



**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**

<b>Title - Sujet</b> Phone Booths Ottawa, ON	
<b>Solicitation No. - N° de l'invitation</b> EP076-210230/A	<b>Date</b> 2020-06-25
<b>Client Reference No. - N° de référence du client</b> 20210230	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-998-78856	
<b>File No. - N° de dossier</b> pq998.EP076-210230	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-08-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bouvier, Patrick	<b>Buyer Id - Id de l'acheteur</b> pq998
<b>Telephone No. - N° de téléphone</b> (819) 360-2596 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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 7e étage,  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (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;
  - (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 Statement of Requirement**

The Contractor must provide Single occupant – Prefabricated Private Phone Booth in accordance with the Requirement at Annex "A".

### **1.3 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.

### **1.4 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

### **2.2 Submission of Bids**

#### **1. Epost**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: 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.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessaoumissions-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.

#### **2. Facsimile**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Facsimile number: 819-997-9776.

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### 3. Bid Receiving Unit

The preference of submission is by Epost or Facsimile.

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of 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.

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## **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 copy).  
Section II: Financial Bid (1 hard copy).  
Section III: Certifications (1 hard copy).

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.

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### **3.1.1 Exchange Rate Fluctuation**

SACC Manual Clause [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 with the entire 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

##### 4.1.1.1 Mandatory Technical Criteria

Criteria #	
MTC 1	<p>Single occupant – Prefabricated Private Phone Booth</p> <p>The Bidder's proposed product must meet dimensions in Annex A – Statement of Requirement</p> <p>Floor covering area: _____ (Bidder to insert area and return with bid)</p> <p>Height of unit: _____ (Bidder to insert height and return with bid)</p> <p>To demonstrate MTC 1, the Bidder must include a computer generated image (side, top and front views) &amp; documentation of sensor control for fan &amp; lighting.</p>

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

SACC Manual clause [A0031T](#) (2010-08-16) Mandatory Technical Criteria  
SACC Manual clause [A0069T](#) (2007-05-25) Basis of Selection

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## **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 - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **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 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder must provide one of the following:

- i. bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. bidders that are a partnership do not need to provide a list of names.

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### 5.2.2 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/programs/employment-equity/federal-contractor-program.html#) 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.

### 5.2.3 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.

Manufacturer: \_\_\_\_\_

Series / Model No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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 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.
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 E;
  - b) Industrial Security Manual (Latest Edition).

### **6.2 Statement of Requirement**

The Contractor must provide Single occupant – Prefabricated Private Phone Booth in accordance with the Requirement at Annex "A".

### **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.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 2020-09-30 inclusive.

#### **6.4.2 Delivery Date**

Delivery dates are as specified at Annex B of the Contract.

### 6.4.3 Delivery Points

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

## 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](mailto: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

The Project Authority for the Contract is: **(to be completed at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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 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.

### 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 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### **6.6.3 Method of Payment**

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment

### **6.6.4 SACC Manual Clauses**

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

### **6.6.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## **6.7 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

## 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

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

### 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;
- (b) the general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

### 6.11 Standards 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.

### 6.12 Shipping Instructions

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP), Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

### 6.13 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

#### **6.14 Installation Services**

Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

#### **6.15 Post Installation Services**

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

#### **6.16 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

#### **6.17 SACC Manual Clauses**

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods  
SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations  
SACC Manual clause [B1501C](#) (2018-06-21), Electrical Equipment  
SACC Manual clause [B4003T](#) (2011-05-16), Canadian General Standards Board – Standards  
SACC Manual clause [B6802C](#) (2007-11-30), Government Property  
SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

## **ANNEX A STATEMENT OF REQUIREMENT**

### **1. REQUIREMENT**

The department of Public Works and Government Services Canada (PWGSC), on behalf of Real Property Solutions, has a requirement for the supply, delivery and installation of furniture products of prefabricated private phone booths.

### **2. SCOPE**

The supplier must supply all necessary hardware, connectors, supports, components (including electrical components) and wall mounts etc. required for furniture installation. The supplier must also be responsible for the delivery and installation of the products. All products must be new.

