

**ANNEX F-2**

**RFB Standard (Tier 2)**

Office Seating Supply Arrangement E60PQ-120001/F



**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-120001/F.**

**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-120001/F.**

Solicitation No. - N° de la demande	Amendment No. - N° de modification
<b>1615584</b>	<b>001</b>

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	<b>1615584</b>

Date of Solicitation – Date de la demande
Address inquiries to – Adresser toute demande de renseignement à :  <b>See Section 2, Article 4.1.</b> <b>Voir Section 2, Article 4.1</b>
Destination  <b>See Section 2, Annex A.</b> <b>Voir Section 2, Annexe A.</b>

**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 : _____

**AMENDMENT 001 IS RAISED TO:**

1. Amend the RFB document.

Section 1 – Invitation and Instructions to Bidders

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

## **SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDER**

### **Terms of the RFB:**

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

**Competitive or**  **Single Conforming Supplier**

### **For Competitive Requirements:**

#### **The Bidder must provide the following information WITH the bid:**

- The information requested by Canada in Annex A herein;

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

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

### **For Single Conforming Suppliers:**

#### **The Bidder must provide the following information WITH the bid:**

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

General Stream

PSAB Stream

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

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

1. Conditions
  - a. the Bidder must hold a 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. The conditions in article 1 above must be met by the Bidder
  - a.  by the closing date of the bid;
  - b.  before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
  - a. The Bidder's valid 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.
4. For additional information on security requirements, bidders should refer to the **Canadian Industrial Security Directorate (CISD)**, Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

**Bid Evaluation** (This article is only completed if non-Government of Canada personnel will evaluate bids.)

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: <b>Office of the Auditor General of Canada</b> Contact for this RFB: <b>Beth Cooper</b>	See Section 2, article 4.1 below.

<b>RFB Closing - Submit Bid:</b>	
Bids must be submitted to the Contracting Authority on the date and time, location, and in the format indicated below.	
By no later than date and time:	<b>Wednesday January 15<sup>th</sup>, 2020</b>  <b>2pm EST</b>
Format of Bid Submission	<input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Soft Copy
To physical location (if applicable)  (Hard copy)	<b>Not Applicable</b>
To e-mail address (if applicable)  (Soft copy)	<b>suppliers@oag-bvg.gc.ca</b>
<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 until <b>two</b> business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	<u>  2  </u> business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<b>Terms and Conditions of the Contract</b>	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-120001/PQ apply to and form part of this Contract.	
<b>2. Security Requirement</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, if applicable. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
	a.	<input checked="" type="checkbox"/> <b>Contractor may be escorted; possession of security clearance not required.</b> 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"/> <b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
	c.	<input type="checkbox"/> <b>There is no security requirement associated with this contract.</b>
<b>3. Requirement</b>		
3.1	The Contractor must perform the Work listed in Annex A herein.	
<b>4. Authorities</b>		
4.1	<b>Contracting Authority / Identified User</b>	
	Name:	<b>Beth Cooper / Marie-Claude Savard</b>
	Title:	<b>Senior Contracting &amp; Procurement Advisor / Contracting &amp; Procurement Officer</b>
	Department/Agency/Crown Corporation:	<b>The Office of the Auditor General of Canada</b>
	Address:	<b>240 Sparks St</b>
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	<b>Suppliers@oag-bvg.gc.ca</b>
4.2	<b>Project Authority</b> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.</i>	
	<i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
		Name:
		Title:
		Department/Agency/Crown Corporation:
		Address:
		Telephone No.:
		Facsimile No.:
	E-mail address:	
4.3	<b>Contractor's Representative</b>	
	As set out in Annex A, Table 9 below.	
<b>5. Payment</b>		
	Method of Payment	
	<input type="checkbox"/>	Single Payment

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

**ANNEX A**  
**REQUIREMENT and BASIS OF PAYMENT**

***Bidder to complete:*** Section B of Tables 1,3,5; Section B of Tables 2,4,6 if applicable; Tables 8 and 9.

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

1. Category Selection

The requirement includes the following category (ies) of work:

