



## RETURN BIDS TO: RETOURNER LES SOUMISSIONS A:

Via email to / par courrier électronique à:  
shenny.dai@international.gc.ca

### STANDARD REQUEST FOR BID INVITATION A 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.

<b>Date of Solicitation – Date de la demande</b>  December 18, 2019
<b>Address inquiries to – Adresser toute demande de renseignement à :</b>  Shenny Dai (343) 203-0163 shenny.dai@international.gc.ca
<b>Destination :</b>  Global Affairs Canada (GAC) 111 Sussex Drive, Ottawa, ON K1A 0G2 Canada

**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.**

<b>Solicitation No. - N° de la demande :</b>  20-170712	<b>Amendment No. - N° de modification</b>  N/A
---	--

<b>Solicitation closes – La demande prend fin :</b>  <b>At – à 14 :00 (EST)</b>  <b>On – le 10 janvier, 2020</b>	<b>File No. - N° de dossier</b>  20-170712
--	--

<b>Supplier Name and Address – Nom et adresse du fournisseur</b>  _____
All Conforming Suppliers under Supply Arrangement / Fournisseurs conformes en vertu de l'arrangement en matière d'approvisionnement : <b>E60PQ-140003/...../PQ.</b>
<b>Name and title of person authorized to sign on behalf of supplier (type or print)</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)</b>
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. 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 2. 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 Public Service and Procurement Canada (PSPC) 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.

#### 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.
3. The conditions in article 1 above must be met by the Bidder 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.
  - a. The Bidder's valid VOS clearance number issued by CISD;
  - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.
5. In case that bidder's unscreened personnel are to be used for portions of the work, approval from project authority must be obtained, and such unscreened personnel must be escorted by the department authorized employees.



## Bid Evaluation

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

<b>RFB Issued to:</b>	
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: <b>E60PQ-140003/.../PQ</b>
<b>RFB Issued by:</b>	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Global Affairs Canada Shenny Dai
<b>RFB Closing - Submit Bid:</b>	
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. January 10, 2020 b. 14:00 (estern standard time)
To e-mail address:	shenny.dai@international.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 prior to the RFB closing date.

## SECTION 2 - RESULTING CONTRACT CLAUSES

<b>1.</b>	<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.	
<b>2</b>	<b>Security Requirements</b>	
2.1	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.	
	b	<b>X Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
<b>3</b>	<b>Requirement</b>	
3.1	Suppliers must fill in their portion of Annex A herein: Section B of Tables 1, 2 and 3, Table 5 (optional), and Table 6.	
<b>4.</b>	<b>Authorities</b>	
4.1	<b>Contracting Authority</b>	
	Name:	<b>Shenny Dai</b>
	Title:	<b>Senior Officer, Procurement and Contracting</b>
	Department/Agency/Crown Corporation:	<b>GAC</b>
	Address:	<b>200 Promenade du Portage, Gatineau, QC K1A 0G4</b>
	Telephone No.:	<b>(343) 203-0163</b>



	E-mail address:	<b>shenny.dai@international.gc.ca</b>
<b>4.2</b>	<b>Project Authority</b>	
	Name & Title:	<b>To be provided by IU at contract award</b>
	Department/Agency/Crown Corporation:	
	Address, Telephone and Email address	
<b>4.3</b>	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 6 below.	
<b>5.</b>	<b>Payment</b>	
<b>5.1</b>	Method of Payment	
	If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment





## 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**

#### **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 5. 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:

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.

Category 2 – Freestanding Height Adjustable Desk / Table Products

### 2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award

**Bidder to complete:** Sections identified by the IU in the RESULTING CONTRACT CLAUSES, Part 3, Requirement.

In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Bidders must provide a complete product offering for each category.

