	Panel Mounted / Monté sur cloison High Pressure Laminate / Stratifiés haute pression Transitional / Transition TAG: W1	129		\$	\$
4	WSxxPMLHTxxxxxx304824	Panel Mounted / Monté sur cloison High Pressure Laminate / Stratifiés haute pression Transitional / Transition TAG: W2	129		\$	\$
5	WSxxHGLHTxxxxxx302424	1 Half, 1 Full Gable (w/ modesty) / 1 plein et 1 demi panneau et 1 panneau de fond High Pressure Laminate / Stratifiés haute pression Transitional / Transition TAG: W4	15		\$	\$
6	WSxxHGLHTxxxxxx304824	1 Half, 1 Full Gable (w/ modesty) / 1 plein et 1 demi panneau et 1 panneau de fond High Pressure Laminate / Stratifiés haute pression Transitional / Transition TAG: W5	16		\$	\$
Category / Catégorie 2						
8	FSCAEA4830	Sit/Stand Range Height Adjustable Work Surfaces / Surface de travail à hauteur d'une plage de heuteurs en position assise ou debout Electrically assisted / commande électrique TAG : W3	197		\$	\$
Category / Catégorie 5						
9	MADMG	Monitor Arms / Bras de moniteur Dual Monitor, Grommet Mount / Deux moniteurs, à l'intérieur d'un passe-câble TAG : MA	203		\$	\$
10	TLDBT	Task Light / Appareils d'éclairage localise Desk base type / monté sur le piètement TAG : TL	144		\$	\$

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] \$
NSA 1	Desk top power modules w/ 2 power duplexes and 2 USB ports - must be installed onto W3 surfaces. Module d'alimentation sur bureau avec 2 prises de courant duplex et 2 connexion USB doivent être installées sur les surfaces W3. <b>TAG : EL</b>	197		\$	\$
**Must not exceed ceiling unit price in SA.			Product Total		\$

**Table 2 – Delivery** **Product Category: 1, 2 & 5**

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 \$
	IRCC, 3 <sup>rd</sup> & 4 <sup>th</sup> floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4	2019/07/22	Outside Normal  freight elevator is available Monday to friday between 6:00 a.m. and 9:00 a.m. and after 5:00 p.m.. Also available all day on weekend.		\$
*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 3 – Installation** **Product Category: 1, 2 & 5**

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 \$
	IRCC, 3 <sup>rd</sup> & 4 <sup>th</sup> floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4	2019/07/29	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.				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	Loading Dock/Location	
A	Location	<i>IRCC, 3rd &amp; 4th floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4</i>
B	Dock	<i>There is no loading dock, but there is a shipping and receiving area.</i>
C	Lift	<i>N/A</i>
D	Door	<i>13.5 Feet High</i>
E	Freight Elevator	<i>21 Feet Wide</i>
<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) - Product Category: 1, 2 & 5**

1	<b>Firm Product Total (Category 1, 2 &amp; 5)</b>	\$
2	<b>Firm Delivery Total</b>	\$
3	<b>Firm Installation Total</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price*</b>	\$
6	<b>Applicable Tax(es)**</b>	\$
7	<b>Total Estimated Cost</b>	\$

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

\*\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative - Product Category: 1, 2 & 5**

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



**Table 1 – Product Category 6: Tables**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	TTHBPCCRBPDRLNINIL41 4336xxNIL	Bar-Height Kitchenette Table / Table de cuisinette hauteur bar Post legs withround pedestal base with footrest / Pied colonne avec base circulaire et repose-pieds Straight Edge Profile / Bordure à profil droit Round top / Surface ronde Laminate / Stratifié <b>TAG : T1</b>	6			
2	TTCCRLTSBPETSLNIL36xx14 21NIL18xx	Coffee Table / Table à café Mobile / Roulettes Self Edge Profile / Bordure en pareil Rectangular / Rectangulaire Laminate / Stratifié <b>TAG : T2</b>	5			
3	TTPSPCBMNILCSSNIL30xxN LNIL30xx	Meeting room tables / Tables pour salles de réunion Center metal column with metal disk base / pied colonne avec base circulaire en metal Square / Carrée High Pressure Laminate top / Surface stratifié haute pression <b>TAG : T5</b>	10			
4	TTPSPCBMNILCSSPCC48xxN ILNIL48xx	Meeting room tables / Tables pour salles de réunion Center metal column with metal disk base / pied colonne avec base circulaire en metal Square / Carrée High Pressure Laminate top / Surface stratifié haute pression Center grommet / passe-câble centralisé <b>TAG : T4</b>	4			
5	TTPSPCBMNILTSSDMQ96xx NILNIL30xx	Meeting room tables / Tables pour salles de réunion Center metal column with metal disk base / pied colonne avec base circulaire en metal Rectangular / Rectangulaire High Pressure Laminate top / Surface stratifié haute pression Two recessed box with 4 power and 4 data with a flexible casing / Deux module à quatre prises électriques et de données avec gaine souple pour acheminer du plancher aux prises <b>TAG : T3</b>	3			
6	TTSDHSCSPESDSSDMQ66xx NILNIL60xx	Multi-media table with Monitor Support Mount / Table multimedia avec support d'écran attaché Seated Height with cable or wire management / Hauteur en position assise système d'acheminement des cables d'alimentation électrique et donnée For Single Monitors / Pour écran singulier D-shaped top / Surface en forme de D	7			

		High Pressure Laminate top / Surface stratifié haute pression Two recessed box with 4 power and 4 data with a flexible casing / Deux module à quatre prises électriques et de données avec gaine souple pour acheminer du plancher aux prises <b>TAG : MT2</b>				
7	TTSDHSCSPESDSSDMQ78xx NILNIL60xx	Multi-media table with Monitor Support Mount / Table multimedia avec support d'écran attaché Seated Height with cable or wire management / Hauteur en position assise système d'acheminement des cables d'alimentation électrique et donnée For Single Monitors / Pour écran singulier D-shaped top / Surface en forme de D High Pressure Laminate top / Surface stratifié haute pression Two recessed box with 4 power and 4 data with a flexible casing / Deux module à quatre prises électriques et de données avec gaine souple pour acheminer du plancher aux prises <b>TAG : MT1</b>	2			
8	TRFTPCPCNILTSLPCW48xxN ILNIL30xx	Flip-top / Rabattable C legs with glides / Pattes en C avec patins Rectangular / Rectangulaire Laminate / Stratifié With grommet / Avec passe-cable <b>TAG : T6</b>	24			
9	TRFTPCVCNILTSLPCW48xxN ILNIL30xx	Flip-top / Rabattable C legs with lockable caster / Pattes en C avec roulettes verrouillables Rectangular / Rectangulaire Laminate / Stratifié With grommet / Avec passe-cable <b>TAG : T7</b>	28			
				Product Total		\$

**Table 1 – Product Category 6: Seating**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
10	SREFRBPSDPATRNILOMCF FTFNILNILNIL	Lounge Chair / Fauteuil aire de repos Swivel base / Base pivotante Back handle, cup holder and shelft at base / Poignée au dos, porte-gobelet et tablette à base	21			

		Universal Tablet Arm and a 360° turning radius / Avec accoudoir-tablette universel et pivotant sur 360° Metal frame / Ossature en métal Fixed cushions / Coussins fixés Fabric / Tissu <b>TAG : RP</b>			
12	SRETRBPNNILSAWSPROMN ILTFNINIL20xx	Unholstered Stool / Tabouret rembourré Non-Visible Base or Legs / Base pleine ou pieds non-visibles Without arms / Sans accoudoirs Solid Round Seat Shape / Siège plein rond Metal frame / Ossature en métal Fabric / Tissu <b>TAG : OT1</b>	27		
13	SCNTDQPMRPAWANILNIL CPNTFNILNINIL	Bar Stool / Tabouret de bar Four metal Legs / Quatre pieds en metal Footrest / Repose-pieds With arms / Avec accoudoirs Combination of Non-Perforated Molded Plastic or Polyamide and upholstery / Combinaison de plastique et ou en polyamide moulé non perforé et rembourrage Fabric / Tissu <b>TAG : SF</b>	26		
14	SCNTDQPMRPAWANILNIL CPNVINILNINIL	Bar Stool / Tabouret de bar Four metal Legs / Quatre pieds en metal Footrest / Repose-pieds With arms / Avec accoudoirs Combination of Non-Perforated Molded Plastic or Polyamide and upholstery / Combinaison de plastique et ou en polyamide moulé non perforé et rembourrage Vinyl / Vinyle <b>TAG : SV</b>	8		
15	SCNCCQPFNILAWANILNILCP NVINILNINIL	Kitchenette Chair / Chaise de cuisinette Four Legs / Quatre pieds With arms / Avec accoudoirs Combination of Non-Perforated Molded Plastic or Polyamide and upholstery / Combinaison de plastique et ou en polyamide moulé non perforé et rembourrage Vinyl / Vinyle <b>TAG : LS</b>	20		

**Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the total products in category 6. Suppliers must provide a bid on any of the items above in order to submit bids on the below NSA items.**

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		
Seating NON-SA Product(s)		Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
	Focus Pods / Capsule de Concentration Description:				

<ul style="list-style-type: none"><li>- Freestanding unit must include a work surface for a single user and privacy screen(s). / Les unités autoportants doivent inclure une surface de travail pour un utilisateur unique et panneau(x) d'intimité(s).</li><li>- Work surface and privacy screen(s) must be from the same product line. / Surface de travail et panneau(x) d'intimité(s) doivent provenir de la même série de produits.</li><li>- Privacy screen(s) must surround the users on no less than three sides, including both the work surface and the user. / Panneau(x) d'intimité(s) doivent entouré(s) l'utilisateur sur au moins 3 côtés, incluant la surface de travail et l'utilisateur.</li><li>- Seat will be provided separately and does not form part of this specification. / Le siège sera fourni séparément et n'est pas compris dans cette spécification.</li></ul> <p>Dimensions:</p> <ul style="list-style-type: none"><li>- Work surface must be a maximum of 762mm (30 in) with a tolerance of – 76.2mm (-3 in) when measured from the floor to the top of the work surface. / Surface de travail doit être un maximum de 762mm (30 po) avec une tolérance de -76.2mm (-3 po) lorsque la mesure est prise du plancher au-dessus de la surface de travail.</li><li>- Privacy screen(s) height to be a minimum of 1194mm (47 in.) to a maximum of 1549mm (61 in.). / Hauteur de(s) panneau(x) d'intimité(s) doit être minimum 1194mm (47 po) et maximum 1549mm (61 po).</li><li>- Overall diameter footprint of unit to be 1829mm (72 in.) maximum, ±150 mm (6 in.). / Le diamètre de l'empreinte global doit être maximum 1829mm (72 po), ±150mm (6 po).</li></ul> <p>Finishes / Finition:</p> <ul style="list-style-type: none"><li>- Work surface or tablet arm must be painted MDF, or high-pressure laminate. / La surface de travail ou accoudoir-tablette doit être en panneau de fibre de moyenne densité (MDF) peinturé, ou de stratifié haute pression.</li><li>- Privacy screens must be fabric covered, high-pressure laminate, or low-pressure laminate. / Panneaux d'intimités doivent être couvert de tissu, stratifié haute pression, ou stratifié basse pression.</li></ul> <p>Power and Data / Alimentation:</p> <ul style="list-style-type: none"><li>- Must provide one duplex outlet, USB power outlet, or a combination power and USB outlet. / Doit fournir une prise d'alimentation duplex, une prise USB, ou une prise qui combine des deux.</li></ul> <p>Support/Table Bases / Support/Base de table:</p> <ul style="list-style-type: none"><li>- Floor supports must be minimal, no higher than 64 mm (2.5 in.). Corners of panels must be rounded; panels which connect at a square or 90-degree angle are not acceptable. / Supports au plancher doivent être minime, hauteur maximale de 64mm (2.5 po). Le coin des panneaux doivent être arrondis; les panneaux connectés en un carré ou en angle 90 degré ne sont pas acceptable.</li><li>- Supports/legs for the work surface must be formed to the privacy panels and must appear to be supported by the panels, however may be supported on itself. / Supports/pieds pour la surface de travail doivent être incorporés aux panneaux d'intimités et la surface de travail doit apparaître autosupportée par les panneaux, cependant la surface de travail peut être supporté par soi-même.</li></ul> <p><b>TAG : FP</b></p>	24			
		Non SA Product Total	\$	