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

**GoCUID Rule:**

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

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

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

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

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

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

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

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



**Table 1 – Product (Office Chair #1)**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	<i>Type of Chair:</i> Rotary Office <i>Stream:</i> General or PSAB <i>GoCUID #:</i> 7OCHNBHLAASSALMTIUDB	17			
	<i>Headrest:</i> No headrest <i>Backrest Height:</i> High back <i>Lumbar Support:</i> Adjustable <i>Armrests:</i> Height/Width/Swivel Adjustable "T" Arm <i>Seat Depth:</i> Adjustable <i>Seat and Backrest Locks:</i> Lockable or Stoppable in Multiple Positions <i>Tilt Mechanism:</i> Independently <i>Upholstery:</i> Dual Breathable Material <i>Caster Type:</i> for carpeted floors Added Features:  6 chairs (5 - Halifax, 1 - Edmonton): - Small seat pan (approx.: 18.5w x 17d), Backrest upholstery breathable material (mesh) & Seat upholstery breathable material (mesh) 7 chairs (Edmonton): - Large seat pan (approx.: 20w x 21d), Backrest upholstery breathable material (mesh) & Seat upholstery breathable material (mesh) 4 chairs (Halifax): - Backrest upholstery breathable material (mesh) & Seat upholstery breathable material (mesh)				
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the <b>combined firm quantity</b> of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.					
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					
				Subtotal	\$

**Table 2 – Optional Product (chairs)**     Not Applicable

**Table 3 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	<b>Halifax Office:</b> Maritime Centre 1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5 Telephone: 902-426-7721 Deliver to- OAG office on the 11th floor	9	[20-02-07]	Normal Business Hours			
	<b>Edmonton Office:</b> Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3 Telephone: 780-495-2028 Deliver to- OAG office on the 16th floor	8					
<b>*All chairs must be delivered prior to March 31<sup>st</sup>, 2020.</b>							
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.					Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery**     Not Applicable

**Table 5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	<b>Halifax Office:</b> Maritime Centre	9	[20-02-07]	Normal Business	(Y-M-D)		

1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5 Telephone: 902-426-7721 Deliver to- OAG office on the 11th floor			Hours	(Time)		
<b>Edmonton Office:</b> Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3 Telephone: 780-495-2028 Deliver to- OAG office on the 16th floor	8					
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.			Subtotal for Installations:		\$	

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	Loading Dock/Location: <b>Halifax Office</b>	
2.1.1	A	Location Maritime Centre 1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5
	B	Dock Can accommodate up to 43 ft. tractor trailer
	C	Lift Exists Weight capacity: ½ ton maximum Size: 96"w x 84"d
	D	Door Size: 60"
2.1.2	Freight Elevator Exists: loading dock level	
2.1.3	Other (specify, if	

	any)	
2.2.1	Loading Dock/Location: <b>Edmonton Office</b>	
	A	Location Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3
	B	Dock Restricted to maximum 5 ton truck
	C	Lift Exists Weight capacity: ½ ton maximum Size: 96"w x 84"d
	D	Door Size: 60"w x 108"d
2.2.2	Freight Elevator	Exists: loading dock level
2.2.3	Other (specify, if any)	
<b>3. 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 certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)	

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

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 2)	\$
3	Delivery Total (Table 3)	\$
4	<b>Optional</b> Delivery Total (Table 4)	\$
5	Installation Total (Table 5)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

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

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

**Table 1 – Product (Office Chair #2)**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
2	<i>Type of Chair:</i> Rotary Office <i>Stream:</i> General or PSAB <i>GoCUID #:</i> 7OCHNBHLAASSALMTIUBF	151			
	<i>Headrest:</i> No headrest <i>Backrest Height:</i> High back <i>Lumbar Support:</i> Adjustable <i>Armrests:</i> Height/Width/Swivel Adjustable "T" Arm <i>Seat Depth:</i> Adjustable <i>Seat and Backrest Locks:</i> Lockable or Stoppable in Multiple Positions <i>Tilt Mechanism:</i> Independently <i>Upholstery:</i> Back Breathable Material/Seat Fabric <i>Caster Type:</i> for carpeted floors Added Features: 77 chairs (1 - Halifax, 4 - Montréal, 3 Edmonton, 69 - Ottawa) : - Small seat pan (approx.: 18.5w x 17d), Backrest upholstery breathable material (mesh), Seat upholstery Fabric 13 chairs (1 - Halifax, 2 Montréal, 10 - Edmonton): - Large seat pan (approx.: 20w x 21d), Backrest upholstery breathable material (mesh), Seat upholstery Fabric 61 chairs (2 - Halifax, 27 - Montréal, 32 - Ottawa): - Backrest upholstery breathable material (mesh), Seat upholstery Fabric -				
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the <b>combined firm quantity</b> of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.					
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					
				Subtotal	\$

