



**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 SA Rotary Chairs CAT 1, 2 and 3	
Solicitation No. - N° de l'invitation EP731-201016/A	Date 2019-10-09
Client Reference No. - N° de référence du client 20201016	
GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-998-77845	
File No. - N° de dossier pq998.EP731-201016	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-22	
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: 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: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA National Capital Area (Ottawa) Phase III, Place du Portage 11 LAURIER ST GATINEAU Quebec K1A0S5 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



TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by Public Works and Government Services Canada (PWGSC) with the number E60PQ-120001/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

☒ **Competitive or** ☐ **Single Conforming Supplier**

For Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein;

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

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

For Single Conforming Suppliers:

The Bidder must provide the following information WITH the bid:

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

☐ General Stream

☒ PSAB Stream

For PSAB procurement ONLY:

Canadian Content (*Only applicable if checked*)

☒ The Supplier should propose conforming chair(s) denoted as "Canadian Content" in the Supplier's SA. Canada may preference all bids containing chair(s) with this designation.

Security Requirement (The Security Requirement articles below are only applicable if Section 2, article 2.1.b. herein applies.)

The Bidder must provide the information at article 3 below at the time indicated in article 2.

1. Conditions
 - a. the Bidder must hold a Designated Organizational Screening (DOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. The conditions in article 1 above must be met by the Bidder:
 - a. ☐ by the closing date of the bid;
 - b. ☒ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid DOS clearance number issued by CISC;
 - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISC.
4. For additional information on security requirements, bidders should refer to the **Canadian Industrial Security Directorate (CISD)**, Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.

RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and time, location, and in the format indicated below.	
By no later than date and time:	<i>Refer to cover page.</i>
Format of Bid Submission	<input checked="" type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location (if applicable) (Hard copy)	Bid Receiving - PWGSC Place du Portage, Phase III, Tower B, 0B2 11 Laurier Street Gatineau, Quebec For couriers: J8X 4A6 For regular mail: K1A 0S5 Telephone: 819-420-7201 Fax No.: 819-997-9776

Additional Bid Submission option (epost Connect service)	For NCR only. tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority until two (2) business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	5 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-120001/PQ apply to and form part of this Contract.	
2.	Security Requirement	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a.	<input type="checkbox"/> Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
	b.	<input checked="" type="checkbox"/> Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input type="checkbox"/> There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority / Identified User	
	Name:	Patrick Bouvier
	Title:	Supplier Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada (PSPC)
	Address:	L'Esplanade Laurier, East Tower 140 O'Connor Street, 7FL, 7102 Ottawa, ON K1A 0R5
	Telephone No.:	819-360-2596
	Facsimile No.:	
	E-mail address:	patrick.bouvier@tpsgc-pwgsc.gc.ca
4.2	Project Authority [completed at contract award] <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative As set out in Annex A, Table 9 below.	
5.	Payment Method of Payment	

	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the above.	
6.	Invoicing	
	Further to the Invoicing terms of Annex E OSTCM, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>Completed at contract award</i>	
	Address: <i>Completed at contract award</i>	
7.	Defence Contract (This clause applies if the box below is checked.)	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

1. Category Selection

The requirement includes the following category (ies) of work

- ☒ **Category 1 - Rotary Office**
- ☒ **Category 2 - Rotary Conference**
- ☒ **Category 3 - Side Chair**

GoCUID Rule:

RULE: The IU must identify the GoCUID by using separate line items within the table 1. Each product GoCUID code will be evaluated separately and multiple contracts may be awarded from one solicitation.

Added Features Rule: Allows Identified Users (IUs) the opportunity to enhance a chair’s features. Added features are applicable to pre-qualified product only, which provide a non-structural enhancement. Any added feature must have generic specifications.

It is the responsibility of the IU to justify any added feature in a RFB. Justification should be on file in order to defend any complaints during the procurement process. Each added feature must be added by the IU in the bid solicitation (RFB or RFP). Examples include, but are not limited to, finishes, casters (i.e. chrome casters), and upholstery upgrades.