### **3. RESPONSIBILITY**

The Contractor must supply, deliver and install the Work detailed in all parts of Annex A. The Contractor must be responsible in ensuring that its goods and services listed in its proposal fully comply with the requirements of the Contract and in particular, the Contractor must be responsible for ensuring that the goods fully furnish and correspond to all parts of Annex A. In the event the Contractor omitted to include, in its offer, goods or services required to completely furnish all parts of Annex A, the Contractor must supply, deliver and install/perform the missing goods/services at no additional cost to Canada.

### **4. GENERAL CONDITIONS**

#### **4.1 Schedule and Building Access**

The delivery and installation schedule as well as building access are as specified at Annex B.

#### **4.2 Security**

The Contractor must be responsible for securing their equipment and materials.

#### **4.3 Garbage Removal**

4.3.1 The Contractor must maintain work areas, and adjacent areas free from accumulations of waste products and debris arising from this project.

4.3.2 The Contractor must remove garbage and debris daily.

## 5. STANDARDS

All products provided must comply with the following standards where applicable:

American National Standards Institute (ANSI)

- Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test

American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA)

- ANSI/BIFMA e3 - Furniture Sustainability Standards
- ANSI/BIFMA X7.1 - Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating or SCS Indoor Advantage and Indoor Advantage™ Gold.

ASTM International (formerly American Society for Testing and Materials)

- ASTM C423 - Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method
- ASTM E596 - Laboratory measurement of noise reduction of sound-isolating enclosures.

California Air Resources Board (CARB)

- CARB Phase 2 part of California's Composite Wood Products Regulation (CWP Regulation).

California Department of Consumer Affairs

- CAL-TB 117 - California Technical Bulletin 117 - Flammability Standard Requirements for Upholstered Furniture

Canadian General Standards Board (CGSB)

- CAN/CGSB-12.1 - Safety Glazing
- CAN/CGSB-44.227 Free-standing Office Desk Products and Components.
- CAN/CGSB-44.229 Interconnecting Panel Systems and Supported Components.

Canadian Standards Association Group (CSA Group)

- CSA C22.1 Canadian Electrical Code, Part 1 (24<sup>th</sup> edition), Safety Standard for Electrical Installations.

Interference Causing Equipment Standards (ICES)

- ICES-005 Radio Frequency Lighting Devices

Underwriters Laboratory Canada (ULC)

- ULC-S102 - Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies

### 5.1 TEST AND EVALUATION REPORTS

5.1.1 Test reports must be provided for examination *upon request* and be not more than five years old from the date the test was performed with the exception of the fabric tests applicable to the ACT Voluntary Performance Guidelines.

5.1.2 All tests must be completed by an acceptable test facility.

5.1.2.1 An acceptable test facility: An acceptable test facility is defined as an ISO 17025 accredited laboratory that is accredited by a nationally recognized body such as the Standards Council of Canada or the A2LA (American Association for Laboratory Accreditation), NVLAP (National Voluntary Laboratory Accreditation Program), or is listed in the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

5.1.3 Revised Test Standard(s): Reference is made to the testing standards listed within this spec and to the requirement that all products offered have successfully passed the referenced testing standards where applicable. If the referenced test standards change, the products must successfully pass the revised test standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s).

5.1.4 Product Changes: When physical changes are made to products already tested against the referenced test standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test standards will be those deemed by an acceptable test facility (See 5.1.2.1)

5.1.5 Must be able to provide test report within 5 days upon request.

## **6. MANUALS & DATA**

The Contractor must provide the manufacturer's written instructions for maintenance of operable components and cleaning procedures. Within the documentation provided, it must contain the name of the original installation company and contact information.

## **7. PRODUCT DETAILS**

### **7.1 Single occupant – Prefabricated Private Phone Booth**

#### **7.2 Description**

7.2.1 Prefabricated private phone booth is a private compact freestanding booth that can be placed in an office design and relocated as required. Units to be self-contained with ventilation fan, lighting, electrical and data outlets.

7.2.2 The phone booth must include a work surface and a minimum of one (1) power and one (1) USB outlets.

7.2.2.1 Outlet locations must be integrated into work surface or wall panel and must comply with Accessible design for the built environment.

7.2.3. Door swing must pivot right or left handed. It can be a glass door or a framed door with glass. Door must be enabled with one releasing operation.

