



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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet CAT 6 21FL 300 Laurier Ave W	
Solicitation No. - N° de l'invitation EP916-210300/B	Date 2021-01-20
Client Reference No. - N° de référence du client 20210300	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$Q-998-79599	
File No. - N° de dossier pq998.EP916-210300	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-02-02 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bouvier, Patrick	Buyer Id - Id de l'acheteur pq998
Telephone No. - N° de téléphone (819) 360-2596 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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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. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement?

Step 2. ☒ **Competitive** or ☐ **Non-Competitive**

For competitive Requirements when only one bid is received:

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

For Competitive Requirements when only one bid is received:

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

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

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- 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 3. ☒ **General** or ☐ **PSAB**

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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 PWGSC 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 WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

Security Requirement:

1. Conditions
 - a. the Bidder must hold a designated organization security (DOS) 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 (the checked box applies):
 - a. ☐ by the closing date of the bid;
 - b. ☒ before the award of a contract. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.
 - a. The Bidder's valid DOS 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 the bids.

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RFB Issued by:	
Identified User's (IU) Department/Agency/Crown	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	See cover page
Format of Bid Submission	<p>Preferred method</p> <p><input checked="" type="checkbox"/> Electronic epost submission (epost Connect)</p> <p>or</p> <p><input checked="" type="checkbox"/> Fax</p> <p>or</p> <p><input checked="" type="checkbox"/> Hard copy</p> <p>Provincial borders between Quebec and Ontario are closed with the exception of essential Goods and Services such as food, medical supplies and frontline workers may cross the border. A hardcopy submission is not recommended at this time.</p> <p>Given that many people are currently working from home due to COVID-19, bidders are highly encouraged to transmit their bid electronically using the epost Connect service. Information on the epost Connect service can be found on Buyandsell.gc.ca SACC manual clause 2003 (2020-05-28) Standard Instructions – Goods or Services - Competitive Requirements, Section 08 Transmission by facsimile or by epost Connect.</p>
To physical location (if applicable)	<p>Bid Receiving Unit – PWGSC</p> <p>11 Laurier Street</p> <p>Place du Portage, Phase III</p> <p>Core 0B2</p> <p>Gatineau, Quebec</p> <p>K1A 0S5</p> <p>Telephone: 819-420-7201</p>
Additional Bid Submission option epost Connect service:	<p>Request an epost Connect session to submit bid. For NCR address ONLY:</p> <p>tpsgc.dgareceptiondessousmissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca</p>
Additional Bid Submission option Facsimile (Fax):	For NCR address ONLY: 819-997-9776
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.	5 business days

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 Requirement (the checked article applies)	
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.	
a.		Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input 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.
c.		There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Patrick Bouvier
	Title:	Supply Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada (PSPC)
	Address:	L'Esplanade Laurier, East Tower 140 O'Connor Street, 7FL, 7113 Ottawa, ON K1A 0S5
	Telephone No.:	819-360-2596
	E-mail address:	Patrick.Bouvier@tpsgc-pwgsc.gc.ca
4.2	Project Authority [To be completed at contract award] <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i> <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. 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

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	X	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address: <i>[To be completed at contract award]</i>	
7.	SACC Manual Clauses	

ANNEX A
REQUIREMENT and BASIS OF PAYMENT

1. Category Selection

Combined Categories Rule:

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

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

- ☐ **Category 1**
- ☐ **Category 2**
- ☐ **Category 5**

*** Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

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) **prior to the manufacturing/ordering of the products**, 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 8. 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.

NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

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

a. Category 1 – Interconnecting Panels and Freestanding Systems

☐ Category 1a – Interconnecting Panels (Refer to Annex C)

☐ Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b. ☐ Category 2 – Freestanding Height Adjustable Desk / Table Products

c. ☐ Category 3 – Metal Filing and Storage Cabinets

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA **(table 1 Additional product details)**

d. ☐ Category 4 – Wood Veneer – Freestanding Products

e. ☐ Category 5 – Ancillary and Lighting Products

f. ☒ Category 6 - Support Space – Collaborative Furniture

RULE: Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

g. ☒ NSA Product(s) – Category 6

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **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.****

