



**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^e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet Furniture - Lockers 235 Queen		
Solicitation No. - N° de l'invitation U6416-208622/A	Date 2019-10-03	
Client Reference No. - N° de référence du client U6416-208622		
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-998-77825		
File No. - N° de dossier pq998.U6416-208622	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-13		Time Zone Fuseau horaire Eastern Standard Time EST
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: Bouvier, Patrick		Buyer Id - Id de l'acheteur pq998
Telephone No. - N° de téléphone (819) 360-2596 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: INNOV, SCI AND ECON DEVT CAN 235 QUEEN ST 2W Corporate Facilities Management OTTAWA Ontario K1A0H5 Canada		

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

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

1.3 Debriefings

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

1.4 Trade Agreements

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

1.5 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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26) Condition of Material – Bid

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.

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

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 (1 hard copy) and 1 soft copy on CD, DVD.

Section II: Financial Bid (1 hard copy) and 1 soft copy on CD, DVD.

Section III: Certifications and Additional Information (1 hard copy) and 1 soft copy on CD, DVD .

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.

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

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 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation

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.

4.2 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.

4.3 Mandatory Technical Criteria

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

- Technical compliance at Annex A;
- Mock up sample required for approval (one typical mock up required) (refer Table 1, Annex A, description under Decal Numbering).

MTC 1.1	The Bidder must certify that all the products offered at Annex A, conform to the specifications and ; To demonstrate MTC 1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 – Certifications of this solicitation.
MTC 1.2	The Bidder's proposed product must meet the dimensions at Annex A. To demonstrate compliance with MTC1.2, the bidder must submit a drawing and/or picture in hard or soft copy of the proposed product that includes as a minimum: <ul style="list-style-type: none">- Length- Depth- Height range
MTC 1.3	Provide a mock up sample of the decal with the bid, at bid closing.

4.4 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.5 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 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.

Suppliers to fill out Attachment 1 to Part 5 – Integrity

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" 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" list at the time of contract award.

5.2.3 Product Conformance

The Supplier certifies that all the products offered will conform to all specifications of, and meet the testing requirements detailed in Annex A, at bid closing.

Supplier's Signature

Date

5.2.4 Product Compliance Certification

The Supplier warrants that the Product Conformance Certification(s) submitted by the Supplier with its bid is accurate and complete, and that the products provided under any Contract are in accordance with the Supplier's bid and in particular with Annex A.

The Supplier must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Supplier must not, without obtaining the prior written consent of the Contract Authority, 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 Contract Authority access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the Contract Authority 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 Contract Authority 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 or other documentation to substantiate. The Supplier must forward such test pieces, samples and/or documentation to such person or location as the representatives of the Contract Authority specifies.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

Attachment 1 to PART 5 – Integrity

See below



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

List of names for integrity verification form

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:



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Canada

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Services gouvernementaux
Canada

Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

List of names

Name	Title

Declaration

I, (name) _____, (position) _____, of (supplier's name) _____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

- 6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC File No. U6416-208622

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 Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP/ISS/PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, and [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) sections 2010C 16 apply to and form part of the Contract.

Subsection 09 Warranty of 2010A General Conditions - Goods (Medium Complexity) is amended as follows:

Delete: The warranty period will be 12 months
Insert: The warranty period will be 10 years

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received as per scheduled dates in Annex A.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patrick Bouvier
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 140 O'Connor St, Ottawa, ON
Telephone: 819-360-2596
E-mail address: patrick.bouvier@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.

