



5X001-19-0868

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

See Section 1. Voir Section 1.

STANDARD REQUEST FOR BID

INVITATION À SOUMISSIONNER - STANDARD

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

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

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

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

Solicitation No. - N° de la demande	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin :	File No. - N° de dossier
2019-10-18 at 2PM (EST)	

Date of Solicitation – Date de la demande
2019-10-09
Address inquiries to – Adresser toute demande de renseignement à :
See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination
See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s'appliquent pas.

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

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____



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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement?

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

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

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

Step 3. General or PSAB

Terms of the RFB:

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

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

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

Security Requirement:

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



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3. The conditions in article 1 above must be met by the Bidder (the checked box applies):
- by the closing date of the bid;
 - before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
- The Bidder's valid VOS clearance number issued by CISD;
 - The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

Bid Evaluation: An evaluation team composed of representatives of Canada / Courts Administration Service will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation:	See Section 2, article 4.1 below.
Contact for this RFB:	
RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. 2019-10-18 b. 14:00, Eastern Standard Time
To e-mail address	dominik.giroux@cas-satj.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 two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Two (2) business days



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SECTION 2 - RESULTING CONTRACT CLAUSES

		Terms and Conditions of the Contract	
1.	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.		
2.	Security Requirement (the checked article applies)		
The applicable security requirement is set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.			
2.1	a.	<input checked="" 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 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		
Contracting Authority (IU)			
4.1	Name:	Dominik Giroux	
	Title:	Manager, Contracting and Materiel Management	
	Department/Agency/Crown Corporation:	Courts Administration Service	
	Address:	90 SPARKS STREET, ROOM 940A	
	Telephone No.:	613-992-3629	
	E-mail address:	dominik.giroux@cas-satj.gc.ca	
4.2	Project Authority [to be 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.:		
E-mail address:			
4.3	Contractor's Representative		
	As set out in Annex A, Table 9 below.		



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5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing <i>[to be completed at Contract award]</i>	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	
	Address:	
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 Defence Production Act , R.S.C. 1985, c. D-1.



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ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

Combined Categories Rule:

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

Category 1

Category 2

Category 5

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

The requirement includes the following categories of work:

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

b. Category 2 – Freestanding height adjustable work surfaces

c. Category 3 – Metal Filing and Storage Cabinets

d. Category 4 – Wood Veneer – Freestanding Products

e. Category 5 – Ancillary and Lighting Products

f. Category 6 - Support Space – Collaborative Furniture

g. Non-SA Product(s) – Category:



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2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Product Category: 1 and 2

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A - Refer to Annex C and Floor Plans, all panels to be seated height privacy.						
Category 1B						
1	1bFFHREN24L72WNOL NY	Free Standing Systems / Systèmes autostables Fixed Height Work Surfaces (Laminate) / Surfaces de travail à hauteur fixe (stratifié) Rectangular / Rectangulaire Panel Mounted / Monté sur cloison 24" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR-DIAMÈTRE 72" LENGTH / LONGUEUR 29" HEIGHT / HAUTEUR With GROMMETS / Avec PASSE-CÂBLES	9		\$	\$
2	1bCPSXXNXXL24XFRN NN	Component System Accessories / Accessoires Privacy Screens / Cloison d'intimité Panel Mounted / Monté sur cloison 24" LENGTH / LONGUEUR Material: Acrylic/Glass Frosted / Matériau: Acrylique/verre givré	13		\$	\$
3	1bCPSXXNXXL36XFRN NN	Component System Accessories / Accessoires Privacy Screens / Cloison d'intimité Panel Mounted / Monté sur cloison 36" LENGTH / LONGUEUR Material: Acrylic/Glass Frosted / Matériau: Acrylique/verre givré	6		\$	\$



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Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
4	1bCPSXXNXXL48XFRN NN	Component System Accessories / Accessoires Privacy Screens / Cloison d'intimité Panel Mounted / Monté sur cloison 48" LENGTH / LONGUEUR Material: Acrylic/Glass Frosted / Matériau: Acrylique/verre givré	46		\$	\$
5	1bSPSCLGA242454XKX X	Filing and Storage / Armoires de rangement personnel Personal Storage Tower / Painted Metal Material Matériel en Métal peinturé 24" WIDTH / LARGEUR 24" DEPTH / PROFONDEUR 54" HEIGHT/HAUTEUR Keyed LOCKS - SERRURES avec clef	9		\$	\$
Category 2						
6	2WSSREXXL30L48BELX X	Individual Height Adjustable Work Surfaces / Surfaces de travail individuelles à hauteur réglable Sit Stand / Position assise ou debout Rectangular / Rectangulaire Laminate / Stratifié 30" DEPTH-WIDTH-DIAMETER / PROFONDEUR-LARGEUR- DIAMÈTRE 48" LENGTH / LONGUEUR 23" to 48.7" HIGH / HAUTEUR de 23" à 48.7" Electric Controls / Contrôle électrique	9		\$	\$