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

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Product Category 6 – 21st Floor

Table 1 – Product Table - CAT 6b

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID			
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B.4.1 of the SA)	QTY	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
1.	6MMTSMREPL30L60WN NX	T7 Meeting Tables Must be compatible with B2. Height: 29" (736mm) Pedestal base must not exceed footprint of table top. Must be available with wood-look laminate as standard finish	2			\$	\$
2.	6CCTVARELL18L48JNXX	T6 Coffee Tables Height: 18"-19" (457mm – 483mm) Must be available with wood-look laminate as standard finish	3			\$	\$
3.	6CCTVAROPL36XXXJNXX	T2 Coffee Table Height: 21" (533mm) Must be available with wood-look laminate as standard finish.	2			\$	\$
4.	6CSTVAROPL18X XXJNXX	T3 Side Tables Width: 18" (457mm) Height: 21" (533mm) Must be available with wood-look laminate as standard finish.	2			\$	\$
5.	6CSTVAROPL24X XXJNXX	T5 Side Tables Must be from same series as T6. Must be compatible with seated height of C6. Height: 21" (533mm)	3			\$	\$

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		Must be available with wood-look laminate as standard finish					
6.	6CNTLHREWLW86 06NYXX	T4 Narrow Side Tables Height: 28" – 30" (711mm – 762mm) Length: 66" (1676mm) Width: 18" (457mm) Tolerances +/- 2in.(+/- 51mm) Must be available with wood-look laminate as standard finish.	4			\$	\$
7.	6SBBTWXXLUW3G 19LMYN	B2 Banquette with backrest bolster Must be compatible with T7 table. Width: 60" (1524mm) (+/- 1" – 25mm)	4	Yes		\$	\$
8.	6SBATWXXLUW3G 19LLNN	B1 Banquette without backrest bolster Width: 60" (1524mm) (+/- 1" – 25mm)	2			\$	\$

****Provide additional information:**

Canada is requesting bidders: to provide drawings and/or pictures including descriptive literature for these products with your bid submission.

NSA products (must not exceed 30% of the firm quantity by category)

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	** Provide additional Information Yes/No	Supplier Part Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
9.	T1 - Lounge height collaboration table <u>Description</u> .1 Table used as central collaboration surface. .2 Must be lounge height. .3 Table top must be square shaped.	2	Yes		\$	\$

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<p><u>Dimensions</u></p> <p>.1 Lounge height must be compatible with Line 8, Tag B1.</p> <p>.2 Overall length and depth must be 1524 mm (60 in.) with a tolerance of ±25 mm (±1 in.)</p> <p><u>Finishes</u></p> <p>.1 Table top must be high-pressure laminate with wood look options available as standard.</p> <p>.2 Table legs/support must be high-pressure laminate, or painted metal.</p> <p><u>Power and Data</u></p> <p>.1 N/A</p> <p><u>Support</u></p> <p>.1 4 post legs</p>					
			Product Total	\$	\$

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Table 2 – Delivery CAT 6b

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 - 9	300 Laurier Avenue West 21st Floor Ottawa, ON K1A 1J2	2021-06-16 to 2021-07-06	Normal	_____ : weeks	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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 3 – Installation CAT 6b

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 - 9	300 Laurier Avenue West 21st Floor Ottawa, ON K1A 1J2	2021-06-16 to 2021-07-06	Normal	_____ : weeks from date of supply and delivery	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **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 4 – Optional Product

Table 5 – Optional Delivery

Table 6 – Optional Installation

☒ Not Applicable
☒ Not Applicable
☒ Not Applicable

Table 7 – 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 Project 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.	<p>Canada's Facilities to Accommodate the Delivery</p> <p><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></p> <p><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></p>	
2.1	Loading Dock/Location	
A	Location	<p>L'Esplanade Laurier 300 Laurier Avenue West, West Tower, 21FL Ottawa, ON K1A 0S5</p> <p>The loading dock is located at 151 Gloucester Street Ottawa, ON K2P 1N8</p>
B	Dock	The loading dock is a double bay that can fit a 26 foot truck. If a tractor trailer is delivering, they need to park on the street since the dock does not fit a full size tractor.
C	Lift	<p>The scissor lift is located by the 3rd bay entrance next to the trash compactor.</p> <p>Capacity: 10,000lbs 2438mm (8ft) Wide x 2438mm (8ft) Deep.</p>
D	Door	Interior door size: 13ft H max x 20ft W
E	Freight Elevator	Loading dock freight is located in the loading dock on M1 and services floors P3-M2 – West Tower Freight services all floors in the West Tower (300 Laurier)
F	Other (specify, if any)	<p>Moving Truck 26ft max.</p> <p>Podium building freight elevator used to transport items from loading dock to parking level to access Tower Freight Elevator.</p> <p>All deliveries / pick up shall be coordinated with base building through the project manager and 48h prior.</p>
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.</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	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

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Table 8 - Bid Evaluation and Contract Total CAT 6b
(Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Optional Product Total (Table 4)	N/A
5	Optional Delivery Total (Table 5)	N/A
6	Optional Installation Total (Table 6)	N/A
7	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
8	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5 + 6+ 7)	\$
9	Contract Price(1+2+3+7):	\$
10	Applicable Tax(es):	\$
11	Total Estimated Cost (9+10):	\$

* Applicable taxes extra.

Table 9 – Bidder’s Authorized Representative

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

**ANNEX B
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 B.

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

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf of floor plan

2) Panel Details

- a. All required panel heights: [Base Height](#), [Work Surface Privacy Add-on Height](#), [Seated Privacy Add-on Height](#);
- b. When power is required, the power is located [below or 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: [Base feed or Power Pole](#).
- d. Component System Accessories:
 - 1. Panel mounted accessories integrated into the panel frame will be shown on the floor plan. Accessories attached to the panel separately must be specified ([Accessory rails](#), [tackable surfaces](#), [whiteboards](#), ...)
 - 2. When Accessory rails are required, the accessories must be specified: [a paper sorter](#), [a tray](#), [a bin](#), [a telephone holder](#), ... ([refer to full SA specifications for more information](#))

3) Panel Matrix or Workstation Layout

***See attached Panel Matrix ***

a. Panel Matrix

1.0 Panel Matrix / Matrice de Panneaux
PA

Fabric / Tissu	Fabric / Tissu	1067-1117 (42"-44")
Fabric / Tissu	Fabric / Tissu	

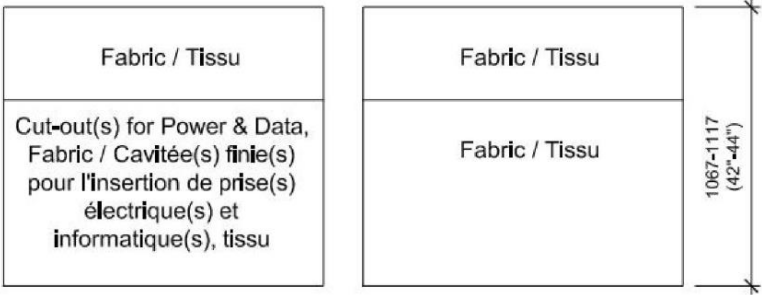
PB

Fabric / Tissu	Fabric / Tissu	1067-1117 (42"-44")
Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu	Fabric / Tissu	

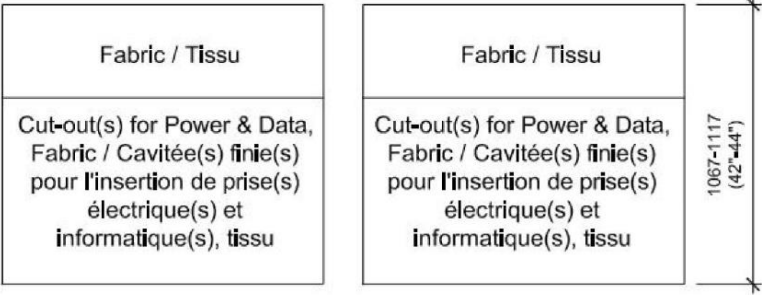
PC

Fabric / Tissu	Fabric / Tissu	1067-1117 (42"-44")
Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu	Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu	

PD



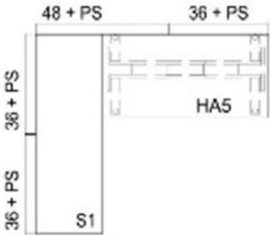
PE



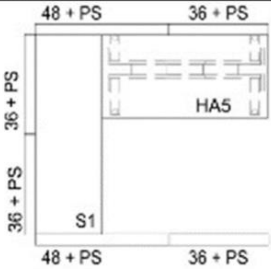
2.0 Furniture Data Sheets / Fiches Techniques des Meubles
2.1 Typical Fixed Workstation A / Poste de Travail Fixe Typique A

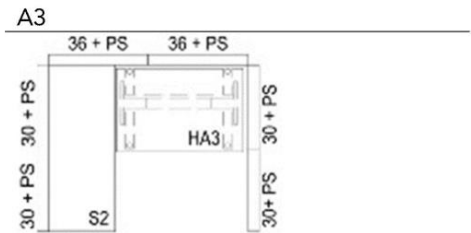
Panel Layout / Disposition du Panneau

A1



A2





3.0 Typical Fixed Workstation Panels / Panneaux de Postes de Travail Fixes Typiques

Code No.	Description:
Category 1A / Catégorie 1A	
PA	Panel A / Panneau A Height / Hauteur: Work surface Privacy Height Add On / Panneau additionnel pour intimité en position assise Lower Element 1 / Élément Inférieur 1: Fabric / tissu Lower Element 2 / Élément Inférieur 2: Fabric / tissu Upper element 1 / Élément Supérieur 1: Fabric / tissu Upper Element 2 / Élément Supérieur 2: Fabric / tissu
PB	Panel B / Panneau B Height / Hauteur: Work surface Privacy Height Add On / Panneau additionnel pour intimité en position assise Lower Element 1 / Élément Inférieur 1: Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu Lower Element 2 / Élément Inférieur 2: Fabric / tissu Upper element 1 / Élément Supérieur 1: Fabric / tissu Upper Element 2 / Élément Supérieur 2: Fabric / tissu
PC	Panel C / Panneau C Height / Hauteur: Work surface Privacy Height Add On / Panneau additionnel pour intimité en position assise Lower Element 1 / Élément Inférieur 1: Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu Lower Element 2 / Élément Inférieur 2: Cut-out(s) for Power, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s), tissu Upper element 1 / Élément Supérieur 1: Fabric / tissu Upper Element 2 / Élément Supérieur 2: Fabric / tissu
PD	Panel D / Panneau D Height / Hauteur: Work surface Privacy Height Add On / Panneau additionnel pour intimité en position assise Lower Element 1 / Élément Inférieur 1: Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu Lower Element 2 / Élément Inférieur 2: Fabric / tissu Upper element 1 / Élément Supérieur 1: Fabric / tissu Upper Element 2 / Élément Supérieur 2: Fabric / tissu

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PE	<p>Panel E / Panneau E</p> <p>Height / Hauteur: Work surface Privacy Height Add On / Panneau additionnel pour intimité en position assise</p> <p>Lower Element 1 / Élément Inférieur 1: Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Lower Element 2 / Élément Inférieur 2: Cut-out(s) for Power & Data, Fabric / Cavité(s) finie(s) pour l'insertion de prise(s) électrique(s) et informatique(s), tissu</p> <p>Upper element 1 / Élément Supérieur 1: Fabric / tissu</p> <p>Upper Element 2 / Élément Supérieur 2: Fabric / tissu</p>
<p>Category 1B - Free Standing Systems & Component System Accessories /</p> <p>Catégorie 1B - Systèmes Autoportants et Accessoires de Système de Composants</p>	
S1	<p>Worksurface / Surface de travail</p> <p>Type: Panel Mounted / Monté sur Panneau</p> <p>Material / Matériau: High Pressure Laminate / Stratifiés haute pression</p> <p>Shape / Forme: Rectangular / Rectangulaire</p> <p>Size / Taille: 24" X 72" (610 X 1828)</p>
S2	<p>Worksurface / Surface de travail</p> <p>Type: Panel Mounted / Monté sur Panneau</p> <p>Material / Matériau: High Pressure Laminate / Stratifiés haute pression</p> <p>Shape / Forme: Rectangular / Rectangulaire</p> <p>Size / Taille: 24" X 60" (610 X 1524)</p>
S3	<p>Worksurface / Surface de travail</p> <p>Type: Modular Benching Fixed Height (3 Long) / Surfaces de travail modulaires de type comptoir à hauteur réglable (Longueur de 3)</p> <p>Material / Matériau: High Pressure Laminate / Stratifiés haute pression</p> <p>Screen: Acrylic/Frosted Glass</p> <p>Shape / Forme: Rectangular / Rectangulaire</p> <p>Size / Taille: 30" X 48" (762 X 1219)</p>
PS 1	<p>Privacy Screen / Cloison d'intimité</p> <p>Type: Worksurface Mounted / Montées sur surface de travail</p> <p>Material / Matériau: Frosted Glass - Verre givré</p> <p>Width / Largeur: 30" (762)</p> <p>Height / Hauteur: 10"-12" (255-305)</p>
PS 2	<p>Privacy Screen / Cloison d'intimité</p> <p>Type: Panel Mounted / Monté sur cloison</p> <p>Material / Matériau: Frosted Glass - Verre givré</p> <p>Width / Largeur: 30" (762)</p> <p>Height / Hauteur: 10"-12" (255-305)</p> <p>Complete panel system not to exceed 54" (1372). / Le système complet de panneau me doit pas dépasser 54po (1372).</p>
PS 3	<p>Privacy Screen / Cloison d'intimité</p> <p>Type: Panel Mounted / Monté sur cloison</p> <p>Material / Matériau: Frosted Glass - Verre givré</p> <p>Width / Largeur: 36" (915)</p> <p>Height / Hauteur: 10"-12" (255-305)</p> <p>Complete panel system not to exceed 54" (1372). / Le système complet de panneau me doit pas dépasser 54po (1372).</p>