6.5.2 Project Authority *[To be completed upon contract award]*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *[To be completed upon contract award]*

General Enquiries
Name: _____
Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

Contractor's Delivery Follow-up

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

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in Annex A for a cost of \$ _____ insert the amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

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

6.6.4 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.7 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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Project Authority identified under the Section 5. Authorities

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*To be completed upon contract award*)

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010A** (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract and **2010C** (2016-04-04), General Conditions – Services (Medium Complexity) section 2010C 16 apply to and form part of the Contract;
- (c) Annex A, Requirement and Basis of Payment
- (d) Annex B, Floor Plans
- (e) Annex C, Security Requirements Check List (*if applicable*);
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.11 SACC Manual Clauses - Delivery

SACC Manual clause **D9002C**, (2007-11-30) Incomplete Assemblies

6.11.1 Shipping Instructions - Delivery at Destination

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

- (a) Delivered Duty Paid (DDP) **235 Queen Street, Ottawa, Ontario** Incoterms 2000 for shipments from a commercial contractor.

Delivery and Installation is requested to be completed as per scheduled dates in Annex A.

Canada's Facilities to Accommodate the Delivery

*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.
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. 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.*

Loading Dock/Location	
Location	<i>235 Queen St, Ottawa, ON,</i>
Dock	<i>240 Sparks Street</i>
Lift	<i>Ramp</i>
Door	<i>78"H x 38"W</i>
Freight Elevator	<i>Available off loading dock</i>
Other	

6.11.2 Shipping – Scheduling

The Contractor must deliver and install the goods in co-ordination with *Annex A*.

ANNEX A

DELIVERABLE, REQUIREMENT and BASIS of PAYMENT

1. Scope

All products must meet the latest publications and testing requirements below.

The supplier is responsible for supplying all necessary hardware, trim, connectors, supports, components and wall mounts etc. to allow the furniture to be installed.

2. Reference Standards:

- ANSI/BIFMA X5.9 - 2019 Storage Units,

Canadian General Standards Board (CGSB)

- CAN/CGSB Standards: CAN/CGSB-44.227 Free-standing Office Desk Products and Components.

American National Standards Institute (ANSI) / Hardwood Plywood & Veneer Association (HPVA) / National Particleboard Association (NPA):

- ANSI/HPVA HP-1 - American National Standard for Hardwood and Decorative Plywood
- ANSI/NPA A208.1 - Particleboard
- ANSI/NPA A208.2 - Medium Density Fiberboard (MDF) for Interior Applications.

American National Standards Institute (ANSI) / National Electrical Manufacturers Association (NEMA)

- ANSI/NEMA LD 3 - High-Pressure Decorative Laminates (HPDL)

ASTM International (formerly American Society for Testing and Materials)

- ASTM C297/C297M - Standard Test Method for Flatwise Tensile Strength of Sandwich Constructions

Underwriter Laboratory Inc.

- UL 1286-2011, Section 33 Standards for Office Furnishings.

3. Definition

Digital: A locking mechanism without the use of a key, excluding a hasp lock. When a digital lock is specified it must be supplied with:

- Batteries for initial use. If keyless lock is rechargeable, the separate unit for recharging is not required to be supplied.
- Two (2) tools or keys for accessing the battery compartment or charging port when battery fails while in the locked position (if compartment or port is located inside the unit).
- Two (2) master keys or fobs for re-programming user codes.

4. Workmanship

- The finished products must be uniform in quality, style, material, and workmanship and must be clean and free of any defects that may affect appearance, serviceability, or safety. When assembled in any of the manufacturer's recommended configurations, there must be no unfinished edges or surfaces other than stainless steel when viewed in normal-use positions. Metal edges, corners, and parts that may, or will, come in contact with the user must be rounded or covered with protective caps.

Lubricated parts must be protected against accidental contact with the user, the user's clothing, or documents.

- The finished products must be stable: uniform in quality, style, material, and workmanship; and be clean and free of defects that may affect appearance, serviceability, or safety.
- All components must be level and square.
- Exposed joints must be neatly executed, rigid, tight and flush with no tool, machine or cross-sanding marks.
- The factory finish must be smooth and free of snags, runs, orange peel, and overspray.
- Fixed, movable, as well as adjustable parts must be constructed so that they cannot unintentionally become loose or dislodged or cause personal injury.