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



**Table 1 – Product Table**

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] \$
<b>Category 1b</b>						
1.	1bFFHREG24L60WN OLNY	<b><u>Free Standing systems/</u></b> Free Standing systems Fixes height Work Surfaces (Laminate) Rectangular, 2 Full Gables Modesty panels Laminate Grommets Laminate <b>1524 (60") x 610mm (24") x 737mm(29")H</b>	20		\$	\$
2.	1bSPBMCAA1524XX YKXX	<b><u>Filing and Storage</u></b> Pedestals Box,Files Mobile Casters Upholstered cushion seats Painted Metal Keyed <b>762mm (15) x 610mm (24")</b>	20			
3.	1bSPSCLGL242454X KXX	<b><u>Filing and Storage</u></b> Personal Storage Tower Closed Storage Leveling Glides Painted metal Keyed <b>610 mm (24) x 610mm (24")x1295-1372 mm (51"-54") H</b>	15			
<b>Category 2</b>						
4.	2WSSREXXL24L48B ELXX	<b><u>Individual Height Adjustable Work Surfaces</u></b> Sit-Stand Rectangular Laminate Electric <b>610mm (24") x 1372mm (48")</b>	30			



**Table 2 - Delivery**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID	
Location	Completion Date (M/D/Y)**	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
Global Affairs Canada 111 Sussex Drive, Ottawa, ON K1A 0G2 Canada	Before 02/21/2020	Normal	(Y) (M) (D)	\$
<p>* Normal Business Hours 8:00 – 17:00.</p> <p><b>**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</b></p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Completion Date and Desired Time.</p>		Delivery Total:		\$

**Table 3 - Installation**

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID	
Location	Completion Date (M/D/Y)**	Desired Time*	Supplier will install on the date and at the time below**	Firm Lot Price \$
Global Affairs Canada R1 and R2 Sections 111 Sussex Drive, Ottawa, ON K1A 0G2 Canada	Before 02/21/2020	Normal	(Y) (M) (D)	\$
<p>* Normal Business Hours 8:00 – 17:00.</p> <p><b>**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</b></p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to install on the Completion Date and Desired Time.</p>		Installation Total:		\$



**Table 4 – 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 Contracting 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>	
2.1	<p>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.</p> <p>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.</p>	
2.2	<p>Loading Dock/Location</p> <p>Contractor must contact Project Authority minimum two days prior to delivery to confirm the below information</p>	
A	Location	111 Sussex Dr. Ottawa, ON K1A 0G2
B	Dock	Available, Standard size for 2 trucks
C	Lift	Available, with capacity of 3 tons weight and 6’ width
D	Door	24’6 “ x 14’ 6”
2.3	Freight Elevator	Not available
2.4	Other (specify, if any)	
<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, as follows:</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	
3.3	Product Conformance	
3.4	Price Certification (In accordance with the SA, Part 6B)	





**Table 5 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	Product Total (Table 1)	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
4	<b>Total Evaluated (Bid) Price* (1 + 2 + 3):</b>	\$
5	Applicable Tax(es):	\$
6	<b>Total Estimated Cost (4 + 5)</b>	\$

**Table 6 – Bidder’s Authorized Representative**

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

**\*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.**



## ANNEX B SECURITY REQUIREMENTS CHECK LIST

---

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

1. The Contractor/Bidder must, at all times during the performance of the Contract, hold a valid SECRET status clearance issued or recognized by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Bidder is NOT approved for document safeguarding.
3. Processing of PROTECTED / CLASSIFIED information on automatic/electronic data processing equipment at the Contractor's/Bidder's site is NOT permitted under this contract.
4. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the Personnel Security Section by CIISD/PWGSC.
5. The Contractor/Bidder must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex B
  - (b) Industrial Security Manual (Latest Edition)

To be continued on the next pages --



Contract Number / Numéro du contrat <i>Projet # 1901838 - File 20-170712</i>
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 GAC		2. Branch or Directorate / Direction générale ou Direction SPD/SPL	
3 a) Subcontract Number / Numéro du contrat de sous-traitance		3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant SEE ATTACHED	
4. Brief Description of Work / Brève description du travail Les travailleurs effectuerons la livraison et l'installation de mobilier au 111 Sussex			
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input checked="" 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





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

Special comments / Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

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	COMSEC TOP SECRET COMSEC 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Claude Gaudet CLAUDE CADIEUX		Title - Titre Chargé de projet en design d'intérieur	Signature 
Telephone No. - N° de téléphone 343-543-5312	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel claude.cadieux@international.gc.ca	Date 15 DEC. 2019.
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Hussen Mussa		Title - Titre A/ Security in Contracting	Signature 
Telephone No. - N° de téléphone 343-203-3080	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel hussen.mussa@international.gc.ca	Date 2019-12-16
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?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Shenny Dai		Title - Titre Senior Procurement Officer	Signature 
Telephone No. - N° de téléphone 343-203-0163	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel shenny.dai@international.gc.ca	Date 2019-12-17
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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada