

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:

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

STANDARD REQUEST FOR BID
INVITATION A SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/.../PQ.

Solicitation No. - N° de la demande : 21-184620	Amendment No. - N° de modification N/A
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Solicitation closes – La demande prend fin : At – à 14 :00 (EST) On – le 20 janvier 2021	File No. - N° de dossier 21-184620
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Date of Solicitation – Date de la demande January 11, 2021
Address inquiries to – Adresser toute demande de renseignement à : Shenny Dai (343) 203-0163 shenny.dai@international.gc.ca
Destination : Global Affairs Canada (GAC) 200 promenade du Portage, Room 2-C-220 Gatineau, Québec K1A 0G2 Canada

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

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



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Section 1 – Invitation and Instructions to Bidders

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

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. Competitive or Non-Competitive

For Competitive Requirements:

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

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

Step 2. General or PSAB

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by Public Service and Procurement Canada (PSPC) with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

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

- The information requested by Canada in Annex A herein.

Security Requirement

1. Conditions
 - a. the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
3. The conditions in article 1 above must be met by the Bidder before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid VOS clearance number issued by CISD;
 - b. The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

Bid Evaluation

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



RFB Issued to:	
Supplier Name and Address: (City, Province)	Conforming Suppliers under Supply Arrangement: E60PQ-140003/.../PQ
RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	Global Affairs Canada Shenny Dai
RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. January 20, 2021 b. 14:00 (eastern standard time)
To e-mail address:	shenny.dai@international.gc.ca
RFB Enquiries:	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	4 business days prior to the RFB closing date.

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/.../PQ apply to and form part of this Contract.	
2	Security Requirements	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
	b	<input checked="" type="checkbox"/> Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
3	Requirement	
3.1	Suppliers must fill in their portion of Annex A herein: Section B of Tables 1 & 2, Table 4 (optional), and Table 5.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	Shenny Dai
	Title:	Senior Officer, Procurement and Contracting
	Department/Agency/Crown Corporation:	GAC
	Address:	200 Promenade du Portage, Gatineau, QC K1A 0G4
	Telephone No.:	(343) 203-0163
	E-mail address:	shenny.dai@international.gc.ca
4.2	Project Authority	



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



**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

Combined Categories Rule:

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes.

The rule only applies to the categories below that are checked:

Category 1

Category 2

Category 5

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA). Within ten business days of the contract award, the PA will provide the Contractor with a written notice of Canada’s Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 5. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

The requirement includes the following categories of work:

Category 1a - Interconnecting Panels (Refer to Annex C)

Category 1b - Supporting components and freestanding furniture

Category 2 - Freestanding Height Adjustable Desk / Table Products

Category 5 - Ancillary and Lighting Products

NSA Product(s) – Category(ies): 1b

2. Product and Pricing Tables

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

Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.

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

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

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



Table 1.1 – Product of Category 1A, 1B & 2

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A						
1	PANELS - Refer to Annex C					\$
2	PAC POLES - Refer to Annex C - 6 pac poles (refer to layout in annexe C for location) - The ceiling height is 98 inches					\$
Category 1B						
3	1bSTDXLGL3 618NANSXX	FILING AND STORAGE - Two drawers lateral file - Leveling glides - Upholstered cushion seats: No - Laminate - Keyless - W36” x D18”	2		\$	\$
4	1bSPSCLGL3 02454XSXX	FILING AND STORAGE - Personal Storage Tower - Closed storage - Leveling glides - Laminate - Keyless - W30” x D24” x H54”	3		\$	\$
5	1bSPBMCAA1 524XXYKXX	FILING AND STORAGE - Pedestal Box/File - Mobile - Upholstered cushion seats : Yes - Painted metal - Keyed - W15” x D24” x H28”	14		\$	\$
6	1bFFHREC24 L42WNOLNY	FREE STANDING SYSTEMS - Fixed height work surfaces (Laminate) - Rectangular - C-Legs - Privacy screen – No - Modesty Panels (Laminate) - Power-data as per specs – No - Grommets – Yes - W42” x D24” x H29”	12		\$	\$
Category 2						
7	2WSSREXXL 30L72BELXX	INDIVIDUAL HEIGHT ADJUSTABLE WORK SURFACES - Sit Stand - Rectangular - No grommet - Laminate - Electric - L72” x D30” x H23” to 48”	14		\$	\$



Non-SA (NSA) products forming part of this requirement not to exceed 30% of the firm quantity from the products above in this table.

The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.

Section A - IU REQUIREMENT			Section B – SUPPLIER’S BID		
#	NON-SA Product(s)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
8	1bHOOAN12L??XXXXXX HUTCHES AND OVERHEADS - Overhead Open - Painted metal - Panel mounted - W (NON SA SIZE = 24”) x D12”	12		\$	\$
**Must not exceed ceiling unit price in SA.			Product Total		\$

Table 1.2 - Delivery of Product Category 1A, 1B & 2

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1.1	Location	Completion Date (Y/M/D)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
1-8	Storage site (to be confirmed)	Before 2021/03/31	Outside or in normal business hours	Y _____ M _____ D _____	To be negotiated with winning bidder outside the SA
	From Storage to Global Affairs Canada 125 Sussex Drive LBP Building, A2 Level Ottawa, Ontario	During April 2021 Date to be confirmed in April 2021	Outside normal business hours (after 6pm and weekends)	(Y) _____ (M) _____ (D) _____	\$
* Normal Business Hours 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			Delivery Total:		\$



Table 1.3 – Installation of Product Category 1A, 1B & 2

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1.1	Location	Completion Date (Y/M/D)	Desired Time: *	Supplier will install on the date and at the time below**	Firm Lot Price \$
1-8	Global Affairs Canada 125 Sussex Drive LBP Building, A2 Level Ottawa, Ontario	During April 2021 Date to be confirmed in April 2021	Outside normal business hours (after 6pm and weekends)	(Y) (M) (D)	\$
* Normal Business Hours 8:00 – 17:00. **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization			Installation Total:		\$

Table 2.1 – Product of Category 5

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
9	5TLTDSKBAAC PWRXXXXX	TASK LIGHT - Desk base - AC Power	14		\$	\$
10	5PMOWKSMTA CUSBXXXXX	POWER MODULE - Work surface mounted - AC Power and USB Power	14			
11	5MOADUARMC LPMTXXXXX	MONITOR ARMS - Dual arm - Clamp mount	14			
				Product Total		\$

Table 2.2 - Delivery of Product Category 5

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 2.1	Location	Completion Date (Y/M/D)	Desired Time*	Supplier will deliver on the date and at the time below**	Firm Lot Price \$
9-11	Storage site (to be confirmed)	Before 2021/03/31	Outside or in normal business hours	Y _____ M _____ D _____	To be negotiated with winning bidder outside the SA
				(Y) (M)	\$



	From Storage to Global Affairs Canada 125 Sussex Drive LBP Building, A2 Level Ottawa, Ontario	During April 2021 Date to be confirmed in April 2021	Outside normal business hours (after 6pm and weekends)	(D)	
<p>* Normal Business Hours 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</p>			Delivery Total:		\$

Table 2.3 – Installation of Product Category 5

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 2.1	Location	Completion Date (Y/M/D)	Desired Time: *	Supplier will install on the date and at the time below**	Firm Lot Price \$
9-11	Global Affairs Canada 125 Sussex Drive LBP Building, A2 Level Ottawa, Ontario	During April 2021 Date to be confirmed in April 2021	Outside normal business hours (after 6pm and weekends)	(Y) (M) (D)	\$
<p>* Normal Business Hours 8:00 – 17:00. **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization</p>			Installation Total:		\$

*Production of the furniture items in Table 1.1 and 2.1 to be completed and arrive in storage by March 31, 2021.

**Storage of product items will be required and will be coordinated between Project Authority and Contractor before delivery and installation.

***Upon contract award, service of storage of the products will be arranged between GAC and Contractor.

***All the produced furniture items must be inspected by the Project Authority at the storage site. The date of such inspection will be coordinated between the supplier / contractor and the Project Authority.