Non-Supply Arrangement (NSA) Rule – Allows Identified Users (IUs) the opportunity to purchase up to 30% NSA chairs of the total combined quantity of chairs. NSA chairs are chairs that do not form part of Annex B Product and Price catalogue of the Supply Arrangement.

NSA chairs must have generic technical specifications and dimensions, and must include tolerances and ranges. Each NSA chair must be added by the IU in the bid solicitation (RFB or RFP). Examples of NSA chairs include, but are not limited to, rotary task stools or intensive use chairs.

An example of 30% of the total combined quantity could be:

- 100 quantity of the Rotary Office Seating (category)
- 50 quantity of the Rotary Conference (category),
- Therefore: up to 45 NSA chairs could be procured within the same solicitation.

Should IUs require assistance or review of their NSA specifications, IU’s can send an email including their specifications to TPSGC.PARCNAmobilier-APNCRFurniture.PWGSC@tpsgc-pwgsc.gc.ca for review by the Office Seating Technical Authority prior to solicitation. All NSA chairs are required to meet the associated ANSI/BIFMA testing for Office Seating. Generic Specifications are also found on the Office Seating Website.

Table 1.1 – Product Category 1 (Rotary Office Chairs)

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Chair type: Rotary Office Stream: PSAB	2		\$	\$
	GoCUID # 7OCHABMLAASSALMTIUBF				
	Headrest: YES Backrest Height: standard/mid back Lumbar Support: adjustable Armrests: height/width/swivel adjustable "T" arm Seat Depth: adjustable Seat and Backrest Locks: lockable or stoppable Tilt Mechanism: independent Upholstery: back breathable material/seat fabric Insert Caster Type: for carpeted floor				
	Added Features				
2	Chair type: Rotary Office Stream: PSAB	23		\$	\$
	GoCUID # 7OCHNBMLAASSALMTIUBF				
	Headrest: NO Backrest Height: standard/mid back Lumbar Support: adjustable Armrests: height/width/swivel adjustable "T" arm Seat Depth: adjustable Seat and Backrest Locks: lockable or stoppable Tilt Mechanism: independent Upholstery: back breathable material/seat fabric Insert Caster Type: for carpeted floor				
	Added Features (to be added Before solicitation)				
			Sub-total		\$

*Not applicable for side chairs

** Must not exceed ceiling prices in SA

Table 1.2 – Optional Product (chairs) ☒ Not Applicable

Table 1.3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1.1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Outside Normal Business Hours: 5pm-7am	(Y-M-D) (Time)	\$	\$
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:			\$

Table 1.4 – Optional Delivery☒ Not Applicable**Table 1.5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1.1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Normal Business Hours 8am-5pm	(Y-M-D) (Time)	\$	\$
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Subtotal for Installations:			\$

Table 1.6 – Optional Installation☒ Not Applicable

Table 2.1 – Product Category 2 (Rotary Conference Chairs)

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
3	Chair type: Rotary Conference	32		\$	\$
	Stream: PSAB				
	GoCUID # 7CCHNBMLFAFSFLSTUUBF				
	Headrest: NO				
	Backrest Height: standard/mid back				
	Lumbar Support: fixed				
	Armrests: fixed				
	Seat Depth: medium fixed				
Seat and Backrest Locks: lockable in setup position					
Tilt Mechanism: Unison					
Upholstery: back breathable material/seat fabric					
Insert Caster Type: for carpeted floor					
Added Features: seat height return					
			Sub-total		\$
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					

Table 2.2 – Optional Product (chairs) ☒ Not Applicable

Table 2.3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 2.1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Outside Normal Business Hours: 5pm-7am	(Y-M-D) (Time)	\$	\$
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:		\$	

Table 2.4 – Optional Delivery

☒ Not Applicable

Table 2.5 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 2.1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Normal Business Hours 8am-5pm	(Y-M-D) (Time)	\$	\$
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Subtotal for Installations:		\$	

Table 2.6 – Optional Installation

☒ Not Applicable

Table 3.1 – Product Category 3 (Side Chair)

