



Department of Justice  
Canada

Ministère de la Justice  
Canada

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N° de page 24

**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<br><br>1000027605 | Amendment No. - N° de modification<br><br>001 |
|---|---|

|   |                          |
|---|--------------------------|
| Solicitation closes – La demande prend fin :<br><br>at – à See Section 1<br>Voir Section 1<br>on – le See Section 1<br>Voir Section 1 | File No. - N° de dossier |
|---|--------------------------|

Date of Solicitation – Date de la demande  
October 15, 2019

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 : \_\_\_\_\_



## 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 BIDDERS**

#### **Step 1. For Tier 2 and Tier 3 only**

Is this a Manufacturer Product Specific Procurement? *NO*

#### **Step 2. Competitive or Non-Competitive**

For competitive Requirements when only one bid is received:

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.

For Competitive Requirements when only one bid is received:

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 Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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 WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

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.

### Bid Evaluation

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

|  |                                     |
|--|-------------------------------------|
| <b>RFB Issued by:</b>  |                                     |
| Identified User's (IU) Department/Agency/Crown Corporation:<br>Contact for this RFB:   | See Section 2, article 4.1 below.   |
| <b>RFB Closing - Submit Bid:</b><br>Bids must be submitted on the date and at the time indicated below.  |                                     |
| By no later than date and time:  | a. October 29, 2019<br>b. 14:00 EDT |
| To e-mail address (if applicable)  | Sharon.Ruiter@justice.gc.ca         |
| <b>RFB Enquiries</b>   |                                     |
| Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered. | 4 business days                     |

### SECTION 2 - RESULTING CONTRACT CLAUSES

|         |  |
|---------|--|
| 1.      | <b>Terms and Conditions of the Contract</b>  |
|         | The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.  |
| 2.      | <b>Security Requirement</b> (the checked article applies)  |
| 2.<br>1 | The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.   |
| a.      | <b>Contractor may be escorted; possession of security clearance not required.</b><br>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.      | <b>Possession of security clearance(s) is required.</b><br>The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.   |
| c.      | <b>X</b> <b>There is no security requirement associated with this contract.</b>  |
| 3.      | <b>Requirement</b>   |
| 3.<br>1 | The Contractor must perform the Work listed in Annex A herein.   |
| 4.      | <b>Authorities</b>   |
| 4.<br>1 | <b>Contracting Authority (IU)</b>  |
|         | Name: Sharon Ruiter  |
|         | Title: Contracting Officer   |
|         | Department/Agency/Crown Corporation: Department of Justice   |
|         | Address: 284 Wellington Street, Ottawa ON, K1A0H8  |
|         | Telephone No.: 613-946-4757  |
|         | E-mail address: Sharon.Ruiter@justice.gc.ca  |
| 4.<br>2 | <b>Project Authority (to be completed upon Contract award.)</b><br><i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i> |

|  |  |
|--|--|
| <p><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></p> |  |
| Name:  |  |
| Title:   |  |
| Department/Agency/Crown Corporation:   |  |
| Address:   |  |
| Telephone No.:   |  |
| E-mail address:  |  |
| 4.   | <b>Contractor's Representative</b>   |
| 3  | As set out in Annex A, Table 9 below.  |
| 5.   | <b>Method of Payment</b>   |
| The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.  |  |
| X  | Single Payment   |
|  | Multiple Payment   |
| 6.   | <b>Invoicing</b>   |
| Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:  |  |
| Name of the organization and contact: <i>[To be completed at contract award]</i>   |  |
| Address:   |  |
| 7.   | <b>Defence Contract. This clause applies if the box below is checked.</b>  |
|  | The Contract is a defence contract within the meaning of the <a href="#">Defence Production Act</a> , R.S.C. 1985, c. D-1. |

**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**

**\* Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

**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) **prior to the manufacturing/ordering of the products**, 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.