Table 1 – **Product Category 6: Mix Tables and Seating**

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] \$
11	SRESQDPANILAWANILOMC FFTFNILNINIL	Sofa for two adults / Sofa pour deux adultes Four legs with glides / Quatre pieds avec patins With arms / Avec accoudoirs Metal frame / Ossature en métal Fixed cushions / Coussins fixés Fabric / Tissu <b>TAG : CC</b>  Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.	10			
16	EDRTBARVNILNIDEGNINIL TB48xx51xxNIL	White Board / Tableau blanc With lockable casters / avec roulettes verrouillables Combination of two straight screens to create an L shape-left / Deux écrans droits raccordés pour former un L-gauche White board on both sides / Tableaux blancs sur chaque côté de l'écran <b>TAG : WB</b>	1			
17	SREBRQPPTPASAWDSTOM ABCTF467243541935	Ganging Banquette Seating / Banquette raccordable Four legs with glides for carpets / Quatre pieds avec patins à tapis With Bolster and High Back Add-on Screen / Avec traversing et panneau additionnel pour dossier haut Without arms / Sans accoudoirs Two seat / Deux sièges Metal frame / Ossature en métal With Velcro attachment / Attachés avec des rubans autoagrippants à boucles et à crochets Fabric / Tissu <b>TAG : BQ1</b>	16			
18	SREBRQPPTDHSAWTSTOM ABCTF691343541935	Ganging Banquette Seating / Banquette raccordable Four legs with glides for carpets / Quatre pieds avec patins à tapis With Bolster and High Back Screen with Square corner unit to create an L shape / Avec traversing et dossier haut avec unite de coin en forme de L Without arms / Sans accoudoirs Three seat / Trois sièges Metal frame / Ossature en métal	4			

		With Velcro attachment / Attachés avec des rubans autoagrippants à boucles et à crochets Fabric / Tissu <b>TAG : BQ2</b>  Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.				
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		
Mix Tables and Seating NON-SA Product(s)			Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
NSA 21	(SIMILAR / SIMILAIRE) SRETRBPNNILSAWAFSOMNILTFNILNIL22xx  Unholstered Stool / Tabouret rembourré Non-Visible Base or Legs / Base pleine ou pieds non-visibles Without arms / Sans accoudoirs Other Seat Shape / Autre forme du siège Metal frame / Ossature en métal Fabric / Tissu <b>TAG : OT2</b> <b>Difference / Différence:</b> 6 Pie Shaped Units, can be combined to create 1 large circular ottoman. Refer to plan. / 6 ottomanes en forme de pointe, peuvent être combinés pour créer un grand ottoman en forme de cercle. Voir le plan. Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.		6			
NSA 22	(SIMILAR / SIMILAIRE) SREBMQPPSTDSAWUSOOMABCTF2535NIL1934  Modular Benching Unit / Banquette modulaire Four legs with glides for carpets / Quatre pieds avec patins à tapis Without Square Side Table / Sans table d’appoint carrés Without arms / Sans accoudoirs One seat / Un siège Metal frame / Ossature en métal With Velcro attachment / Attachés avec des rubans autoagrippants à boucles et à crochets Fabric / Tissu <b>TAG : MB1</b> <b>Difference / Différence:</b> Curved seating. Refer to plan. Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Siège courbé. Voir le plan. Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.		2			
NSA 23	(SIMILAR / SIMILAIRE) SREBMQPPSTDSAWTSTOMABCTF6413NIL1934  Modular Benching Unit / Banquette modulaire Four legs with glides for carpets / Quatre pieds avec patins à tapis Without Square Side Table / Sans table d’appoint carrée Without arms / Sans accoudoirs Three seat / Trois sièges		1			

	Metal frame / Ossature en métal With Velcro attachment / Attachés avec des rubans autoagrippants à boucles et à crochets Fabric / Tissu <b>TAG : MB2</b> <b>Difference / Différence:</b> Curved seating. Refer to plan. Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.				
NSA 24	<b>(SIMILAR / SIMILAIRE)</b> SREBMQPPTDISAWTSTOMABCTF6413NIL1934  Modular Benching Unit / Banquette modulaire Four legs with glides for carpets / Quatre pieds avec patins à tapis With Integrated Side Table / Avec table d'appoint intégrée Without arms / Sans accoudoirs Three seat / Trois sièges Metal frame / Ossature en métal With Velcro attachment / Attachés avec des rubans autoagrippants à boucles et à crochets Fabric / Tissu <b>TAG : MB3</b> <b>Difference / Différence:</b> Curved seating. Refer to plan. Items 11, 17, 18, 21, 22, 23, 24 of this list must be from same furniture series. / Siège courbé. Voir le plan. Les items 11, 17, 18, 21, 22, 23, 24 de cette liste doivent être de la même série de meubles.	1			
			Product Total		\$

