



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Furniture Division/Division des ameublements
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7^e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

Title - Sujet Chairs - Category C1, C2, C3 & C4	
Solicitation No. - N° de l'invitation EP731-203264/B	Date 2020-06-17
Client Reference No. - N° de référence du client 20203264	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$PQ-998-78819	
File No. - N° de dossier pq998.EP731-203264	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-07-03	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bouvier, Patrick	Buyer Id - Id de l'acheteur pq998
Telephone No. - N° de téléphone (819) 360-2596 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 REQUIREMENT	2
1.3 GENERAL OR PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS (PSAB).....	2
1.4 DEBRIEFINGS	3
1.5 EPOST CONNECT SERVICE	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BID SOLICITATION.....	5
PART 3 - BID PREPARATION INSTRUCTIONS	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1 SECURITY REQUIREMENTS	11
6.2 REQUIREMENT	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	13
6.6 PAYMENT	14
6.7 INVOICING INSTRUCTIONS	14
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
6.9 APPLICABLE LAWS.....	15
6.10 PRIORITY OF DOCUMENTS	15
6.11 ACCESS TO FACILITIES AND EQUIPMENT	15
6.12 CANADA'S FACILITIES TO ACCOMMODATE THE DELIVERY	15
6.13 STANDARD FINISHES.....	16
6.14 SACC MANUAL CLAUSES	16
ANNEX A	17
REQUIREMENT	17
ANNEX B	21
BASIS OF PAYMENT	21
ANNEX C	29
SECURITY REQUIREMENTS CHECKLIST	29

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is security associated with this requirement.

1. The conditions in this article must be met by the Bidder (the checked box applies):
 - ☐ at the date of bid closing.
 - ☒ before award of a contract.
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. 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. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

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

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 General or Procurement Strategy for Aboriginal Business (PSAB)

This requirement is a (the checked box applies):

☒ General Stream Procurement

The requirement is subject to all applicable trade agreements as identified in the Notice of Proposed Procurement (NPP).

☐ PSAB Stream Procurement

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

Solicitation No. - N° de l'invitation
EP731-203264/B
Client Ref. No. - N° de réf. du client
20203264

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP731-203264

Buyer ID - Id de l'acheteur
pq998
CCC No./N° CCC - FMS No./N° VME

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 epost Connect service

This bid solicitation allows Bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

2.2 Submission of Bids

1. Epost

Bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.

PWGSC, National Capital Region: For Bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect. Refer to the standard instructions 2003 for further information.

2. Facsimile

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Facsimile number: 819-997-9776.

3. Bid Receiving Unit

This is not the most preferred method during the COVID-19 pandemic. Preference is towards Epost or Facsimile.

Bids must be submitted only to the Bid Receiving Unit by the date, time and place indicated in the bid solicitation."

Bid Receiving - PWGSC
Place du Portage, Phase III, Tower B, 0B2
11 Laurier Street
Gatineau, QC
For couriers: J8X 4A6
For regular mail: K1A 0S5
Telephone: 819-420-7201

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copies).
Section II: Financial Bid (1 hard copies).
Section III: Certifications and Additional Information (1 hard copies).

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their Technical Bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their Financial Bid in accordance with the Basis of Payment.

Solicitation No. - N° de l'invitation
EP731-203264/B
Client Ref. No. - N° de réf. du client
20203264

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP731-203264

Buyer ID - Id de l'acheteur
pq998
CCC No./N° CCC - FMS No./N° VME

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications and Additional Information

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance to Annex B of the requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

A bid must comply with the requirements of the bid solicitation and meet all the technical criteria at Annex-A to be declared responsive.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Additional Information

Integrity checks were performed on each Supplier at time of issuance of their respective Supply Arrangement (SA). By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions listed above.

5.1.2 Product Conformance

By submitting a bid, the Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A and to the Specifications of the series of SAs issued by PWGSC with the number E60PQ-120001/G.

5.1.3 Continuance of Certifications

The Bidder certifies that by submitting a bid in response to this solicitation, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the certifications submitted with its arrangement to become qualified as part of the series of SAs issued by PWGSC with the number E60PQ-120001/G.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc/labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Price Certification

1. This certification applies to Competitive and Non-Competitive Requirements when the Total Evaluated Bid Price is \$50,000.00 or more and the bid is the only responsive bid.