Table 3 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>
2.	Canada’s Facilities to Accommodate the Delivery



2.1	<p>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</p> <p>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</p>	
2.2	<p>Loading Dock/Location Contractor must contact Project Authority minimum two days prior to delivery to confirm the below information</p>	
A	Location	125 Sussex Drive, Ottawa, Ontario
B	Dock	No more than a 40-foot long trailer can access
C	Lift	Available
D	Door	Contractor must contact Project Authority minimum two days prior to delivery to confirm Door information.
2.3	Freight Elevator	Available
2.4	Other (specify, if any)	Contractor must contact Project Authority minimum two days prior to delivery to confirm whether or not products should be received on skids.
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces, as follows:</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.3	Product Conformance	
3.4	Price Certification (In accordance with the SA, Part 6B)	

Table 4 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product (Table 1.1)	\$
2	Delivery (Table 1.2)	\$
3	Installation (Table 1.3)	\$
4	Sub-Total (1 + 2 + 3)	\$
5	Product (Table 2.1)	\$
6	Delivery (Table 2.2)	\$
7	Installation (Table 2.3)	\$
8	Sub-Total (5 + 6 + 7)	\$
9	Applicable Tax	\$
10	Total Evaluated (Bid) Price* (4 + 8 + 9)	\$



3. Basis of Payment

The contract will be paid by two individual payments in 30 days after receipt of the goods / services and the invoice on the specified conditions:

- a). The 1st payment is based on the delivery of the products and will be made conditional that all the ordered and produced furniture items have been inspected and accepted by the Project Authority in according with the requirements in the contract.
- b). The 2nd payment – remaining payment will be made on the condition that the delivery and installation of all the ordered furniture items have been completed and accepted by the Project Authority in accordance with the requirements in the contract.

Table 5 – Bidder’s Authorized Representative

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

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



ANNEX B
SECURITY REQUIREMENTS CHECK LIST

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

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

To be continued on the next pages --



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 200346
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine GAC	2. Branch or Directorate / Direction générale ou Direction SCM/SPD/SPV
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD
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4. Brief Description of Work / Brève description du travail
New Furniture Installation for IFM, A2-220/A2-247 Section, 125 Sussex Drive

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

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

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

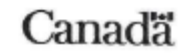
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser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

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

PROTECTED A / PROTÉGÉ A <input 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 RESTREINT <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 checked="" 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"/>

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité





Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 200346
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

<input 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:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat 200346
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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 / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRIÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Reconnaisements / Diers / Production																
IT Media / Support IT / Liens électroniques																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 200346
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) ELIZABETH COURNOYER PAUL	Title - Titre Project officer	Signature Elizabeth Cournoyer Paul <i>[Signature]</i>
Telephone No. - N° de téléphone 343 543 9478	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Elizabeth.CournoyerPaul@international.gc.ca
		Date 2020-12-18

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

Name (print) - Nom (en lettres moulées) Ernest Roy	Title - Titre Acting Contract coordinator	Signature Ernest Roy <i>[Signature]</i>
Telephone No. - N° de téléphone 343-203-3065	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Ernest.roy@international.gc.ca
		Date 29-12-2020

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) ont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Dai, Shenny-XY <i>[Signature]</i> <small>Digitally signed by Dai, Shenny-XY Date: 2021.01.06 09:58:12 -05'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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ANNEX C FLOOR PLAN(S)

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).

As a minimum the product listing must include the following information:

- Supplier part numbers including NSA products forming part of this category;
- brief product descriptions;
- quantities;
- firm unit prices.