**Table 2 – Optional Product (chairs)**     Not Applicable

**Table 3 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID			
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$	
2	<b>Halifax Office:</b> Maritime Centre 1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5 Telephone: 902-426-7721 Deliver to- OAG office on the 11th floor	4	[20-02-07]	Normal Business Hours				
	<b>Montréal Office:</b> 1255 Peel Street Suite 545 Montréal, Quebec Canada H3B 2T9 Telephone: 514-283-6086 Deliver to- OAG office on the 5th floor	33						
	<b>Edmonton Office:</b> Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3 Telephone: 780-495-2028 Deliver to- OAG office on the 16th floor	13						
	<b>Ottawa Office:</b> C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada Telephone: 613-952-0213 Deliver to- loading dock Kent St. entrance west side of building	25						[20-02-21]
		25						[20-02-28]
		25						[20-03-06]
		26						[20-03-13]

**\*All chairs must be delivered prior to March 31<sup>st</sup>, 2020.**

<p>*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.</p> <p>**If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p>	<p>Subtotal for Deliveries: \$</p>
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**Table 4 – Optional Delivery**     Not Applicable

**Table 5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
2	<b>Halifax Office:</b> Maritime Centre 1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5 Telephone: 902-426-7721 Deliver to- OAG office on the 11th floor	4	[20-02-07]	Normal Business Hours	(Y-M-D)  (Time)		
	<b>Montréal Office:</b> 1255 Peel Street Suite 545 Montréal, Québec Canada H3B 2T9 Telephone: 514-283-6086 Deliver to- OAG office on the 5th floor	33					
	<b>Edmonton Office:</b> Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3 Telephone: 780-495-2028 Deliver to- OAG office on the 16th floor	13					
	<b>Ottawa Office:</b> Not applicable.						
<p>**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time.</p> <p>*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.</p>				Subtotal for Installations:	\$		

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>	
1.1	<p>For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>	
	Loading Dock/Location: <b>Halifax Office</b>	
2.1.1	A	<p>Location</p> <p>Maritime Centre 1505 Barrington Street Suite 1140 Halifax, Nova Scotia Canada B3J 3K5</p>
	B	Dock
	C	<p>Lift</p> <p>Exists Weight capacity: ½ ton maximum Size: 96"w x 84"d</p>
	D	<p>Door</p> <p>Size: 60"</p>
2.1.2	Freight Elevator	
	Exists: loading dock level	
2.1.3	Other (specify, if any)	
	Loading Dock/Location: <b>Montréal Office</b>	
2.2.1	A	<p>Location</p> <p>1255 Peel Street Suite 545 Montréal, Québec Canada H3B 2T9</p>
	B	Dock
	C	<p>Lift</p> <p>Exists Weight capacity: ½ ton maximum Size: 44"w x 76"d</p>
	D	<p>Door</p> <p>Size: 46"</p>
2.2.2	Freight Elevator	
	Exists: loading dock level	
2.2.3	Other (specify, if any)	
	Loading Dock/Location: <b>Edmonton Office</b>	
2.3.1	A	<p>Location</p> <p>Canada Place 9700 Jasper Avenue Suite 1635 Edmonton, Alberta Canada T5J 4C3</p>
	B	Dock
	C	<p>Lift</p> <p>Exists Weight capacity: ½ ton maximum Size: 96"w x 84"d</p>



	D	Door	Size: 60"w x 108"d
2.3.2	Freight Elevator		Exists: loading dock level
2.3.3	Other (specify, if any)		
Loading Dock/Location: <b>Ottawa Office</b>			
2.4.1	A	Location	C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada
	B	Dock	Restricted to height of 12 ft 6 in and 5 ton truck
	C	Lift	Exists Weight capacity: ½ ton maximum Size: 65"w x 90"d
	D	Door	Size: 54"
2.4.2	Freight Elevator		Exists - loading dock level
2.4.3	Other (specify, if any)		
<b>3. 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 certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:			
3.1	Integrity Provisions		
3.2	Federal Contractor's Program for Employment Equity		
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)		
3.4	Product Conformance		
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)		

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

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 2)	\$
3	Delivery Total (Table 3)	\$
4	<b>Optional</b> Delivery Total (Table 4)	\$
5	Installation Total (Table 5)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