- a. Price Certification – Canadian-based Suppliers (other than Agency and Resale Outlets)

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- iii. does not include any provision for discounts to selling agents.

- b. Price Certification – Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- i. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply to and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

6.2 Requirement

6.2.1 The Contractor must provide office seating in accordance with the Requirement at Annex A.

This contract is issued against the Supplier's Furniture for Office Seating Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number **E60PQ-120001/G**. The terms and conditions in the Supplier's SA apply to and form part of this contract.

6.2.2 This requirement is a (the checked box applies):

- ☒ General Stream Procurement
- ☐ Procurement Strategy for Aboriginal Business (PSAB) Stream Procurement

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010A (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 - Warranty, is amended as follows:

At Sub-section 1.

Deleted: "The warranty period will be 12 months."

Inserted: "The warranty period will be 10 years with the exception of user adjustable components, which will have a warranty of 5 years."

At Sub-section 2.

Deleted: In its entirety

Inserted: as follows:

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

Section 16 - Interest on Overdue Accounts

This provision will not apply to payments made by credit card at point of sale. This provision does not apply to Suppliers whose SAs do not include the provision for payment by credit card.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the completion and acceptance of the Work.

6.4.2 Shipping Instructions

If delivery is required: Goods must be delivered DDP (Destination as specified in contract) Incoterms® rules, Applicable Taxes extra.

In addition to the above, the Contractor is to unload and move the goods to the delivery location(s) specified in the contract.

6.4.3 Delivery Date

All the deliverables must be received on or before the date(s) indicated at Annex B.

Standard Lead time is between 6-10 weeks for furniture delivery and installation.

6.4.4 Delivery and Installation Points Location(s)

Delivery and Installation of the requirement will be made at the point(s) specified at Annex B of the Contract.

The Project Authority (PA) will provide the Supplier the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery and installation time provided by the Supplier. Canada will not be responsible if the Supplier chooses to proceed without the PA authorization.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patrick Bouvier
Supply Officer
Public Services and Procurement Canada (PSPC)
140 O'Connor Street
L'Esplanade Laurier, East Tower, 7FL, 7113
Ottawa, ON
K1A 0S5

Telephone: 819-360-2596
E-mail address: Patrick.Bouvier@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority *(to be completed at contract award)*

The Project Authority for the Contract is:

Name:
Title:
Department:
Address:
Address
Address
Address

Telephone:
E-mail address:

The Project Authority 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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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).

6.5.3 Contractor's Representative

The Contractors Representative for the Contract is: *(to be completed at contract award)*

Name: _____

Title: _____

Telephone: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **firm**, as specified in Annex B – Basis of Payment, for a cost of \$_____ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Method of Payment

SACC Manual clause **H1001C** (2008-05-12) Multiple Payment

6.6.3 SACC Manual Clauses

SACC Manual clause **C0100C** (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

6.6.4 Electronic Payment of Invoices – Contract

Canada may pay invoices by credit card if the Contractor's SA indicates acceptance of such payment. Refer to Supplier's SA.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices must not be submitted until all work identified on the invoice has been completed.

Invoices must be distributed as follows:

- a. One (1) electronic copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.
- b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. One (1) electronic copy must be forwarded to the Design Manager.
(insert name and email at contract award)

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

As set out in the article "Applicable Laws" in Part 6A of the SA.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement of the SA E60PQ-120001;
- (b) the Articles of this Agreement;
- (c) the general conditions 2010A (2020-05-28) – General conditions: Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement; and
- (g) the Contractor's bid dated [REDACTED] (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on [REDACTED] " or " , as amended on [REDACTED] " and insert date(s) of clarification(s) or amendment(s).*)

6.11 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.12 Canada's Facilities to Accommodate the Delivery

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.

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

Solicitation No. - N° de l'invitation
EP731-203264/B
Client Ref. No. - N° de réf. du client
20203264

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP731-203264

Buyer ID - Id de l'acheteur
pq998
CCC No./N° CCC - FMS No./N° VME

6.13 Standard finishes

The Identified User (IU) will consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.

Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.