**NSA:**

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

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

**RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b.  Category 2 – Freestanding Height Adjustable Desk / Table Products

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

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g.  NSA Products – Category: 6

## 2. Product and Pricing Tables

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

**INSTRUCTIONS TO BIDDERS:** Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

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

**Product Categories: 1, 2, and 5**

**Table 1 – Product Table**

| Section A - IU REQUIREMENT |                                   |  |     | Section B – SUPPLIER’S BID |                         |                                       |
|----------------------------|-----------------------------------|--|-----|----------------------------|-------------------------|---------------------------------------|
| #                          | GoCUID                            | Description of Product<br><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**<br>\$ | Extended Total<br>[Qty x Price]<br>\$ |
| <b>Category 1A</b>         |                                   |  |     |                            |                         |                                       |
|                            | Refer to Annex C and Floor Plans. |  |     |                            |                         | \$                                    |
| <b>Category 1B</b>         |                                   |  |     |                            |                         |                                       |
| 1                          | 1bFFHREN24L72WNOLY                | Panel mounted surfaces (See floor plan attached)   | 15  |                            | \$                      | \$                                    |
| 2                          | 1bSPBMCAA1524XXYKXX               | Fabric Cushion on top  | 15  |                            |                         |                                       |
| <b>Category 2</b>          |                                   |  |     |                            |                         |                                       |
| 3                          | 2WSSREXXL30L48BELXX               | <ul style="list-style-type: none"> <li>Cable management accessories must be included</li> <li>Outlets on the top of the surfaces must be included</li> </ul>   | 15  |                            | \$                      | \$                                    |
| 4                          | 2WSSREXXL30L54BELXX               | <ul style="list-style-type: none"> <li>Cable management accessories must be included</li> <li>Outlets on the top of the surfaces must be included</li> </ul>   | 1   |                            |                         |                                       |
| <b>Category 5</b>          |                                   |  |     |                            |                         |                                       |
| 5                          | 5MOASGARMCLPMTXXXXX               | <ul style="list-style-type: none"> <li>Support monitor load up to 30lbs</li> <li>Be compatible with all monitor brands</li> <li>Provide external cable management</li> <li>Tilts 135 degrees in total</li> <li>Provide dynamic arms</li> <li>Arm folds into itself no less than 5” deep when fully compressed</li> <li>Provide at least 18” of focal depth adjustment</li> </ul> | 32  |                            | \$                      | \$                                    |

**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 supply and deliver as per below**   | Firm Lot Price \$ |
| 1-5   | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019          | Outside Normal   | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| <p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> |   |                        |  | 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 as per below**  | Firm Lot Price \$ |
| 1-5   | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019          | Outside Normal   | _____ : weeks<br>from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| <p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> |   |                        |  | Installation Total:   | \$                |

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable



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

|           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Standard Finishes</b>   |  |
| 1.1       | <p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>  |  |
| <b>2.</b> | <b>Canada’s Facilities to Accommodate the Delivery</b>   |  |
|           | <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> |  |
| 2.1       | Loading Dock/Location  |  |
| A         | Location   | 275 Sparks Street, Ottawa ON, K1A0H8                                   |
| B         | Dock   | Maximum Height is 12 feet 6 inches                                     |
| C         | Lift   | 2 Exist<br>Weight Capacity: 6 and 12 thousand pounds                   |
| D         | Door   | 7 x 40   |
| E         | Freight Elevator   | Access by Loading Dock   |
| F         | Other (specify, if any)  | Entrance is on Queen Street between the Marriott and Transport Canada. |
| <b>3.</b> | <b>Continuance of Certifications</b>   |  |
|           | <p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>  |  |
| 3.1       | Integrity Provisions   |  |
| 3.2       | Federal Contractor’s Program for Employment Equity   |  |
| 3.4       | Product Conformance  |  |
| 3.5       | Price Certification (In accordance with the SA, Part 6B)   |  |

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

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

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

|    |  |            |
|----|--|------------|
| 1. | <b>Bidder’s Authorized Representative for the Bid and the Contract</b> |            |
|    | Name:  | Telephone: |
|    |  | E-Mail:    |
|    |  | Other:     |

**Product Category: 3**

**Table 1 – Product Table**

| Section A - IU REQUIREMENT |                        |   |     | Section B – SUPPLIER’S BID |                         |                                       |
|----------------------------|------------------------|---|-----|----------------------------|-------------------------|---------------------------------------|
| #                          | GoCUID                 | Description of Product<br><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**<br>\$ | Extended Total<br>[Qty x Price]<br>\$ |
| 1                          | 3WHDHHXLM36D18HIX<br>K | Laminate Finish   | 2   |                            | \$                      | \$                                    |
|                            |                        |   |     | Product Total              |                         | \$                                    |