***** Products from categories other than Category 1a shown on floor plan are for information purposes only*****

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

***At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

Category 1a Requirement:

1) Floor Plan(s)

***** Ceiling height: + / - 98". The contractor will have to confirm the size on site, prior to order*****



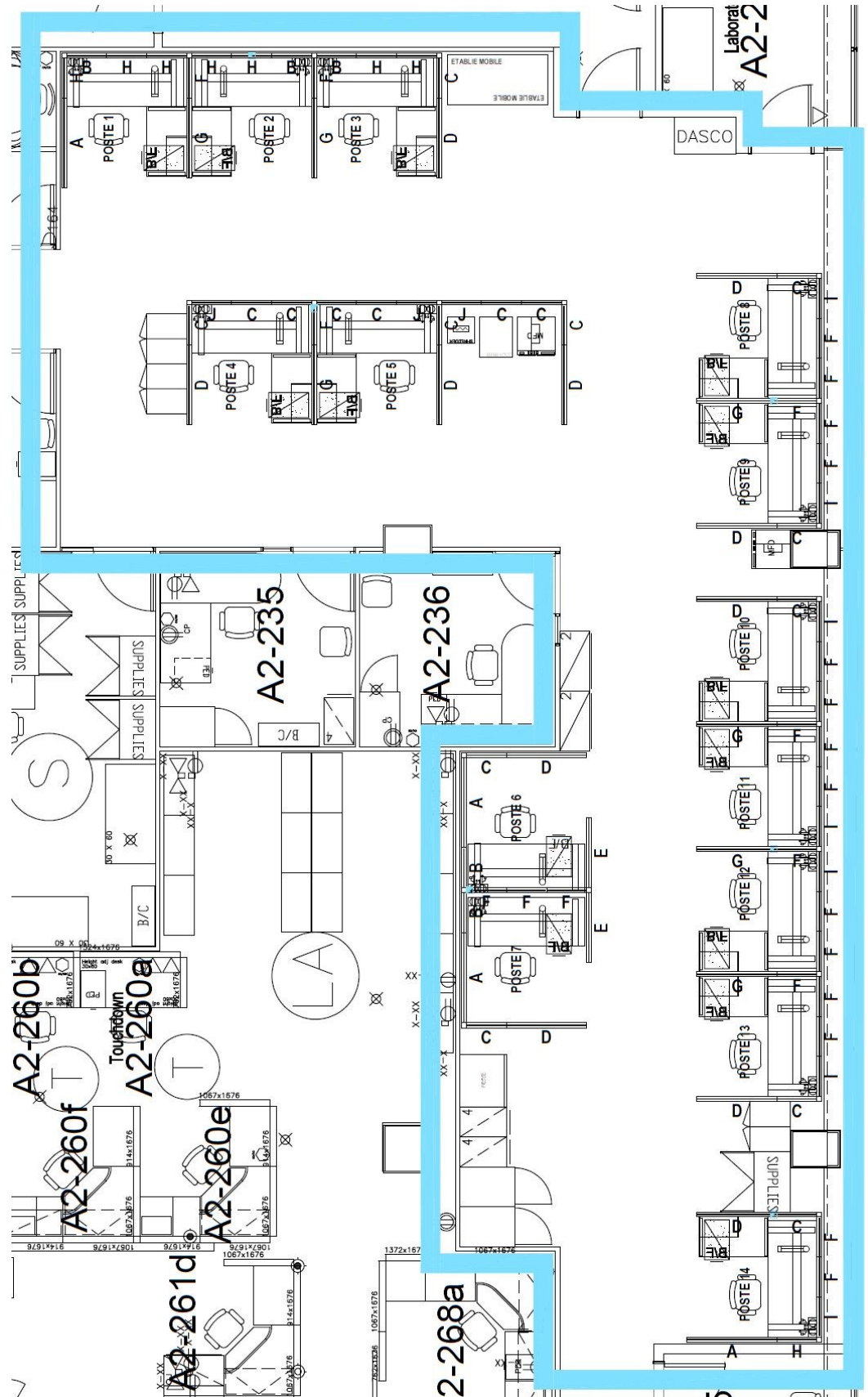
2) Panel Details

- a. All required panel heights:
Refer to Panel Matrix
- b. When power is required, the power is located above work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: Power Pole (pac pole).