7.2.3.1 Clearance width for door opening: minimum 810 mm (32 in.)

7.2.3.2 Door seals: should be brush or foam receiver at closer side for sound isolation.

7.2.3.3 Glass – tempered or laminated and must follow either standard below:

- a. CAN/CGSB-12.1 - Safety Glazing or;
- b. ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test

7.2.3.4 Door hardware and installation must comply with Accessible design for the built environment.

7.2.4 Booth must be flush with existing floor and able to be bolted to the floor as needed.

### 7.3 Dimensions

7.3.1 Perimeter dimensions – minimum front 1016mm (40 in), minimum depth 1016mm (40 in).

7.3.2 Floor Covering Area – minimum 0.88sq.m (9.5 sq ft), maximum 1.485 sq.m (16 sq.ft)

7.3.3 Height of unit – minimum 2032mm (80 in), maximum 2311mm (91 in)

### 7.4 Finishes

The manufacturer or Contractor must provide sample/selections of exterior and interior finishes one week after contract award.

### 7.5 Other requirements

#### 7.5.1 Acoustic Performance

7.5.1.1 Noise Insulation Class (NIC) - Average minimum NIC 25 measured in accordance to ASTM E596 - Laboratory measurement of noise reduction of sound-isolating enclosures. The testing unit must be tested as delivered with no modification or special additional sound treatment applied during test.

7.5.1.2 Interior wall, floor covering material and acoustic requirement:

- a. Ceiling: Minimum 50% of ceiling surface area must be covered with sound absorption material (exclude Lights, and Fan areas)
- b. Walls: Minimum 25% of interior wall cover area must be covered with sound absorption materials.
- c. Floor: The existing building floor will be used.

7.5.1.3 Fire Alarm System - The sound pressure level inside the prefabricated phone booth for a fire alarm audible signal device must not be less than 65 dBA and not more than 110 dBA.

#### 7.5.2 Comfort

7.5.2.1 Air circulation: All products (electrical) to be ULC listed or CSA approved.

- a. Ceiling mounted exhaust fan 120V.
  - i. Air Change: Minimum 25 L/s per occupant.
  - ii. Noise Criteria (NC) level – maximum 35 dB at designed speed.
- b. Floor intake openings at finished floor height.
- c. Controls
  - i. Must have sensor activated operating fan upon occupant entry to the unit.
  - ii. Must have automatic shut-off from 2 to 15 minutes timer delay when unit is not occupied.

7.5.2.2 Lighting: All products (electrical) to be ULC listed or CSA approved. Built in LED lighting fixture powered by the unit.

- a. Light intensity: minimum average 300 lux (28 fc) illumination.
- b. Controls
  - i. Must have sensor activated operating lighting upon occupant entry to the unit.
  - ii. Must have automatic shut-off from 2 to 15 minutes timer delay when unit is not occupied.

### 7.5.3 Fire Protection

7.5.3.1 The interior wall, ceiling and floor finishes must have a flame spread rating (FSR) and smoke developed classification (SDC) that meet the minimum levels set in the NBC (National Building Code) 2015. The FSR and SDC must be determined on the basis of tests conducted in accordance with ULC-S102-2018, Standards Method of Test for Surface Burning Characteristic of Building Materials and Assemblies.

- a. Flame Spread Rating
  - i. Flame Spread Rating of interior wall and ceiling finishes: not more than 150.
- b. Smoke Development: less than 450.

7.5.3.2 Sprinkler knockout as requested by local authority.

- a. The prefabricated phone booth must have a sprinkler knock-out located on the top of the unit.

### 7.5.4 Sustainability

The product must be certified by independent third-party in accordance with BIFMA e3 – minimum Level 1.

### 7.5.5. Environmental

The product must receive one or more points under Section 7.6 of ANSI/BIFMA e3, and not to exceed emissions concentration limits in accordance with ANSI/BIFMA X7.1-[R2016], Standard for Formaldehyde and TVOC Emissions of Low-emitting Office Furniture and Seating or SCS Indoor Advantage and Indoor Advantage™ Gold.

7.5.6 Seismic qualification report and anchoring requirements prepared by professional engineer registered or licensed in [Provincial] [Territories] [Canada] as requested by local authority as per project basis.