Table 2 – Delivery **Product Category 6**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item #	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 \$
Product Category 6: Tables	IRCC, 3 <sup>rd</sup> & 4 <sup>th</sup> floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4	2019/07/22	Outside Normal		\$
Product Category 6: Seating			freight elevator is available Monday to friday between 6:00 a.m. and 9:00 a.m. and after 5:00 p.m..		\$
Product Category 6: Mix Tables and Seating			Also available all day on weekend.		\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Delivery Total:	\$

**Table 3 – Installation Product Category 6**

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 \$
Product Category 6: Tables	IRCC, 3 <sup>rd</sup> & 4 <sup>th</sup> floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4	2019/07/29	Normal		\$
Product Category 6: Seating					\$
Product Category 6: Mix Tables and Seating					\$
*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 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 Product Category 6**

<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	Loading Dock/Location	
A	Location	IRCC, 3rd & 4th floors, 250 Tremblay Road, Ottawa, ON, K1G 5P4
B	Dock	No loading dock, but a shipping and receiving area,
C	Lift	N/A
D	Door	13.5 Feet High
E	Freight Elevator	21 Feet Wide freight elevator is available Monday to friday between 6:00 a.m. and 9:00 a.m. and after 5:00 p.m.. Also available all day on weekend.
<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)** **Product Category 6**

<b>Product Total</b>	
Product Category 6: Tables	\$
Product Category 6: Seating	\$
Product Category 6: Mix Tables and Seating	\$
<b>Delivery Total</b>	
Product Category 6: Tables	\$
Product Category 6: Seating	\$
Product Category 6: Mix Tables and Seating	\$
	\$
<b>Installation Total</b>	
Product Category 6: Tables	\$
Product Category 6: Seating	\$
Product Category 6: Mix Tables and Seating	\$
	\$
Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
<b>Total Evaluated (Bid) Price*</b>	\$
<b>Applicable Tax(es)**</b>	\$
<b>Total Estimated Cost</b>	\$

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

\*\* Applicable taxes extra.

**Table 9 – Bidder's Authorized Representative** **Product Category 6**

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 # EP076 20 0030**

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, attached;
  - b) *Industrial Security Manual* (Latest Edition).

[\*See attached PDF SRCL EP076 200030\*](#)

**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:**

[3088\\_Tremblay\\_CAT 1,2,5\\_Plan 3\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 1,2,5\\_Plan 4\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 6\\_Plan 3\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 6\\_Plan 4\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_FurnitureProcurement.dwg](#)

**Panel Details**

- a. All required panel heights: *Seated Privacy Add-on Height*;
- b. When power is required, the power is located *below* work surface height; 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: *Refer to AutoCAD floor plans*.

**2) Panel Matrix or Workstation Layout**

[3088\\_Tremblay\\_CAT 1,2,5\\_Plan 3\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 1,2,5\\_Plan 4\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 6\\_Plan 3\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_CAT 6\\_Plan 4\\_2019-03-29.PDF](#)  
[3088\\_Tremblay\\_FurnitureProcurement.dwg](#)

**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**

Must meet the performance standards as stated in Workspace Supply Arrangement at Annex A.

**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.



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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch	
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 250 Tremblay 3&4 Floor Fit-up				
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 SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
- If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input 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 :

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

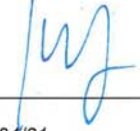
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

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



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Frolov, Kostyantyn	Assistant Project Manager	
Telephone No. - N° de téléphone 819-775-4549	Facsimile No. - N° de télécopieur 819-775-4549	E-mail address - Adresse courriel kostyantyn.frolov@tpsgc-pwgsc.gc.ca
		Date 2019/04/01

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Maheux, Marc	SO	
Telephone No. - N° de téléphone 613-998-5021	Facsimile No. - N° de télécopieur 613-949-2331	E-mail address - Adresse courriel marc.maheux@tpsgc-pwgsc.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

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