5. Laminates

All laminates and furniture specified with laminate components must meet the following criteria:

- Must be high-pressure laminate and meet the performance requirements for high-pressure laminate. Low-pressure laminate is acceptable for vertical surfaces, such as support structures, gables, and modesty panels; for interior surfaces such as shelving; as well as for hutches, pedestals, and towers.
- Substrates must be made of particleboard, MDF (medium density fiberboard) or hardwood plywood.
- Laminate finishes must be properly adhered onto a substrate and the under surface must have equally balanced backer.

6. Deliver the Products

- The Supplier, must deliver the products in accordance with the delivery instructions under Part 6 and Table 2 of Annex A.

7. Install the Products

- Notwithstanding General Condition 2010A - Inspection and Acceptance of the Work the following applies:
- The Supplier, as a minimum, must provide all of the services below for the products supplied.
- If requested, move the products to the staging and/or installation site.
- Unpack all pieces and inspect products for shipping damage.
- Install all products in accordance with the manufacturers' specifications.
- Ensure all products function properly and when necessary make minor adjustment/repairs.
- Touch up all minor nicks and scratches on the products that may have occurred during installation.
- Clean the products once installed.
- Clean up the installation site. It must present a neat, orderly and workmanlike appearance at all times. This activity must be accomplished by the removal of scrap material.
- All furniture must be supplied with hardware to complete the installation.

8. Inspect the Products

- Inspection and Post-Installation Deficiency Procedures. The Supplier, must adhere to the following procedures:
- The Supplier must notify the Project Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.
- The Project Authority must arrange for the initial walk-through inspection with the Supplier.
- The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Project Authority.
- the walk-through inspection must take place no later than three business days after the completion of each phase unless an alternative time frame has been confirmed by the Project Authority.
- The Project Authority, in consultation with the Supplier, must prepare the deficiency list documenting all problems in every area.
- The Project Authority must forward the deficiency list to the Supplier.

- Within three business days of receipt of this deficiency list, the Supplier must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Project Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Supplier must submit, to the Project Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Project Authority may request a shorter remedy period and the Supplier may accept, if possible. The Project Authority may, at his/her discretion also accept a longer remedial period.
- The Supplier must notify the Project Authority when all deficiencies have been remedied. If the Project
- Authority is satisfied with the deficiency corrections, the Project Authority must provide the Supplier a final sign-off indicating that the deficiencies have been rectified.

9. Warranty

- Replacement components must be available to replace broken pieces during the warranty period.

10. Deliverable at Bid Closing:

At bid closing, the contractor must provide a sample decal that contains the following information:

Individual numbering installed vertically

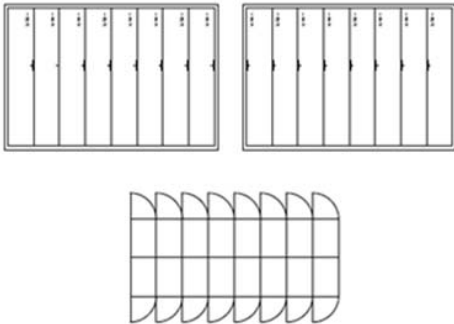
Specifications for the decal:

- See phase and zone for locker numbering below
- Font: Myriad Regular
- Size: 1.5" H (overall height of each individual number)
- Spacing: 0.5" (gap between each number)
- Vinyl Colour: 3M 220 Metallic Slate (220-201)

Once approved by the PA, the contractor must add decal to each locker accordingly.