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

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

**Table 1 – Product (Office Chair #3)**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
3	<i>Type of Chair:</i> Rotary Office <i>Stream:</i> General or PSAB <i>GoCUID #:</i> 7OCHNBHLAASSALMTIUDF	122			
	<i>Headrest:</i> No headrest <i>Backrest Height:</i> High back <i>Lumbar Support:</i> Adjustable <i>Armrests:</i> Height/Width/Swivel Adjustable "T" Arm <i>Seat Depth:</i> Adjustable <i>Seat and Backrest Locks:</i> Lockable or Stoppable in Multiple Positions <i>Tilt Mechanism:</i> Independently <i>Upholstery:</i> Dual Fabric <i>Caster Type:</i> for carpeted floors <i>Added Features:</i>  2 chairs (2 - Vancouver): - Small seat pan (approx.: 18.5w x 18d), Backrest upholstery Fabric, Seat upholstery Fabric 5 chairs (5 - Vancouver): - Large seat pan (approx.: 20w x 21d), Backrest upholstery Fabric, Seat upholstery Fabric 115 chairs (15 - Vancouver, 100 - Ottawa): - Backrest upholstery Fabric, Seat upholstery Fabric				
*Not applicable for side chairs ** Must not exceed ceiling prices in SA					
Non-SA (NSA) products forming part of this requirement not to exceed 30% of the <b>combined firm quantity</b> of the category total of product(s) above in this table. The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.					
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					
				Subtotal	\$

**Table 2 – Optional Product (chairs)**     Not Applicable

**Table 3 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
3	<b>Vancouver Office:</b> Library Square 300 West Georgia Street Suite 1020 Vancouver, British Columbia Canada V6B 6B4 Telephone: 604-666-3596 Deliver to- OAG office on the 10th floor	22	[20-02-07]	Normal Business Hours			
	<b>Ottawa Office:</b> C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada Telephone: 613-952-0213 Deliver to- loading dock	50	[20-02-07]				
	Kent St. entrance west side of building	50	[20-02-14]				
<p><b>*All chairs must be delivered prior to March 31<sup>st</sup>, 2020.</b></p>							
<p>*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.</p>					Subtotal for Deliveries:		\$

**Table 4 – Optional Delivery**     Not Applicable

**Table 5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER’S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
3	<b>Vancouver Office:</b> Library Square 300 West Georgia Street Suite 1020	22	[20-02-07]	Normal Business Hours			

Vancouver, British Columbia Canada V6B 6B4 Telephone: 604-666-3596 Deliver to- OAG office on the 10th floor							
<b>Ottawa Office:</b> Not applicable							
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Subtotal for Installations:		\$	

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>		
1.1	<p>For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.</p> <p>Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.</p> <p>The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.</p>		
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>		
	Loading Dock/Location: <b>Vancouver Office</b>		
2.1.1	A	Location	Library Square 300 West Georgia Street Suite 1020 Vancouver, British Columbia Canada V6B 6B4
	B	Dock	Restricted to height of 10 ft. 6 in.
	C	Lift	Exists Weight capacity: ½ ton maximum Size: 75"w x 64"d
	D	Door	Size: 52"
2.1.2	Freight Elevator		Exists - loading dock level
2.1.3	Other (specify, if any)		
	Loading Dock/Location: <b>Ottawa Office</b>		
2.2.1	A	Location	C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada
	B	Dock	Restricted to height of 12 ft 6 in and 5 ton truck
	C	Lift	Exists Weight capacity: ½ ton maximum

		Size: 65" w x 90" d
	D Door	Size: 54"
2.2.2	Freight Elevator	Exists - loading dock level
2.2.3	Other (specify, if any)	
<b>3. 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 certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)	

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

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 2)	\$
3	Delivery Total (Table 3)	\$
4	<b>Optional</b> Delivery Total (Table 4)	\$
5	Installation Total (Table 5)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

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

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

**Table 1 – Product (Office Chair #4)**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	Description	Qty	Supplier Model Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1					

\*Not applicable for side chairs  
 \*\* Must not exceed ceiling prices in SA

Non-SA (NSA) products forming part of this requirement not to exceed 30% of the **combined firm quantity** of the category total of product(s) above in this table.  
 The Supply Arrangement holder signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex C.

#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	<i>Type of Chair:</i> Rotary Office <i>Stream:</i> General or PSAB <i>GoCUID #:</i> 7OCHNBHLAASSALMTIUBF <i>Headrest:</i> No headrest <i>Backrest Height:</i> High back <i>Lumbar Support:</i> Adjustable <i>Armrests:</i> Height/Width/Swivel Adjustable "T" Arm <i>Seat Depth:</i> Adjustable <i>Seat and Backrest Locks:</i> Lockable or Stoppable in Multiple Positions <i>Tilt Mechanism:</i> Independently <i>Upholstery:</i> Back Breathable Material/Seat <b>VINYL</b> <i>Caster Type:</i> for carpeted floors <i>Added Features:</i> 123 chairs (Ottawa): - Backrest upholstery breathable material (mesh), Seat upholstery <b>VINYL</b>	123			
				Subtotal	\$