The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

ANNEX A REQUIREMENT

Table A1: Rotary Office Chair

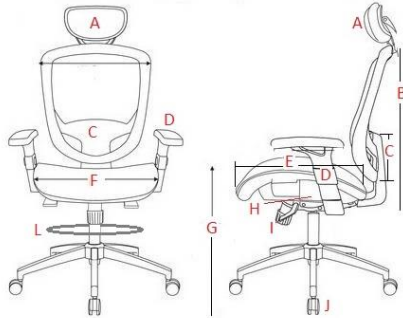






Table A1	QTY: 30
<input checked="" type="checkbox"/> Rotary Chair <input type="checkbox"/> Rotary Chair large occupant <input type="checkbox"/> Rotary Stool	

[Link to annex A technical spec from the furniture website](#)

	Criteria	Requirement Choices			
A	Headrest	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No preference			
B	Backrest Height	<input type="checkbox"/> Standard = height between 450mm (17.7 in.) to 660 mm (25.9 in.) <input checked="" type="checkbox"/> High = height greater than 660mm (26 in.) <input type="checkbox"/> No preference			
B	Backrest Style Preference(s)	<div><input checked="" type="checkbox"/> No preference</div> <div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div> <div>Note: style represents overall shape, but the design may vary.</div>			
C	Lumbar Support	<input type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height		<input type="checkbox"/> Up/down <input type="checkbox"/> In/out <input type="checkbox"/> In/out & up/down	
		<input checked="" type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.)			
		<input type="checkbox"/> No preference			
D	Armrests	<input type="checkbox"/> Adjustable	<input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input type="checkbox"/> height & width = WIDTH: min. 75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot		
		<input checked="" type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.)			
		<input type="checkbox"/> None (no Armrests)			
E	Seat Depth	<input type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.)			
		<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.)		

		<input type="checkbox"/> No preference					
F	Seat Width	Standard rotary chairs and stools have a minimum width of 450mm (17.7in.) Large Occupant models have a minimum width of 560mm (22 in.)					
G	Seat Height	<table border="1"> <tr> <td>Rotary Chair</td><td> <input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.) </td></tr> <tr> <td>Rotary Stool</td><td> <input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in.). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.). </td></tr> </table>	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.)	Rotary Stool	<input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in.). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.).	<input checked="" type="checkbox"/> Standard = includes 417mm (16.4 in.) or less to 512mm (20.2in.) or more <input type="checkbox"/> Low = includes 376mm (14.8 in.) to 439mm (17.3 in.)
Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.)						
Rotary Stool	<input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in.). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.).						
H	Tilt Mechanism	<input type="checkbox"/> Synchro tilt = seat and backrest tilt at the same time in a simultaneous movement, with the seat in a ratio greater than 1:1 <input checked="" type="checkbox"/> Unison tilt = Seat and backrest (including knee) tilt in unison, a ratio of 1:1 <input type="checkbox"/> Back tilt = Seat angle and back angle adjustment to be adjustable independently of each other <input type="checkbox"/> No preference					
I	Seat and Backrest Locks	<input checked="" type="checkbox"/> Setup Position = seat is in the most horizontal position and the backrest in the most vertical position <input type="checkbox"/> Multiple Positions = includes the setup position and additional angles of seat and backrest <input type="checkbox"/> No preference					
J	Casters	<input checked="" type="checkbox"/> carpet = for carpeted/ soft floors <input type="checkbox"/> hard surface = for hard surfaced floors					
L	Foot Ring	Standard with stool models only					
	Upholstery	<table border="1"> <tr> <td>Backrest</td><td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____ </td></tr> <tr> <td>Seat</td><td> <input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____ </td></tr> </table>	Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____	Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____	
Backrest	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____						
Seat	<input checked="" type="checkbox"/> Upholstery <input type="checkbox"/> Mesh <input type="checkbox"/> Other _____						
		<input type="checkbox"/> No preference					
	Additional Criteria	Chrome base Chrome arms					

Table A2: Rotary Conference

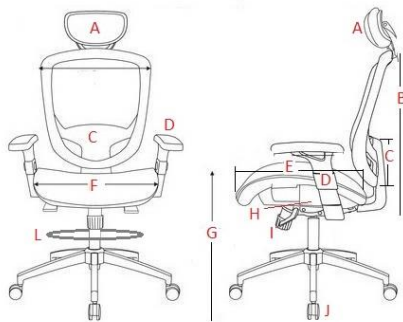






Table A2	QTY: 29
<input checked="" type="checkbox"/> Rotary Chair (Conference) <input type="checkbox"/> Rotary Chair large occupant <input type="checkbox"/> Rotary Stool	