2. REQUIREMENT AND BASIS OF PAYMENT

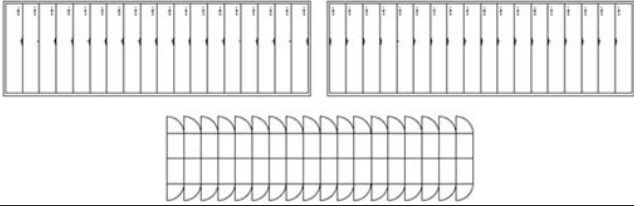
TABLE 1 – Requirement / Specifications

Section A - REQUIREMENT			Section B – SUPPLIER'S BID		
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 1 Phase 1	<u>Zone 1:</u> <ul style="list-style-type: none"> 16 lockers One row of 8 to have hinges on right side One row of 8 to have hinges on left side High-pressure laminate or thermally fused laminate Two colour laminate (one for the frame and one for the door) Adjustable levelers Handle dark grey metallic 4" high Digital lock Inside rod Shelf on top of the rod Removable plastic boot tray to cover entire bottom of lockers Each locker to measure: 72" high x 12" wide x 24" deep 	16			
	<u>Decal numbering (see note article 1.)</u> <ul style="list-style-type: none"> Individual numbering installed vertically From 001 to 016 <p>ZONE 1</p> 				

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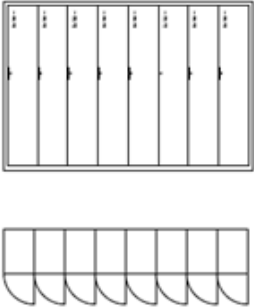
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Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 2 Phase 1	<p><u>Zone 2 :</u></p> <ul style="list-style-type: none">• 36 lockers• One row of 18 to have hinges on right side• One row of 18 to have hinges on left side• High-pressure laminate or thermally fused laminate• Two colour laminate (one for the frame and one for the door)• Adjustable levelers• Handle dark grey metallic 4" high• Digital lock• Inside rod• Shelf on top of the rod• Removable plastic boot tray to cover entire bottom of lockers• Each locker to measure: 72" high x 12" wide x 24" deep <p><u>Decal numbering (see note article 1.)</u></p> <ul style="list-style-type: none">• Individual numbering installed vertically• from 017 to 052 <p>ZONE 2</p> 	36			

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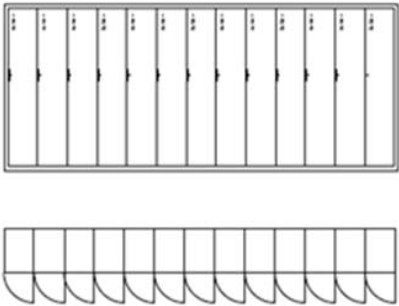
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Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 3 Phase 2	<p><u>Zone 3 :</u></p> <ul style="list-style-type: none"> 8 lockers Hinges on right side High-pressure laminate or thermally fused laminate Two colour laminate (one for the frame and one for the door) Adjustable levelers Handle dark grey metallic 4" high Digital lock Inside rod Shelf on top of the rod Removable plastic boot tray to cover entire bottom of lockers Each locker to measure: 72" high x 12" wide x 24" deep <p>Decal numbering (see note article 1.)</p> <ul style="list-style-type: none"> Individual numbering installed vertically From 053 to 060 <p>ZONE 3</p> 	8			

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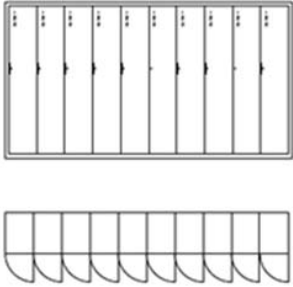
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Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 4 Phase 2	<p><u>Zone 4 :</u></p> <ul style="list-style-type: none"> 13 lockers Hinges on right side High-pressure laminate or thermally fused laminate Two colour laminate (one for the frame and one for the door) Adjustable levelers Handle dark grey metallic 4" high Digital lock Inside rod Shelf on top of the rod Removable plastic boot tray to cover entire bottom of lockers Each locker to measure: 72" high x 12" wide x 24" deep <p><u>Decal numbering (see note article 1.)</u></p> <ul style="list-style-type: none"> Individual numbering installed vertically From 061 to 073 <p>ZONE 4</p> 	13			