**Table 2 – Optional Product (chairs)**     Not Applicable

**Table 3 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Price \$	Extended Total (Qty x Price) \$
1	<b>Ottawa Office:</b> C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada Telephone: 613-952-0213 Deliver to- loading dock Kent St. entrance west	25	[20-02-21]				
		25	[20-02-28]				
		25	[20-03-06]				
		24	[20-03-13]				

	side of building	24	[20-03-20]				
<b>*All chairs must be delivered prior to March 31<sup>st</sup>, 2020.</b>							
*Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.				Subtotal for Deliveries:		\$	

**Table 4 – Optional Delivery**  Not Applicable

**Table 5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Price) \$
1	<b>Ottawa Office:</b> Not applicable.						
**If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. *Normal Business Hours are 8:00 – 17:00, as per SA, Annex A, article 5.				Subtotal for Installations:		\$	

**Table 6 – Optional Installation**  Not Applicable

**Table 7 – Associated Aspects**

<b>1.</b>	<b>Upholstering Colour</b>		
	For each of the chairs listed above, within five business days of the award of Contract, the Contractor must provide to the Contracting Authority or Project Authority, information describing all of the upholstery names and colours available within the colour category specified for each chair. The descriptive information is to be in the form of coloured samples or documentation showing the true colours.		
1.1	Within five business days of receipt of all descriptive information, the Contracting Authority or Project Authority will provide the Contractor with a written notice of Canada's colour choices for each of the chairs listed in Annex A.  The Contractor will deliver the chairs corresponding to Canada's choice of specific colour(s) within the colour category. No additional charge will be applied to Canada.		
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b>		
	Loading Dock/Location: <b>Ottawa Office</b>		
2.1.1	A	Location	C.D. Howe Building 240 Sparks Street Ottawa, Ontario K1A 0G6 Canada

	B	Dock	Restricted to height of 12 ft 6 in and 5 ton truck
	C	Lift	Exists Weight capacity: ½ ton maximum Size: 65"w x 90"d
	D	Door	Size: 54"
2.1.2	Freight Elevator		Exists - loading dock level
2.1.3	Other (specify, if any)		
<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 certifications listed in Parts 6A and 6B of the Bidder's SA for Office Seating, as follows:		
3.1	Integrity Provisions		
3.2	Federal Contractor's Program for Employment Equity		
3.3	Green Chair Recognition Product Conformance (Applies only to Bidders whose proposed chair(s) are denoted in the SA with this recognition)		
3.4	Product Conformance		
3.5	Price Certification (In accordance with the SA, Annex E OSTCM)		

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

1	Product Total (Table 1)	\$
2	<b>Optional</b> Product Total (Table 2)	\$
3	Delivery Total (Table 3)	\$
4	<b>Optional</b> Delivery Total (Table 4)	\$
5	Installation Total (Table 5)	\$
6	<b>Optional</b> Installation Total (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6):</b>	\$
8	Applicable Tax(es):	\$
9	Estimated Total Contract Amount (7+8):	\$

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

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

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



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

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

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

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## **ANNEX B SECURITY REQUIREMENTS**

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

## ANNEX C NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

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

### 1. Specifications

- *Vinyl Seat (see Non-SA table)*

Products not available under the Supply Arrangement (SA) must have generic specifications and the dimensions must include the necessary tolerances and ranges. Identified Users should not use a manufacturer's brochure or specifications in their solicitation documents.

### 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 E of the RFB, and meets the testing and performance requirements found at ANNEX A-1.1 and A-1.2 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 E. 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.



**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 **OAG**      2. Branch or Directorate / Direction générale ou Direction **Facilities**

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  
**RFB for Office Seating under Supply Arrangement E60PQ-120001/F**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 1615584
Security Classification / Classification de sécurité unclassified

**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 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



**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 / CONFIDENTIEL	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).



Contract Number / Numéro du contrat
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) Claude Paquin		Title - Titre Manager- Facilities	
		Signature Paquin, Claude	
Digitally signed by Paquin, Claude DN: c=CA, o=GC, ou=OAG-BVG, cn=Paquin, Claude Date: 2019.12.16 15:42:45 -05'00'			
Telephone No. - N° de téléphone 613-952-0213 x 5677	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel paquincr@oag-bvg.gc.ca	Date 12-16-2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Emmanuelle Lalonde		Title - Titre DCSO	
		Signature E Lalonde	
Telephone No. - N° de téléphone 995-3708	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Emmanuelle.Lalonde@oag-bvg.gc.ca	Date Dec 19, 2019
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> 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