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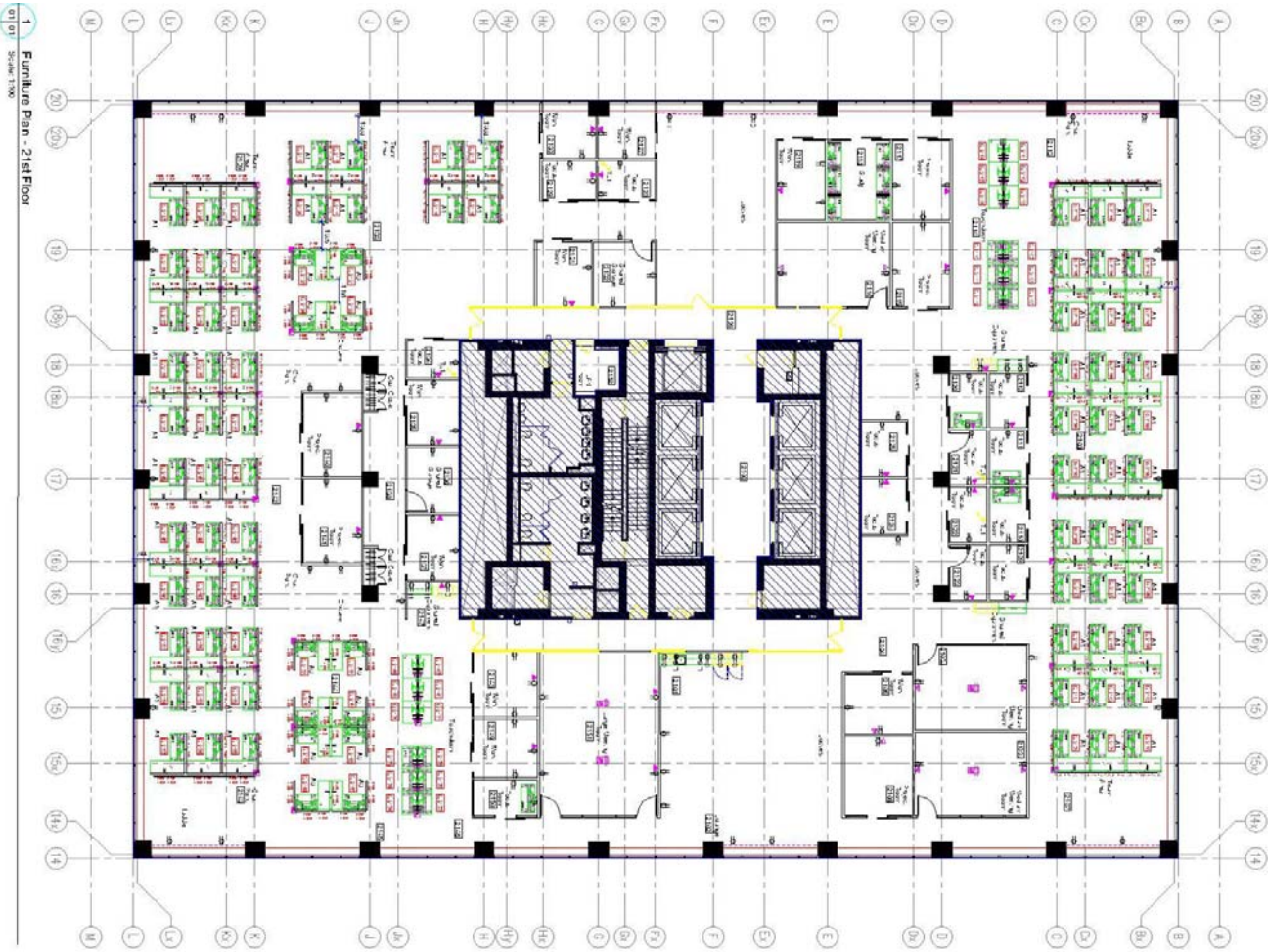
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PS 4	Privacy Screen / Cloison d'intimité Type: Panel Mounted / Monté sur cloison Material / Matériau: Frosted Glass - Verre givré Width / Largeur: 48" (1219) Height / Hauteur: 10"-12" (255-305) Complete panel system not to exceed 54" (1372). / Le système complet de panneau ne doit pas dépasser 54po (1372).
Category 2 – Height Adjustable Tables Catégorie 2 - Surfaces de travail à hauteur réglable	
HA2	Benching / Surface de travail modulaires Type : Sit/Stand Range Height Adjustable Benching Number of Surfaces Long / Longueur de Surface: 3 Controls / Contrôles: Electrically assisted /commande électrique Material / Matériau: High Pressure Laminate / Stratifiés haute pression Shape / Forme: Rectangular / Rectangulaire Size / Taille: 30" x 48" (762 x 1219) Screen / Cloison d'intimité : Acrylic/ Frosted Glass
HA3	Worksurface / Surface de travail Type : Sit/Stand Range Height Adjustable Controls / Contrôles: Electrically assisted /commande électrique Material / Matériau: High Pressure Laminate / Stratifiés haute pression Shape / Forme: Rectangular / Rectangulaire Size / Taille: 30" x 48" (762 x 1219)
HA4	Worksurface / Surface de travail Type : Sit/Stand Range Height Adjustable Controls / Contrôles: Electrically assisted /commande électrique Material / Matériau: High Pressure Laminate / Stratifiés haute pression Shape / Forme: Rectangular / Rectangulaire Size / Taille: 30" x 54" (762 x 1372)
HA5	Worksurface / Surface de travail Type : Sit/Stand Range Height Adjustable Material / Matériau: High Pressure Laminate / Stratifiés haute pression Shape / Forme: Rectangular / Rectangulaire Size / Taille: 30" x 60" (762 x 1524) Quantity / Quantité: 154

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ANNEX C

ADDITIONAL SPECIFICATIONS, CERTIFICATIONS

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

1. Specifications

2. Certifications

2.1 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.

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ANNEX D SECURITY REQUIREMENTS

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

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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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Purchase furniture to LEL 21st floor Cat 1-6		
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input checked="" type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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:

Commentaires spéciaux :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

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

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

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

☒ No ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

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

Solicitation No. - N° de l'invitation
EP916-210300/B
Client Ref. No. - N° de réf. du client
20210300

Amd. No. - N° de la modif.
File No. - N° du dossier
pq998.EP916-210300

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