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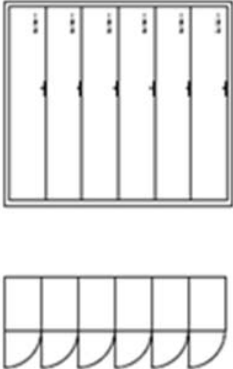
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Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 5 Phase 2	<p>Zone 5 :</p> <ul style="list-style-type: none"> 10 lockers Hinges on right side High-pressure laminate or thermally fused laminate Two colour laminate (one for the frame and one for the door) Adjustable levelers Handle dark grey metallic 4" high Digital lock Inside rod Shelf on top of the rod Removable plastic boot tray to cover entire bottom of lockers Each locker to measure: 72" high x 12" wide x 24" deep <p>Decal numbering (see note article 1.)</p> <ul style="list-style-type: none"> Individual numbering installed vertically From 074 to 083 <p>ZONE 5</p> 	10			

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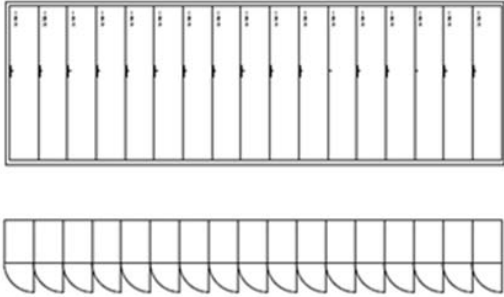
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Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 6 Phase 2	<p>Zone 6 :</p> <ul style="list-style-type: none"> • 6 lockers • Hinges on left side • High-pressure laminate or thermally fused laminate • Two colour laminate (one for the frame and one for the door) • Adjustable levelers • Handle dark grey metallic 4" high • Digital lock • Inside rod • Shelf on top of the rod • Removable plastic boot tray to cover entire bottom of lockers • Each locker to measure: 72" high x 12" wide x 24" deep <p>Decal numbering (see note article 1.)</p> <ul style="list-style-type: none"> • Individual numbering installed vertically From 084 to 089 <p style="text-align: center;">ZONE 6</p> 	6			

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Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 7 Phase 3	<p><u>Zone 7 :</u></p> <ul style="list-style-type: none"> 17 lockers Hinges on right side High-pressure laminate or thermally fused laminate Two colour laminate (one for the frame and one for the door) Adjustable levelers Handle dark grey metallic 4" high Digital lock Inside rod Shelf on top of the rod Removable plastic boot tray to cover entire bottom of lockers Each locker to measure: 72" high x 12" wide x 24" deep <p><u>Decal numbering (see note article 1.)</u></p> <ul style="list-style-type: none"> Individual numbering installed vertically From 090 to 106 <p>ZONE 7</p> 	17			

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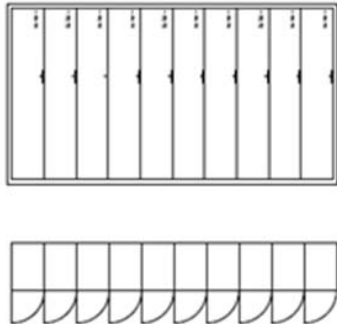
Section A - REQUIREMENT		Section B – SUPPLIER'S BID			
Line Item #	Description / Specifications	Qty	Supplier Part/Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
Zone 8 Phase 3	<p>Zone 8 :</p> <ul style="list-style-type: none">9 lockersHinges on right sideHigh-pressure laminate or thermally fused laminateTwo colour laminate (one for the frame and one for the door)Adjustable levelersHandle dark grey metallic 4" highDigital lockInside rodShelf on top of the rodRemovable plastic boot tray to cover entire bottom of lockersEach locker to measure: 72" high x 12" wide x 24" deep <p>Decal numbering (see note article 1.)</p> <ul style="list-style-type: none">Individual numbering installed vertically From 107 to 115 <p>ZONE 8</p> 	9			
			Subtotal for Requirement:		\$

TABLE 2 – Delivery

Section A - REQUIREMENT				Section B – SUPPLIER'S BID
Line Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD) And Desired Time:	Firm Price \$
Zone 1 Phase 1	235 Queen Street, Ottawa Ontario, 3rd floor East tower	16	2019/11/10 Outside Business Hours (Sunday all day) 8:00 – 17:00 negotiable, up to and no later than phase 2 delivery/installation date (December 8). Phase 1 and Phase 2 would be delivered and installed at the same time.	
Zone 2 Phase 1	235 Queen Street, Ottawa Ontario, 3 rd floor East tower	36	2019/11/10 Outside Business Hours (Sunday all day) 8:00 – 17:00 negotiable, up to and no later than phase 2 delivery/installation date (December 8). Phase 1 and Phase 2 would be delivered and installed at the same time.	
Zone 3 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	8	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 4 Phase 2	235 Queen Street, Ottawa Ontario, 3 rd floor East tower	13	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 5 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	10	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 6 Phase 2	235 Queen Street, Ottawa Ontario, 3 rd floor East tower	6	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 7 Phase 3	235 Queen Street, Ottawa Ontario, 3rd floor East tower	17	2020/01/19 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 8 Phase 3	235 Queen Street, Ottawa Ontario, 3 rd floor East tower	9	2020/01/19 Outside Business Hours (Sunday all day) 8:00 – 17:00	
			Subtotal for Delivery:	\$

TABLE 3 – Installation				
Section A - REQUIREMENT				Section B – SUPPLIER'S BID
Line Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD) Desired Time: *	Firm Price \$
Zone 1 Phase 1	235 Queen Street, Ottawa Ontario, 3rd floor East tower	16	2019/11/10 Outside Business Hours (Sunday all day) 8:00 – 17:00 negotiable, up to and no later than phase 2 delivery/installation date (December 8). Phase 1 and Phase 2 would be delivered and installed at the same time.	
Zone 2 Phase 1	235 Queen Street, Ottawa Ontario, 3rd floor East tower	36	2019/11/10 Outside Business Hours (Sunday all day) 8:00 – 17:00 negotiable, up to and no later than phase 2 delivery/installation date (December 8). Phase 1 and Phase 2 would be delivered and installed at the same time.	
Zone 3 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	8	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 4 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	13	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 5 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	10	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 6 Phase 2	235 Queen Street, Ottawa Ontario, 3rd floor East tower	6	2019/12/08 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 7 Phase 3	235 Queen Street, Ottawa Ontario, 3rd floor East tower	17	2020/01/19 Outside Business Hours (Sunday all day) 8:00 – 17:00	
Zone 8 Phase 3	235 Queen Street, Ottawa Ontario, 3rd floor East tower	9	2020/01/19 Outside Business Hours (Sunday all day) 8:00 – 17:00	
			Subtotal for Installation:	\$

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Table 4 - Contract Total
(Canada may complete if not completed by the Bidder)

TABLE 1 – Requirement / Specifications	\$
TABLE 2 – Delivery	\$
TABLE 3 – Installation	\$
Total Evaluated (Bid) Price	\$
Applicable Tax(es):	\$
Estimated Total Contract Amount	\$