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
4	Chair type: Side Chair	35		\$	\$
	Stream: PSAB				
	GoCUID # BFCWAWSNUBF				
	Base Style: 4 legs				
	Casters: yes				
	Armrests: yes				
	Non-stacking				
Upholstery: back breathable material/seat fabric					
Insert Caster Type: for carpeted floor					
Added Features					
			Sub-total		\$
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					

Table 3.2 – Optional Product (chairs) ☒ Not Applicable

Table 3.3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Outside Normal Business Hours: 5pm-7am	(Y-M-D) (Time)	\$	\$
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:			\$

Table 3.4 – Optional Delivery☒ Not Applicable**Table 3.5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
	Product Item # from Table 1 Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	Canada Economic Development for Quebec Region 165 rue Hôtel de Ville Portage II, 8th Floor Gatineau, QC J8X 0A3		2020-02-11	Normal Business Hours 8am-5pm	(Y-M-D) (Time)	\$	\$
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Subtotal for Installations:			\$

Table 3.6 – Optional Installation☒ Not Applicable

Table 7 – Associated Aspects

1.	Upholstering Colour	
	For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.	
1.1	Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.	
	The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.	
2.	Canada's Facilities to Accommodate the Delivery	
	Loading Dock/Location	
2.1	A	Location Canada Economic Development for Quebec Region 165 Hôtel de Ville, Portage II, 8 th floor Gatineau, QC J8X 0A3
	B	Dock Yes. Cube Truck
	C	Lift Yes. Weight: 1814kg / 4000lbs Size: 80in W x 57in D
	D	Door 47in W x 84in H
2.2	Freight Elevator	At 165 rue Hôtel de Ville. 93in W x 84in H
2.3	Other (specify, if any)	Loading Area
3.	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)	

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1.1 + 2.1 + 3.1)	\$
2	Optional Product Total (Table 1.2 + 2.2 + 3.2)	N/A
3	Delivery Total (Table 1.3 + 2.3 + 3.3)	\$
4	Optional Delivery Total (Table 1.4 + 2.4 + 3.4)	N/A
5	Installation Total (Table 1.5 + 2.5 + 3.5)	\$
6	Optional Installation Total (Table 1.6 + 2.6 + 3.6)	N/A
7	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

Table 9 – Bidder's Authorized Representative

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

Solicitation No. - N° de l'invitation
E60PQ-120001/F
Client Ref. No. - N° de réf. du client
E60PQ-120001/F

Amd. No. - N° de la modif.
002
File No. - N° du dossier
pq993 E60PQ-120001/F

Buyer ID - Id de l'acheteur
pq993
CCC No./N° CCC - FMS No./N° VME

ANNEX B SECURITY REQUIREMENTS

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

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

Solicitation No. - N° de l'invitation
E60PQ-120001/F
Client Ref. No. - N° de réf. du client
E60PQ-120001/F

Amd. No. - N° de la modif.
002
File No. - N° du dossier
pq993 E60PQ-120001/F

Buyer ID - Id de l'acheteur
pq993
CCC No./N° CCC - FMS No./N° VME



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EP731201016

Security Classification / Classification de sécurité
UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction RPB	
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 To purchase chairs under the SA			
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"/>	
Not releasable À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	

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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: Will be escorted at all times
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 CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC Très SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et 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)	Title - Titre	Signature
Lefebvre, Eva	Project Manager	
Telephone No. - N° de téléphone 613-990-0767	Facsimile No. - N° de télécopieur 613-990-9800	E-mail address - Adresse courriel eva.lefebvre@pwgsc.gc.ca
		Date 2019/07/25

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Digitally signed by Lamontagne, stephen Date: 2019.08.02 09:00:32 -04'00'
Lamontagne, Stephen	SO		
Telephone No. - N° de téléphone 613-576-3611	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel stephen.lamontagne@pwgsc-tpsgc.gc.ca	Date

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

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

Jennifer Ball Contract Security Officer, Contract Security Division Jennifer.Ball@tpsgc-pwgsc.gc.ca Tel/Tel 613-957-1291	Title - Titre	Signature	Digitally signed by Ball, Jennifer Date: 2019.08.06 11:47:38 -04'00'
	No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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