[Link to annex A technical spec from the furniture website](#)

	Criteria	Requirement Choices	
A	Headrest	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No preference	
B	Backrest Height	<input type="checkbox"/> Standard = height between 450mm (17.7 in.) to 660 mm (25.9 in.) <input checked="" type="checkbox"/> High = height greater than 660mm (26 in.) <input type="checkbox"/> No preference	
B	Backrest Style Preference(s)	<input checked="" type="checkbox"/> No preference <div style="display: flex; justify-content: space-around; align-items: center;">     </div> <p><i>Note: style represents overall shape, but the design may vary.</i></p>	
C	Lumbar Support	<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment between 150mm (5.9 in.) to 250mm (9.8 in.) for height <input type="checkbox"/> Fixed = between 150 mm (5.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> No preference </div> <div> <input type="checkbox"/> Up/down <input type="checkbox"/> In/out <input checked="" type="checkbox"/> In/out & up/down </div> </div>	
D	Armrests	<input checked="" type="checkbox"/> Adjustable <div style="margin-left: 20px;"> <input type="checkbox"/> height = HEIGHT: min. 63mm (2.5 in.) adjustment between 176mm (6.9 in.) to 289mm (11.4 in.) <input checked="" type="checkbox"/> height & width = WIDTH: min. 75mm (3 in.) between 443mm (17 in.) to 493mm (19.4 in.) <input type="checkbox"/> height, width & pivot = PIVOT: min. 20 degrees inward and min. 10 degrees outward <input type="checkbox"/> pivot </div>	<input type="checkbox"/> Fixed = height range between 200 mm (7.9 in.) to 250 mm (9.8 in.) <input type="checkbox"/> None (no Armrests)
E	Seat Depth	<input type="checkbox"/> Adjustable = min. 50mm (2 in.) adjustment within the range 420mm (16.5 in.) to 460mm (18.1 in.) <div style="display: flex;"> <div style="flex: 1;"> <input checked="" type="checkbox"/> Fixed </div> <div style="flex: 2;"> <input type="checkbox"/> Shallow = 380mm (15 in.) to 420mm (16.5 in.) <input checked="" type="checkbox"/> Medium = greater than 420mm (16.5 in.) to 460mm (18.1 in.) <input type="checkbox"/> Deep = greater than 460mm (18.1 in.) </div> </div>	<input type="checkbox"/> No preference
F	Seat Width	Standard rotary chairs and stools have a minimum width of 450mm (17.7in.) Large Occupant models have a minimum width of 560mm (22 in.)	

G	Seat Height	Rotary Chair	<input checked="" type="checkbox"/> Adjustable <input type="checkbox"/> Fixed = between 417mm (16.4 in.) to 512mm (20.2 in.)		<input checked="" type="checkbox"/> Standard = includes 417mm (16.4 in.) or less to 512mm (20.2 in.) or more <input type="checkbox"/> Low = includes 376mm (14.8 in.) to 439mm (17.3 in.)
		Rotary Stool	<input type="checkbox"/> Fixed = must be equal or greater than 670 mm (27.5 in.). <input type="checkbox"/> Adjustable = must include range from 580mm (23 in.) to 840 mm (33 in.).		
H	Tilt Mechanism	<input type="checkbox"/> Synchro tilt = seat and backrest tilt at the same time in a simultaneous movement, with the seat in a ratio greater than 1:1 <input checked="" type="checkbox"/> Unison tilt = Seat and backrest (including knee) tilt in unison, a ratio of 1:1 <input type="checkbox"/> Back tilt = Seat angle and back angle adjustment to be adjustable independently of each other <input type="checkbox"/> No preference			
I	Seat and Backrest Locks	<input checked="" type="checkbox"/> Setup Position = seat is in the most horizontal position and the backrest in the most vertical position <input type="checkbox"/> Multiple Positions = includes the setup position and additional angles of seat and backrest <input type="checkbox"/> No preference			
J	Casters	<input checked="" type="checkbox"/> carpet = for carpeted/ soft floors <input type="checkbox"/> hard surface = for hard surfaced floors			
L	Foot Ring	Standard with stool models only			
	Upholstery	Backrest	<input type="checkbox"/> Upholstery	<input checked="" type="checkbox"/> Mesh	<input type="checkbox"/> Other _____
		Seat	<input checked="" type="checkbox"/> Upholstery	<input type="checkbox"/> Mesh	<input type="checkbox"/> Other _____
		<input type="checkbox"/> No preference			
	Additional Criteria	None			