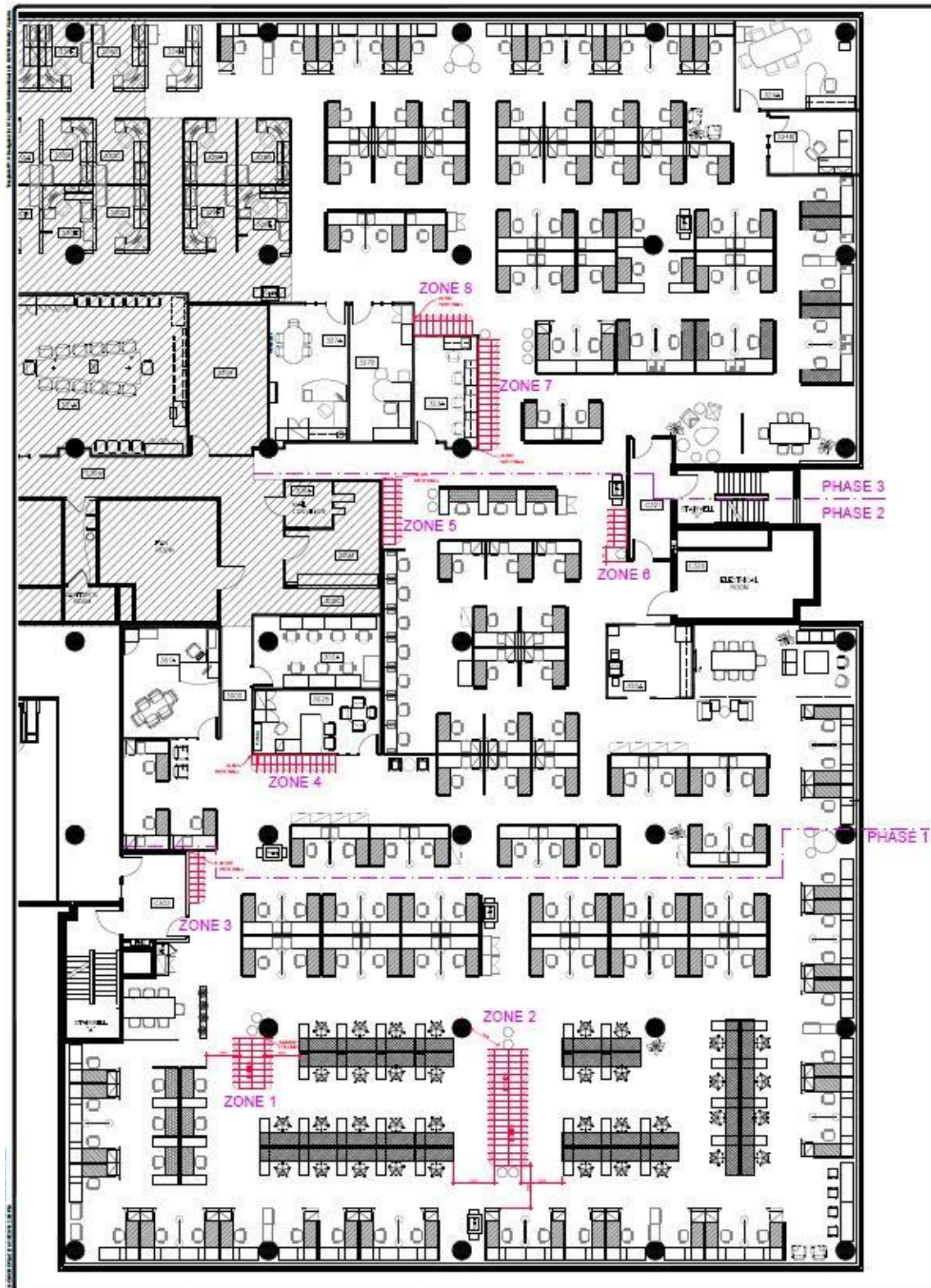
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ANNEX B

Floor Plans



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ANNEX C

Security



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

U6416-208622

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 / ISDE		2. Branch or Directorate / Direction générale ou Direction CFSB / DGIMS
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 (lockers) @ CD Howe building 3E phase 1, 2 and 3 (3rd floor east tower). Livraison et installation de mobilier (casiers) @ CD Howe 3e étage tour est phase 1, 2 et 3.		
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"/>

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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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS 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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			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	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Natacha Bouwman	Title - Titre Planning + coordination officier Agente de planification et de coordination	Signature <i>Natacha Bouwman</i>
Telephone No. - N° de téléphone 613-698-8234	Facsimile No. - N° de télécopieur —	E-mail address - Adresse courriel natacha.bouwman@Canada.ca
Date 07/16/2019		

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>Pierre L. F.</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 16/07/2019		

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. Contract Name (print) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca	matière de sécurité Title - Titre	Signature Farrell, Anik	Digitally signed by Farrell, Anik Date: 2019.09.03 14:37:05 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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