



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

Electrical & Electronics Products Division
L'Esplanade Laurier
East Tower, 4th floor,
Ottawa
Ontario
K1A 0S5

Title - Sujet Disintegrator	
Solicitation No. - N° de l'invitation 08324-190081/A	Date 2019-07-30
Client Reference No. - N° de référence du client 20190081	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-313-77535	
File No. - N° de dossier hn313.08324-190081	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-09-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kelly, Ruth	Buyer Id - Id de l'acheteur hn313
Telephone No. - N° de téléphone (873) 354-9895 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	Global Affairs Canada C/O Boyd Commercial Warehousing & Dist Services Limited 2574 Sheffield Rd Ottawa, Ont K1B 3V7	08324	Foreign Affairs, Trade and Development Canada AAC 125 SUSSEX DR. Accounts-Receiveivable.AAC@international.gc.ca OTTAWA Ontario K1A0G2 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Whitaker model 120 Disintegrator OR EQUIVALENT	D - 1	08324	1	Each	\$XXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The contractor must provide the goods in accordance with the technical requirements and in the quantities as stated herein.

1.1.1 Delivery Requirement

Delivery is requested to be completed by December 30, 2019.

1.1.2 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is_____.

1.2 Debriefings

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

1.3 Trade Agreements

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

1.4 epost Connect service

"This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2014-06-26

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer.

PWGSC Bids Receiving Unit
11 Laurier Street, Place du Portage, Phase 3, Core 0B2,
Gatineau, Québec, K1A 0S5
Tel.: 819-420-7201 Fax: 819-997-9776

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.2.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

4.1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance herein (description of items as stated in Annex A);

4.1.2 Financial Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

- Compliance with Pricing Basis;

4.1.2.1 Pricing Basis

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included, as applicable.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of contract award.

5.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

OR

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

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08324-190081

Amd. No. - N° de la modif.
File No. - N° du dossier
hn313.08324-190081

Buyer ID - Id de l'acheteur
hn313
CCC No./N° CCC - FMS No./N° VME

5.2.4 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
Facsimile: _____

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Requirement

The Contractor must provide the goods in accordance with the technical requirements and in the quantities as stated herein.

6.1.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2018-06-21
B7500C	Excess Goods	2006-06-16

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2010A \(2018-06-21\), General Conditions - Goods \(Medium Complexity\)](#), apply to and form part of the [Contract](#).

6.3 Term of Contract

6.3.1 Delivery Date

All the deliverables must be received on or before _____ (*insert the date*).

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Ruth Kelly
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
Building L'Esplanade Laurier, East Tower 140 O'Connor St, 4th floor, Ottawa ON K1A 0R5

Tel: (873)354-9895
E-mail address: ruth.kelly@tpsgc-pwgsc.gc.ca

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

6.4.2 Contractor's Representative

(Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
Facsimile: _____

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in the contract. Customs duties are included and Applicable Taxes are extra.

6.5.2 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.5.3 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
1. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

Global Affairs Canada
125 Sussex Drive - AAC
Ottawa, Ontario
Email: accounts-receivable.acc@international.gc.ca
 - (c) One (1) copy must be forwarded to the Contracting Authority identified under the Section 6.4. Authorities

6.7 Certifications and Additional Information

6.7.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8 Applicable Laws

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

6.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), Goods (Medium Complexity)
- (c) Requirement;
- (d) Annex A – Office Paper Shredder Requirements and Categories
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

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hn313.08324-190081

Buyer ID - Id de l'acheteur
hn313
CCC No./N° CCC - FMS No./N° VME

6.10 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<u>D2000C</u>	Marking	2007-11-30
<u>D2001C</u>	Labelling	2007-11-30

6.11.1 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) Ottawa, Ontario Incoterms 2000 for shipments from a commercial contractor.

Annex A – Office Paper Shredder Requirements and Categories

1. Introduction

This annex describes the approval requirements of the RCMP Destruction Equipment Test Standard for shredders used for the destruction of classified and protected information on paper.

1.1 Definitions

Approved Shredders: paper shredders used to destroy paper documents that have been tested against specific security, safety and performance requirements and listed in the Security Equipment Guide (SEG). Approved equipment listings show the security level for which the equipment has been approved. For paper shredders, security levels are grouped by “Type”.

Chaff: remnants or particles created by the shredding process.

Classified Information: information related to the national interest that may qualify for an exemption or exclusion under the Access to Information Act or Privacy Act, and the compromise of which would reasonably be expected to cause injury to the national interest. Classified information has three levels: Confidential, Secret and Top Secret.

Commercial-off-the-shelf (COTS): equipment that is not RCMP tested or SEG listed.