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Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table. The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
				\$	\$
**Must not exceed ceiling unit price in SA.			Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks st, 6th Floor Ottawa (ON), K1A 0H9	On or before November 29, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks st, 6th Floor Ottawa (ON), K1A 0H9	On or before November 29, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.				Installation Total:	\$

Table 4 – Optional Product

Not Applicable

Table 5 – Optional Delivery

Not Applicable



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Table 6 – Optional Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	Courts Administration Service 90 Sparks st, 6th Floor Ottawa (ON), K1A 0H9	After November 29, 2019	Outside Normal Business hours	(Y) (M) (D)	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. ***Installation will take place after original delivery, pricing should be done accordingly.				Installation Total:	\$

Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada’s Facilities to Accommodate the Delivery	
	<i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i> <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	Courts Administration Service 90 Sparks st., 6 th Floor Ottawa (ON), K1A 0H6
B	Dock	
C	Lift	
D	Door	
E	Freight Elevator	
F	Other (specify, if any)	
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 following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	



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

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4) <i>(Applicable if Option is exercised)</i>	\$
5	Optional Delivery Total (Table 5) <i>(Applicable if Option is exercised)</i>	\$
6	Optional Installation Total (Table 6) <i>(Applicable if Option is exercised)</i>	\$
7	Hardware Total as per article 1.5 of Annex A-1 of SA <i>(if Applicable)</i>	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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



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ANNEX B
SECURITY REQUIREMENTS

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 5X001-19-0868
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 Courts Administration Service	2. Branch or Directorate / Direction générale ou Direction ITSD - TDM 8th floor	
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 acquire furniture to furnish and fit workstations to suite 606 at CAS' TDM building.		
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 checked="" 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 checked="" 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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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 5X001-19-0868
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		
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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 acquire furniture to furnish and fit workstations to suite 606 at CAS' TDM building.		
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 checked="" 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 checked="" 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 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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Contract Number / Numéro du contrat 5X001-19-0868
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / 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 / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



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Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

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

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

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

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

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



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**ANNEX C
FLOOR PLAN(S)**

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) *Completed floor plan(s) with proposed SA approved products;*
- b) *A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
-Supplier part numbers including NSA products forming part of this category;
-brief product descriptions;
-quantities;
-firm unit prices.*

****** Products from categories other than Category 1a shown on floor plan are for information purposes only******

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

****At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".***

Category 1a Requirement:

1) Floor Plan(s)

****See attached pdfs and AutoCAD floor plan****

2) Panel Details

- a. All panels are to be seated height privacy panels, 50-54" in height, plus stack-on
- b. All panels are to be fabric.
- c. When power is required, the power is located below work surface height. Location of powered panels as indicated on the floor plan.
- d. Five (5) workstations to the north of plan to have only non-powered panels; these stations will feed power and data from hard wall.
- e. Power entry to be a hard wired ceiling power feed, location as indicated under 3) b (see below).



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3) Panel Matrix or Workstation Layout

a. Panel Matrix – N/A

b. Workstation Layout(s)

****See attached pdfs and AutoCAD floor plan****

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.



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ANNEX D
NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

1. Specifications

N/A

2. Certification

NSA Product Conformance *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.



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PURCHASING OFFICE - BUREAU DES ACHATS

CONTRACT – CONTRAT

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

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

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

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

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

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

Supplier to sign for a “You are Requested” contract only.

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

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

File No. – N° de dossier 5X001-19-0868	
Date of Contract – Date du Contrat 2019-10-xx	
Contract No. - N° du contrat 5X001-19-0868	Amendment No. - N° de modification
Client Reference No. (optional) - N° de référence du client (facultatif) CAS-SUPP-19-141	
Financial Code(s) – Code(s) financier(s)	
Duty - Droits <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud En sus	GST - TPS/ HST – TVH <input checked="" type="checkbox"/> Includ Inclus <input type="checkbox"/> Exclud En sus
FOB – FAB DESTINATION	
Destination See Section 2, Annex A. Voir Section 2, Annexe A.	
Invoices - Original and two copies must be completed and sent to: Factures – L’original et deux copies doivent être remplis et envoyés à : See Section 2, Article 6. Voir Section 2, Article 6.	
Address inquiries to : - Adresser toute demande de renseignements à : See Section 2, Article 4.1. Voir Section 2, Article 4.1.	
Area Code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost – Coût total estimatif	
For the Minister – Pour le Ministre	