**Table 2 - Delivery**

| Section A - IU REQUIREMENT   |   |                           |   | Section B – SUPPLIER’S BID   |                      |
|--|---|---------------------------|---|--|----------------------|
| Product Item # from Table 1  | Location  | Desired Date**<br>(Y/M/D) | Desired Time:<br>Normal Business Hours<br>Or<br>Outside Normal Business Hours * | Supplier will supply and deliver as per below**  | Firm Lot Price<br>\$ |
| 1  | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019             | Outside Normal  | ____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                   |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5   |   |                           |   | Delivery Total:  | \$                   |
| **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. |   |                           |   |  |                      |

**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 as per below**  | Firm Lot Price \$ |
| 1  | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019          | Outside Normal   | _____ : weeks<br>from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5   |   |                        |  | Installation Total:   | \$                |
| **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. |   |                        |  |   |                   |

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

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

|           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Standard Finishes</b>   |  |
| 1.1       | <p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>  |  |
| <b>2.</b> | <b>Canada's Facilities to Accommodate the Delivery</b>   |  |
|           | <p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> |  |
| 2.1       | Loading Dock/Location  |  |
| A         | Location   | 275 Sparks Street, Ottawa ON, K1A0H8                                   |
| B         | Dock   | Maximum Height is 12 feet 6 inches                                     |
| C         | Lift   | 2 Exist<br>Weight Capacity: 6 and 12 thousand pounds                   |
| D         | Door   | 7 x 40   |
| E         | Freight Elevator   | Access by Loading Dock   |
| F         | Other (specify, if any)  | Entrance is on Queen Street between the Marriott and Transport Canada. |
| <b>3.</b> | <b>Continuance of Certifications</b>   |  |

|     |  |
|-----|--|
|     | 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.<br><br>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)   |

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

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

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

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

**Product Category: 6**

**Table 1 – Product Table**

| Section A - IU REQUIREMENT |                         |   |     | Section B – SUPPLIER'S BID |                         |                                       |
|----------------------------|-------------------------|---|-----|----------------------------|-------------------------|---------------------------------------|
| #                          | GoCUID                  | Description of Product<br><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**<br>\$ | Extended Total<br>[Qty x Price]<br>\$ |
| 1                          | 6MMTSMROPL54XXXWNN<br>X |   | 1   |                            | \$                      | \$                                    |
| 2                          | 6MMTMDREOL48L72WYN<br>X | Four (4) post legs on lockable casters  | 1   |                            | \$                      | \$                                    |
| 3                          | 6SUCR0XXLUX8XXXLXXX     | At least five (5) casters   | 2   |                            | \$                      | \$                                    |
| 4                          | 6CLTVAREXLW7<36ONXX     | To be able to work with laptop on soft seating  | 1   |                            | \$                      | \$                                    |
|                            |                         |   |     | Product Total              |                         | \$                                    |

**Table 2 - Delivery**

| Section A - IU REQUIREMENT  |   |                           |   | Section B – SUPPLIER'S BID  |                      |
|---|---|---------------------------|---|---|----------------------|
| Product Item # from Table 1   | Location  | Desired Date**<br>(Y/M/D) | Desired Time:<br>Normal Business Hours<br>Or<br>Outside Normal Business Hours * | Supplier will supply and deliver as per below**   | Firm Lot Price<br>\$ |
| 1-4   | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019             | Outside Normal  | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                   |
| <p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p> |   |                           |   | Delivery Total:   | \$                   |