7.5.6.1 Must include (but not limited to) connection and anchoring hardware to concrete slabs.

**ANNEX B  
 BASIS OF PAYMENT**

**Table 1- Product**

Section A – IU REQUIREMENT			Section B – SUPPLIERS BID		
Item	Description	Qty	Proposed Item	Firm Unit Price \$	Extended Total (Quantity x Firm Unit Price) \$
1	Single occupant – Prefabricated Private Phone Booth	4	Manufacturer <hr/> Series and Model <hr/>	\$	\$

1. The delivery and installation must be carried out in accordance with the Schedule listed below. The dates in the Schedule are estimated and may be subject to change and all changes must be pre-approved by the Project Authority.

**Table 3 – Delivery**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Lead Time	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1	Canada Border Services Agency (CBSA) 191 Laurier Ave. West 7 <sup>th</sup> Floor Ottawa, ON K1P 6M7	2	On or before 2020-10-30	Outside Business Hours			\$
1	Canada Border Services Agency (CBSA) 355 North River Road 17 <sup>th</sup> Floor Ottawa, ON K1L 8B9	2	On or before 2020-10-30	Outside Business Hours			\$
*Normal Business Hours are 8:00 – 17:00.							
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Subtotal for Deliveries:			\$

**Table 5 – Installation**

Section A - IU REQUIREMENT					Section B – SUPPLIER'S BID		
Table	Location	Qty	Desired Date (YY/MM/DD)	Desired Time: *	Lead Time	Supplier will install on the date and at the time below**	Firm Lot Price \$
1	Canada Border Services Agency (CBSA) 191 Laurier Ave. West Ottawa, ON K1P 6M7	2	On or before 2020-10-30	Outside Business Hours			\$
1	Canada Border Services Agency (CBSA) 355 North River Road Ottawa, ON K1L 8B9	2	On or before 2020-10-30	Outside Business Hours			\$
*Normal Business Hours are 8:00 – 17:00				Subtotal for Installations:			\$
**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.							

**Table 4 – Optional Delivery**  
**Table 6 – Optional Installation**

**Not Applicable.**  
 **Not Applicable.**

**Table 7 - Canada's Facilities to Accommodate the Delivery**

<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
2.1	Loading Dock/Location	
A	Location	Canada Border Services Agency (CBSA) 191 Laurier Ave. West, 7 <sup>TH</sup> Floor Ottawa, ON K1P 6M7
B	Dock	No dock
C	Lift	No lift
D	Door	Double Door – 7ft W X 10ft H
E	Freight Elevator	Passenger elevator to be put service. No ceiling
F	Other	22-26ft Moving truck with tailgate/hydraulic lift accepted only

2.1	Loading Dock/Location	
A	Location	For the 355 North River Road address. The loading dock is located at: 291 North River Road Ottawa, ON K1L 8B9
B	Dock	Yes. Access loading dock on Selkirk Street
C	Lift	No lift, vehicles must be equipped with hydraulic lift gate or ramp
D	Door	Two 5 Ton trucks (22-26ft trucks) can fit side by side in height and width
E	Freight Elevator	Yes. It is located at Tower A and B have freight elevator. It is the same size as a passenger elevator with padded walls and 8ft ceiling.
F	Other (specify, if any)	Freight elevators not available prior to 9am nor available between 12:00 and 1:00pm. Moving Truck 22-26ft box truck with lift gate or ramp.

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

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

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

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

1.	<b>Bidder’s Authorized Representative for the Bid and the Contract</b>	
	Name:	Telephone:
		Email:
		PBN:

Solicitation No. - N° de l'invitation  
EP076-210230/A  
Client Ref. No. - N° de réf. du client  
20200230

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq998.EP076-210230

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

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**ANNEX C**  
**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI)

## ANNEX D SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat <b>EP076210230</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

### 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 <b>Public Works and Government Services Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>RPB</b>	
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 <b>Purchase, delivery and installation of phone booths at 191 Laurier Ave. West, 7th floor, SRS Building, Ottawa, Ontario</b>		
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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"/>



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**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: **Every installer will be escorted by CBSA staff during the delivery and installation of phone booths**  
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?  Yes  No  
Oui  Non

**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



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**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 TRÈS SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTRICTION	NATO CONFIDENTIEL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**