ANNEX B BASIS OF PAYMENT

1. Procurement Strategy

☒ Subcategory Procurement

☐ All-inclusive Procurement

2. Product and Pricing

Table 1: Summary of Chairs per Subcategory 1

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A1	Rotary Office Chair	30		\$	\$
	Subtotal:				\$
NSA products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an AIP). 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.					
Table	NON-SA Product(s)	Qty (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
				\$	\$
	Subtotal				\$

Table 3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A1	Public Services and Procurement Canada Place du Portage, III 11 Laurier Street Tower A, 17th Floor (17A1) Gatineau, QC J8X 4A6	30	On or before 2020-08-31	Normal Business Hours			
*Normal Business Hours are 8:00 – 17:00 **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 5 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	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) \$
A1	Public Services and Procurement Canada Place du Portage, III 11 Laurier Street Tower A, 17 Floor (17A1) Gatineau, Quebec J8X 4A6	30	On or before 2020-08-31	Normal Business Hours			
*Normal Business Hours are 8:00 – 17:00 ** The Project Authority must provide the supplier with permission to proceed. He must do so before the installation deadline, taking into account the installation time indicated by the supplier. The Government of Canada disclaims all responsibility in the event that a supplier chooses to proceed without the authorization of the project authority.					Subtotal for Installations:		\$

Table 2 – Optional Product (chairs)
Table 4 – Optional Delivery (chairs)
Table 6 – Optional Installation (chairs)

Table 7 - Canada's Facilities to Accommodate the Delivery

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	Public Service and Procurement Canada Place du Portage, Phase III 11 Laurier Street Gatineau, QC K1A 0S5 The loading dock is accessible from the first entrance on your left on Courcelette Street
Dock	It is a loading zone there is no dock. Only one truck is permitted at one time.
Lift	No Lift The dock is at truck height
Door	N/A
Freight Elevator	Yes. Freight elevator doors 46in W x 82in H x 60in D Max capacity 1815kg (4000lbs) The freight elevator is accessible 24/7. The access must be shared with all users. No reservation allowed.
Other (specify, if any)	Cube Van 10 -17ft and / or Moving Truck 22-26ft. No 53ft Trailers accepted. Max Truck Height 13ft. The regular hour of operation is between 6h00am to 6h00pm and first come first serve. If early or late access is request, considering working hours only, a 48 hours notice must be provided to the Departmental Representative. The contractor must stop at gate 5 to have a commissionaire to open and close the loading docks door. All employees must stop at gate 5 first for their card access and with no exceptions.

Table 8 - Bid Evaluation and Contract Total for (Table A1 Rotary Office)
(Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 5)	\$
4	Optional Product Total (Table 2)	N/A
5	Optional Delivery Total (Table 4)	N/A
6	Optional Installation Total (Table 6)	N/A
7	Hardware cost	N/A
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$

*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:
		Email:
		SA number:
	PBN:	

Table 1: Summary of Chairs per Subcategory 2

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
Table	Title	Quantity (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
A2	Rotary Conference Chair	29		\$	\$
	Subtotal:				\$
NSA products can be added to a requirement within the allowable percentage per subcategory (currently 30% of the quantity per subcategory or 30% of the full requirement when handled as an AIP). 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.					
Table	NON-SA Product(s)	Qty (A)	Manufacturer/ Series/Model	Firm Unit Price (B)	Product Total (C)=(A)x(B)
				\$	\$
	Subtotal				\$

Table 3 – Delivery

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Supplier will deliver on the date and at the time below**	Firm Lot Price \$	Extended Total \$
A2	Public Services and Procurement Canada Place du Portage, III 11 Laurier Street Tower A, 17th Floor (17A1) Gatineau, Quebec J8X 4A6	29	On or before 2020-08-31	Normal Business Hours			
*Normal Business Hours are 8:00 – 17:00 **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 5 – Installation