3) Panel Matrix or Workstation Layout

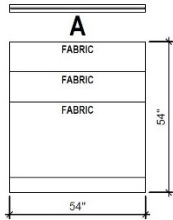
****See attached Panel Matrix or Workstation Layout****

a. Panel Matrix



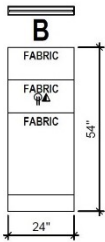


Panel Matrix



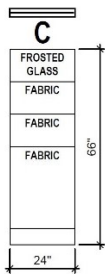
PANEL MATRIX A / MATRICE DU PANNEAU A :

- Fabric on both side / Tissu des deux côtés
- 54" x 54"



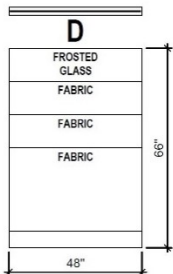
PANEL MATRIX B / MATRICE DU PANNEAU B :

- Fabric on both side / Tissu des deux côtés
- 24" x 54"
- Cut-out(s) for power / Cavité(s) finie(s) pour insertion de prise(s)



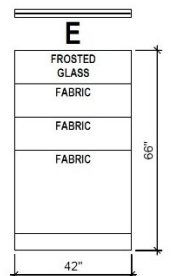
PANEL MATRIX C / MATRICE DU PANNEAU C :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 24" x 66"



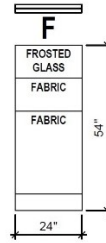
PANEL MATRIX D / MATRICE DU PANNEAU D :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 48" x 66"



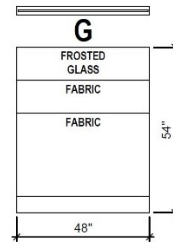
PANEL MATRIX E / MATRICE DU PANNEAU E :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 42" x 66"



PANEL MATRIX F / MATRICE DU PANNEAU F :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 24" x 54"



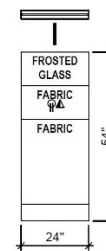
PANEL MATRIX G / MATRICE DU PANNEAU G :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 48" x 54"



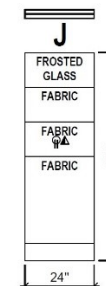
PANEL MATRIX H / MATRICE DU PANNEAU H :

- Fabric on both side / Tissu des deux côtés
- 24" x 54"



PANEL MATRIX I / MATRICE DU PANNEAU I :

- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 24" x 54"
- Cut-out(s) for power on one side / Cavité(s) finie(s) pour insertion de prise(s) sur un côté



PANEL MATRIX J / MATRICE DU PANNEAU J :

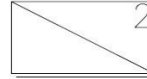
- Fabric on both side / Tissu des deux côtés
- Top with frosted glass panel / Panneau du dessus en verre givré
- 24" x 66"
- Cut-out(s) for power on one side / Cavité(s) finie(s) pour insertion de prise(s) sur un côté



Complementary elements



ERGONOMIC CHAIR
- Fabric TBD



FILING CABINET 2 DRAWERS
- Lockable drawer
- Finish TBD



ELECTRIC HEIGHT AJUSTABLE TABLE
- 30" x 70"
- Finish TBD



FILING CABINET 2 DRAWERS
- Lockable drawer
- Finish TBD



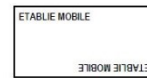
SIDE TABLE
- 24" x 42"
- Finish TBD



PEDESTAL
- B/F with cushion top
- Lockable caster
- Laminate finish



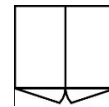
PAC POLE
- Finish TBD



MOBILE WORKBENCH



TASK LIGHT



STORAGE TOWER
- Freestanding
- Laminate finish



POWER MODULE



SUPPLY CABINET AND DASCO

Dual electrical outlet

Data connection

Pac Pole



ANNEX D
NON SUPPLY ARRANGEMENT (NSA) PRODUCTS

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

1. Specifications

HUTCHES AND OVERHEADS

- Overhead Open
- Painted metal
- Panel mounted
- W (NON SA SIZE = 24") x D12"

2. Certification

NSA Product Conformance (*Required precedent to Issuance of a contract*)

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification (*applies after contract award*)

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.