**Table 3 – Installation**

| Section A - IU REQUIREMENT  |          |                           |   | Section B – SUPPLIER'S BID           |                      |
|-----------------------------|----------|---------------------------|---|--------------------------------------|----------------------|
| Product Item # from Table 1 | Location | Desired Date**<br>(Y/M/D) | Desired Time:<br>Normal Business Hours<br>Or<br>Outside Normal Business Hours * | Supplier will install as per below** | Firm Lot Price<br>\$ |

|  |   |                  |                |  |    |
|--|---|------------------|----------------|--|----|
| 1-5  | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December<br>2019 | Outside Normal | _____ : weeks<br>from date of supply<br>and delivery<br><br><i>Standard Lead time<br/>is between 6-10<br/>weeks for furniture<br/>delivery and<br/>installation.</i> | \$ |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5<br><br>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. |   |                  |                | Installation Total:  | \$ |

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

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

|           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Standard Finishes</b>   |  |
| 1.1       | <p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>  |  |
| <b>2.</b> | <b>Canada’s Facilities to Accommodate the Delivery</b>   |  |
|           | <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> |  |
| 2.1       | <b>Loading Dock/Location</b>   |  |
| A         | Location   | 275 Sparks Street, Ottawa ON, K1A0H8                                   |
| B         | Dock   | Maximum Height is 12 feet 6 inches                                     |
| C         | Lift   | 2 Exist<br>Weight Capacity: 6 and 12 thousand pounds                   |
| D         | Door   | 7 x 40   |
| E         | Freight Elevator   | Access by Loading Dock   |
| F         | Other (specify, if any)  | Entrance is on Queen Street between the Marriott and Transport Canada. |
| <b>3.</b> | <b>Continuance of Certifications</b>   |  |
|           | <p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>  |  |
| 3.1       | Integrity Provisions   |  |
| 3.2       | Federal Contractor’s Program for Employment Equity   |  |
| 3.4       | Product Conformance  |  |

|     |  |
|-----|--|
| 3.5 | Price Certification (In accordance with the SA, Part 6B) |
|-----|--|

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

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

\* Applicable taxes extra.

**Table 9 – Bidder’s Authorized Representative**

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



**Product Category: Non-SA**

**Table 1 – Product Table**

| <b>NSA products</b>   |                     |     |                            |                         |                                       |
|---|---------------------|-----|----------------------------|-------------------------|---------------------------------------|
| 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**<br>\$ | Extended Total<br>[Qty x Price]<br>\$ |
| 5   | Counter Top         | 1   |                            | \$                      | \$                                    |
| 6   | Single Lounge Chair | 1   |                            | \$                      | \$                                    |
|   |                     |     | 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 supply and deliver as per below**   | Firm Lot Price \$ |
| 1-4  | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019          | Outside Normal   | _____ : weeks<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5   |   |                        |  | Delivery Total:   | \$                |
| **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. |   |                        |  |   |                   |

**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 as per below**   | Firm Lot Price \$ |
| 1-5  | Department of Justice Canada<br>275 Sparks Street, 8 <sup>th</sup> Floor<br>Ottawa, ON K1A0H8 | December 2019          | Outside Normal   | _____ : weeks from date of supply and delivery<br><br><i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i> | \$                |
| *Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5   |   |                        |  | Installation Total:  | \$                |
| **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization. |   |                        |  |  |                   |

**Table 4 – Optional Product**       Not Applicable

**Table 5 – Optional Delivery**       Not Applicable

**Table 6 – Optional Installation**       Not Applicable

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

|           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Standard Finishes</b>   |  |
| 1.1       | <p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>  |  |
| <b>2.</b> | <b>Canada’s Facilities to Accommodate the Delivery</b>   |  |
|           | <p><i>The Supplier’s employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p> |  |
| 2.1       | Loading Dock/Location  |  |
| A         | Location   | 275 Sparks Street, Ottawa ON, K1A0H8                 |
| B         | Dock   | Maximum Height is 12 feet 6 inches                   |
| C         | Lift   | 2 Exist<br>Weight Capacity: 6 and 12 thousand pounds |
| D         | Door   | 7 x 40   |
| E         | Freight Elevator   | Access by Loading Dock                               |

|           |  |  |
|-----------|--|--|
| F         | Other (specify, if any)  | Entrance is on Queen Street between the Marriott and Transport Canada. |
| <b>3.</b> | <b>Continuance of Certifications</b>   |  |
|           | 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.<br><br>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)   |  |

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

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

\* Applicable taxes extra.