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table(s)	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) \$
A2	Public Services and Procurement Canada Place du Portage, III 11 Laurier Street Tower A, 17th Floor (17A1) Gatineau, Quebec J8X 4A6	29	On or before 2020-08-31	Normal Business Hours			
* Normal Business Hours are 8:00 – 17:00 ** The Project Authority must provide the supplier with permission to proceed. He must do so before the installation deadline, taking into account the installation time indicated by the supplier. The Government of Canada disclaims all responsibility in the event that a supplier chooses to proceed without the authorization of the project authority.				Subtotal for Installations:			\$

Table 2 – Optional Product (chairs)
Table 4 – Optional Delivery (chairs)
Table 6 – Optional Installation (chairs)

Table 7 - Canada's Facilities to Accommodate the Delivery

Canada's Facilities to Accommodate the Delivery	
Loading Dock/Location	<p>Public Service and Procurement Canada Place du Portage, Phase III 11 Laurier Street Gatineau, QC K1A 0S5</p> <p>The loading dock is accessible from the first entrance on your left on Courcelette Street</p>
Dock	<p>It is a loading zone there is no dock. Only one truck is permitted at one time.</p>
Lift	<p>No Lift The dock is at truck height</p>
Door	N/A
Freight Elevator	<p>Yes. Freight elevator doors 46in W x 82in H x 60in D Max capacity 1815kg (4000lbs) The freight elevator is accessible 24/7. The access must be shared with all users. No reservation allowed.</p>
Other (specify, if any)	<p>Cube Van 10 -17ft and / or Moving Truck 22-26ft. No 53ft Trailers accepted. Max Truck Height 13ft.</p> <p>The regular hour of operation is between 6h00am to 6h00pm and first come first serve. If early or late access is request, considering working hours only, a 48 hours notice must be provided to the Departmental Representative. The contractor must stop at gate 5 to have a commissionaire to open and close the loading docks door. All employees must stop at gate 5 first for their card access and with no exceptions.</p>

Table 8 - Bid Evaluation and Contract Total for (Table A2 Rotary Conference)
(Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 3)	\$
3	Firm Installation Total (Table 5)	\$
4	Optional Product Total (Table 2)	N/A
5	Optional Delivery Total (Table 4)	N/A
6	Optional Installation Total (Table 6)	N/A
7	Hardware cost	N/A
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+7) <i>[to be removed at contract award]</i>	\$
9	Contract Price(1+2+3+7): <i>[applicable at contract award only]</i>	\$
10	Applicable Tax(es): <i>[applicable at contract award only]</i>	\$
11	Total Estimated Cost (9+10): <i>[applicable at contract award only]</i>	\$

*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:
		Email:
		SA number:
	PBN:	

ANNEX C SECURITY REQUIREMENTS CHECKLIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EP731-203264

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide, deliver and install furniture for GCWorkplace NCA-Quebec project at PdP3			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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"/>	

Solicitation No. - N° de l'invitation
EP731-203264/B
Client Ref. No. - N° de réf. du client
20203264

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP731-203264

Buyer ID - Id de l'acheteur
pq998
CCC No./N° CCC - FMS No./N° VME



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EP731-203264

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 ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments: **All personal will be escorted by commissionnaire at all time**
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat

EP731-203264

Security Classification / Classification de sécurité
UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
EP731-203264/B
Client Ref. No. - N° de réf. du client
20203264

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP731-203264

Buyer ID - Id de l'acheteur
pq998
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

EP731-203264

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Lefebvre, Eva

Title - Titre

Project Manager

Signature

Telephone No. - N° de téléphone

613-282-0390

Facsimile No. - N° de télécopieur

-

E-mail address - Adresse courriel

eva.lefebvre@pwgsc.gc.ca

Date

2020/03/21

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

Name (print) - Nom (en lettres moulées)

Fleury, Jean-Michel

Title - Titre

SO

Signature

Bouchard,

Digitally signed by
Bouchard, PierreLuc

Telephone No. - N° de téléphone

819-639-9758

Facsimile No. - N° de télécopieur

-

E-mail address - Adresse courriel

jean-michel.fleury@psgc-pwgsc.gc.ca

Date

PierreLuc

Date: 2020.03.23

08:01:03 -04'00'

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

Non

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

Cynthia Laverdure

Contract Security Officer

cynthia.laverdure@pwgsc.gc.ca

Signature

Laverdure, Cynthia

Digitally signed by Laverdure,
Cynthia
Date: 2020.03.26 16:38:25 -04'00'

E-mail address - Adresse courriel

Date