Sheet Capacity: the maximum (optimal) number of stacked pages of 20 lb bond paper that can simultaneously be fed into the machine without jamming or significantly reducing the feed rate (shredder capacities established by RCMP testing are typically slightly less than manufacturer claims).

Threat and Risk Assessment (TRA): A process that is a part of risk management concerned with defining what requires protection, analyzing and assessing threats, analyzing and assessing risks, and making recommendations for the management of risk.

Throughput Rate: the number of pages (expressed in reams) that can be shredded in one hour when fed into the shredder at the established maximum capacity.

Bulk Shredding: the term applies to office paper shredders and means the destruction of a “significant amount” (intentionally undefined) of material in a single session as part of a departmental or building collection and destruction program using equipment with a throughput of at least 15 reams per hour.

Protected Information: information of non-national interest. Protected information has three levels: Protected A, Protected B and Protected C. Note: Protected B roughly corresponds to the general public use of the term “confidential” (the term confidential in Government of Canada usage is the lowest of three national security classifications). **Ream:** one ream equals 500 sheets of paper 8½" X 11½" letter size, 20 lb bond. Used to describe “throughput ratings.”

Security Classification: the highest level of information for which the equipment is approved.

Test Authority: The RCMP is the Test Authority for information destruction equipment (shredders).

Type: an application grouping term (category) used for paper shredders. “Type” categories apply only to paper shredders and incorporate predefined security levels for each “Type”.

2. Performance

2.1 Purpose

The RCMP Destruction Equipment Test Standard specifies the necessary degree of destruction of information-bearing media such that the remaining particles can be disposed of as unclassified waste. Security standards include criteria directly affecting the performance of equipment or procedures used to accomplish the destruction.

2.2 Application

All ratings and requirements are based upon a consideration of the potential injury for classified and protected information. The ratings and requirements also consider the adversary and the adversary's motivation, capabilities and resources.

All approved shredders are approved for a specified media and security level. "Type" categories apply only to paper shredders and incorporate predefined security levels for each "Type".

All approved destruction equipment may be used for the destruction of information at a lower classification and this practice is encouraged as a means of further safeguarding sensitive information by "diluting" the residue.

The Test Authority is the RCMP. The Test Authority has the final authority to interpret test results and rule on equipment compliance with the intent, as well as individual requirements of the RCMP Destruction Standard.

2.3 Categories Used to Describe Destruction Processes and Equipment

There are three main categories used to describe the destruction process and equipment:

Method is the category used to define the mechanism of destruction. Shredding: paper shredders are rated by the particle (chaff) size

Media is the category used to define the material that is being destroyed (e.g. Paper). Methods approved for one medium are not necessarily approved for another. Methods approved for more than one medium are not necessarily approved to the same security classification for each medium due to technological differences that affect the threat. The requirements for office paper shredders are based upon textual information on letter size (8½" X 11½"), standard weight, 20 lb (75 kg/m²) bond paper.

Security Classification is the category indicating the highest acceptable security classification for the information contained on, in or integral to the medium being destroyed by the specified method. The Security Classification is the approved level for which the equipment is approved to destroy the specified media. For paper, the security classification is indicated by the shredder "Type":

a) Type II

Paper shredders that are approved for the destruction of information on paper that is classified Top Secret, Secret or Protected C under normal threat and risk conditions in Canada. Type II shredders are approved for information that is 12 point font or larger. Smaller font should be destroyed by Type II (level 6) shredders.

Type II (Level 6) - This is a more secure sub-category of Type II shredder. Type II (Level 6) shredders are approved for information smaller than 12 point font and where a TRA recommends a higher degree of security (eg: outside Canada).

DIN levels - Many shredders are manufactured in Germany, which uses a DIN standard with numerical security ratings. While the Type II (level 6) particle size corresponds to the DIN level 6 (and to the NSA high security shredder standard), all shredders must pass RCMP testing for SEG listing. In addition, only shredders that are sold and serviced by an authorized Canadian distributor providing dedicated service to the federal government qualify for listing in the SEG.

2.4 Paper Shredder Particle (Chaff) Size Requirements

SHREDDER TYPE	CHAFF SIZE
Type II (Level 6)	1 mm x 5 mm

2.5 Throughput Ratings for Office Shredders

Paper shredders are classified by "Type" and further differentiated by throughput rate as follows:

2.5.1 Type II (Level 6) - High

High Throughput Rate: equal to or greater than 13 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.

2.6 Additional Accessories/Information

Must come with an automatic oiler

Must be RCMP Approved

20 shredders must be 220V compatible

10 shredders must be 110V compatible

Feed opening must be at least 16 inches