**Table 9 – Bidder's Authorized Representative**

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

## **ANNEX "B" STATEMENT OF REQUIREMENT**

### **NON-SA FURNITURE**

#### **SCOPE OF WORK**

- This specification details the technical requirements that apply to the supply, delivery, and installation of, lounge chairs and other furniture.
- The supplier is responsible for supplying all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc. required for furniture installation.
- All products must be new.

#### **LIST OF PRODUCTS**

- Counter top
- Single Lounge chair

#### **TERMINOLOGY**

##### Approx. delivery date definition:

Preferred date of furniture delivery, 6 weeks after contract award, alternate dates within fiscal year 2019-20 will be considered.

##### Work Hours definitions

Work Hours: Hours are defined as from 08:00 to 18:00 hours, Monday through Friday except Federal Government Statutory holidays.

After Work Hours: Hours are defined as:

Between 18:00 through 08:00 hours, Monday through Friday except Federal Government Statutory holidays; all hours on Federal Government Statutory holidays; All hours on Saturdays and/or Sundays.

#### **MANDATORY REQUIREMENT:**

**At the time of bid solicitation, the bidder must provide specifications and a picture so all non-SA furniture.**

#### **GENERAL REQUIREMENTS**

##### Loungechair

1. Upholstery must be fabric Grade 2
  - Fabric upholstery must be made of stain-resistant fabric;
  - Patterns must align at the seams and corners, both vertically and horizontally;
  - Upholstery seams must be straight.

- All directional or patterned fabrics (e.g. stripes, geometrics, textured) must be installed respecting the consistency/repetition and direction of the given pattern.
2. The covering of soft seating products must be properly positioned, clean, and well-tailored in appearance. All excess covering must be neatly trimmed and any surplus removed.
  3. All edges and corners of the back and seat frame must be eased or rounded to prevent damage, abrasion, and wear and tear of the fill and cover materials.
  4. Seam allowances must be maintained and seams properly sewn so that no raw edges, runoffs, broken or skipped stitches, twists, pleats, or puckers result. Top and bottom threads must be adjusted to the upholstery materials with proper tension so that there will be no looped stitches, puckering of materials, or cracking when the cover is stretched to fit the finished product.
  5. The seam must line up with the edges of the surfaces.
  6. The covering must be securely attached with tacks and/or staples, and fastening devices must be positioned so as not to be visible.

### Maintenance

Instructions for recommended repair and maintenance procedures must be available for all products.

## **PRODUCT DESCRIPTION**

### **Counter Top:**

#### Product Specification:

- Plywood covered with laminate
- Finish: **Laminate NEVAMARWZ2009-TTexturedwith coordinated edge finishes**
- 3/4." Thick
- Countertop to be glue on top of filling cabinet

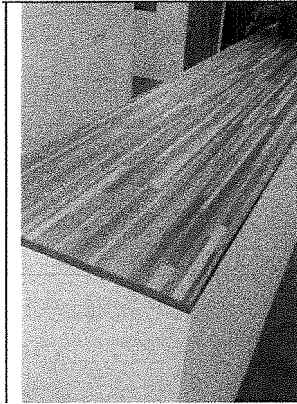
#### Dimensions

**D: 18"**

**W:144"**

**H: 3/4"**

#### **Example:**



**Single Lounge Chair:**

Product Specification:

- Lounge convertible (extended version) 2 different options of use
- Attached Ottoman included
- Pockets
- Lumbar pillow included
- Wire pass through included
- High backrest included

Product Finish:

Fabric 2 tones - Grade 2 or higher commercial grade quality

Product Dimension:

**+ or - 36 inches D X 35 inches W**



**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) Panel Matrix or Workstation Layout**

\*\*\*See attached Panel Matrix\*\*\*

# Panel matrix Breakdown - Section 01

24", 36", 48" Panels (52" Height)

## Panel matrix-A

Based Height Panels

Non-powered

\*Please report to the plans for Height dimension\*

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
|---------------------------------------|---------------------------------------|

Side 1

Side 2

36" Panels (38" Height)

## Panel matrix-B

Based Height Panels

Powered

\*Please report to the plans for Height dimension\*

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| cut-out(s) for Power & DATA           | cut-out(s) for Power & DATA           |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |

Side 1

Side 2

24" Panels (52" Height)

## Panel matrix-D

Based Height Panels

Powered outlet(s) and DATA below work surface (Single sided)

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| cut-out(s) for Power & DATA           |                                       |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |

Side 1

Side 2

48" Panels (52" Height)

## Panel matrix-E

Based Height Panels

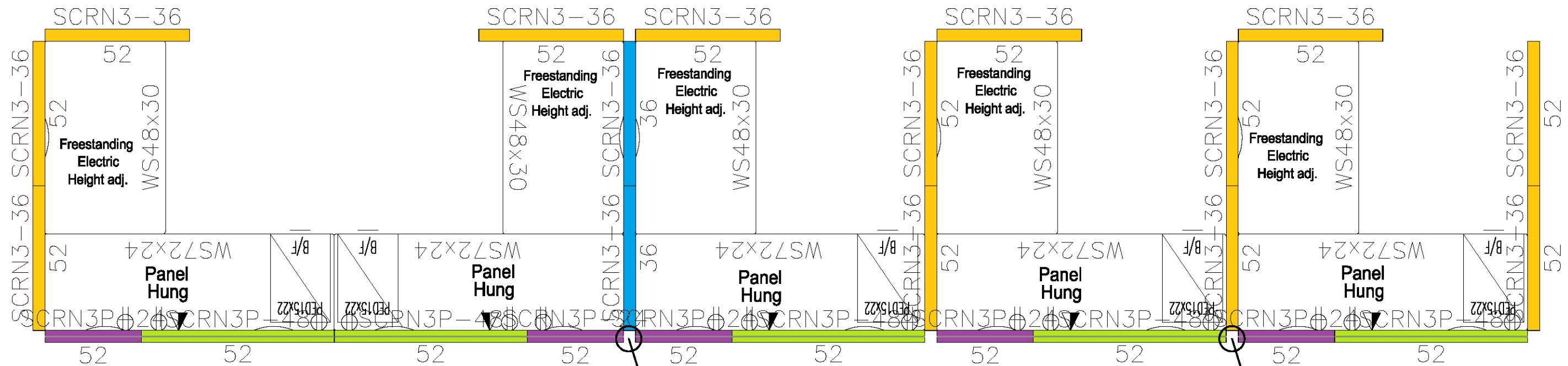
Powered outlet(s) and DATA below work surface (Single sided)

Whiteboard insert in upper element 1 (Single side)

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Upper element 1<br>Whiteboard insert  |                                       |
| cut-out(s) for Power & DATA           |                                       |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |

Side 1

Side 2



## Section 01 - Workstations

NTS

Basefeed Outlet  
Into the wall

Basefeed Outlet  
Into the wall



# Panel matrix Breakdown - Section 02

24", 36", 48" Panels (52" Height)  
**Panel matrix-A** █  
 Based Height Panels  
 Non-powered  
 \*Please report to the plans for Height dimension\*

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
| Side 1                                | Side 2                                |

24" Panels (52" Height)  
**Panel matrix-C** █  
 Based Height Panels  
 Powered outlet(s) and DATA below  
 work surface (Double sided)

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| cut-out(s) for Power<br>& DATA        | cut-out(s) for Power<br>& DATA        |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
| Side 1                                | Side 2                                |

24" Panels (52" Height)  
**Panel matrix-D** █  
 Based Height Panels  
 Powered outlet(s) and DATA below  
 work surface (Single sided)

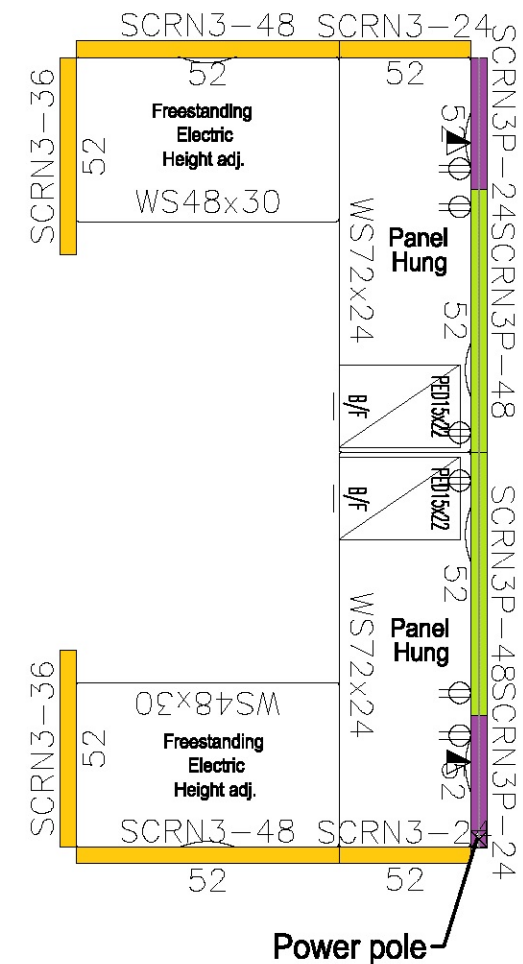
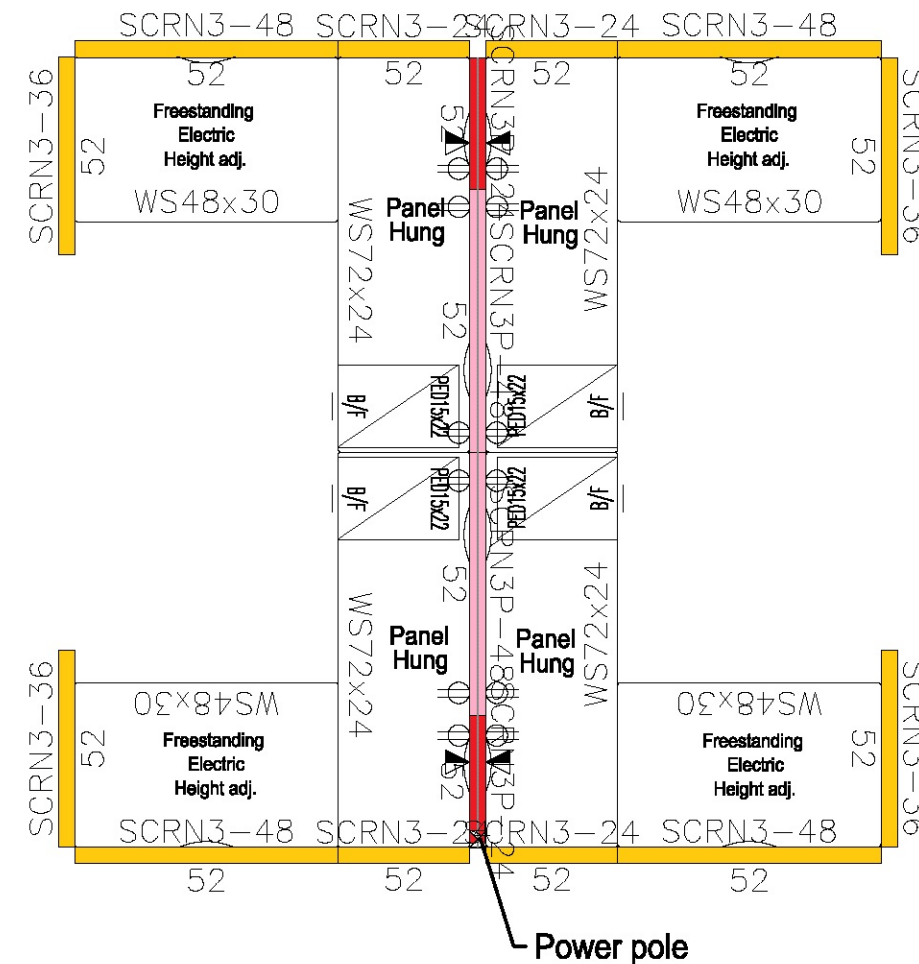
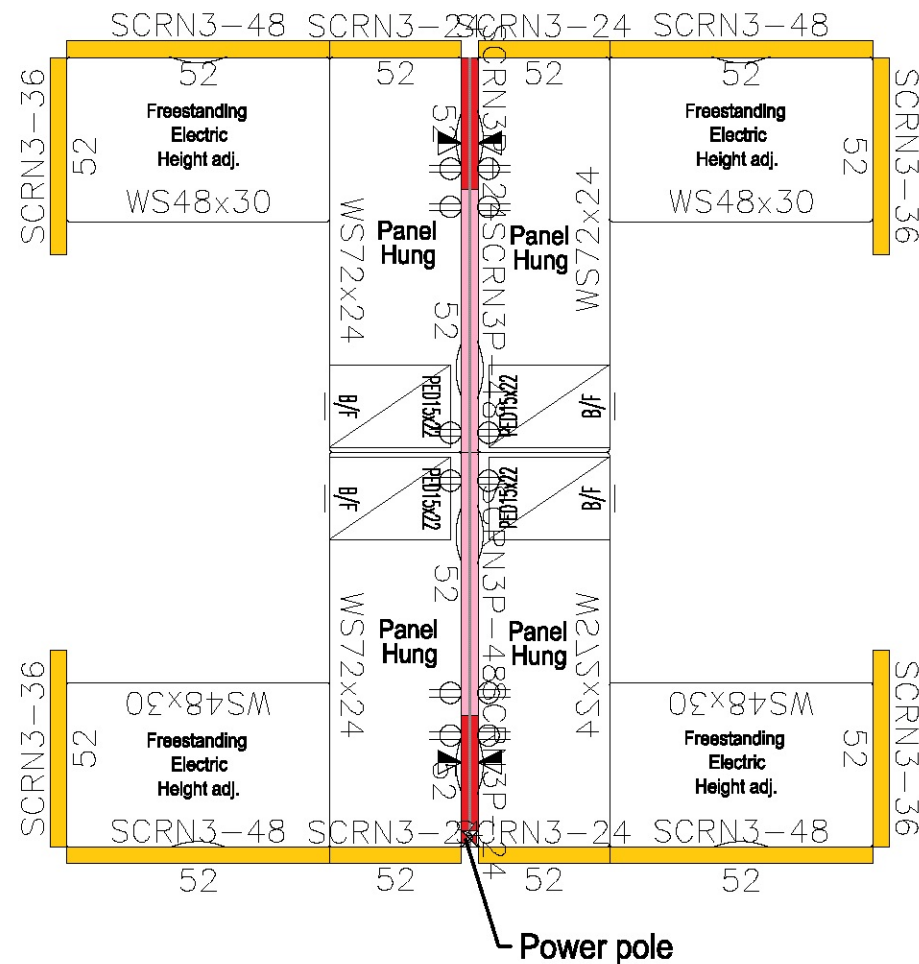
|                                       |                                       |
|---------------------------------------|---------------------------------------|
| cut-out(s) for Power<br>& DATA        |                                       |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
| Side 1                                | Side 2                                |

48" Panels (52" Height)  
**Panel matrix-E** █  
 Based Height Panels  
 Powered outlet(s) and DATA below  
 work surface (Single sided)  
 Whiteboard insert in upper element 1 (Single side)

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Upper element 1<br>Whiteboard insert  |                                       |
| cut-out(s) for Power<br>& DATA        |                                       |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
| Side 1                                | Side 2                                |

48" Panels (52" Height)  
**Panel matrix-F** █  
 Based Height Panels  
 Powered outlet(s) and DATA below  
 work surface (Double sided)  
 Whiteboard insert in upper element 1  
 and in upper element 2 (Double side)

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Upper element 1<br>Whiteboard insert  | Upper element 2<br>Whiteboard insert  |
| cut-out(s) for Power<br>& DATA        | cut-out(s) for Power<br>& DATA        |
| Lower element 1<br>Fabric<br>Acoustic | Lower element 2<br>Fabric<br>Acoustic |
| Side 1                                | Side 2                                |



## Section 02 - Workstations

NTS

**ANNEX D**  
**Additional Specifications, Certifications**

This Annex includes the additional Certifications associated with NSA product forming part of the requirement.

**1. Certifications**

**.1 NSA Product Conformance**

**1.1 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.